

APPLICATION FOR STUDENT ADMISSION

(Complete a separate copy of this form for each child)



Early Learning Centre

Family Code _____
(office use only)

STUDENT INFORMATION

Surname: _____ Male / Female: _____

Given Names: _____ Preferred Name: _____

Date of Birth: _____ Country of Birth: _____

Application Type: New Family Current College Family Language spoken at child's home _____

Cultural background of the child _____ Cultural background of parents _____

As required by: National Regulations: Regulation 184

Enrolment Required for: 3-Year-Old Pre-Kindergarten 4-Year-Old Kindergarten

Is this a second year of 4-year-old Kindergarten for this child? YES NO

(If yes, and the child attended a funded 4-year-old kindergarten other than Plenty Kids for their first year of 4-year-old kinder, you must provide appropriate documentation from the previous kindergarten.)

Please circle the **Group Name** (below) you are requesting your child be placed in.

Plenty Kids Early Learning Centre Programs	Group Name	Group's Days
3-year-old Pre-Kindergarten	Joey Group	Tuesday & Thursday
4-year-old Kindergarten	Wallaby Group	Monday, Wednesday & Friday
4-year-old Kindergarten	Possum Group	Wednesday, Thursday & Friday

Residential Address: _____ Telephone Number: _____

_____ Post Code: _____

Is the nominated student an Australian Citizen? YES NO or Status of Residency: _____

Is the nominated student an Aboriginal or Torres Strait Islander? YES NO

Admission sought from: Term: _____ in the year: _____

Student resides with: both parents / mother / father / guardian; or other: _____

Names of siblings for whom later admission is proposed: 3 or 4-year-old kinder: In the Year: Date of birth:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FAMILY INFORMATION

Parent 1
FATHER / MALE GUARDIAN

Parent 2
MOTHER / FEMALE GUARDIAN

Surname: _____ Surname: _____

Given Name: _____ Given Name: _____

Marital Status: _____ Marital Status: _____

Residential Address: _____ Residential Address: _____

Home Telephone: _____ Home Telephone: _____

Preferred email address for us to contact you: _____ Preferred email address for us to contact you: _____

Mobile Phone: _____ Mobile Phone: _____

Postal Address: _____ Postal Address: _____

Occupation: _____ Occupation: _____

Employer: _____ Employer: _____

Telephone (BH): _____ Telephone (BH): _____

KINDERGARTEN FEE SUBSIDY

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

- | | |
|--|---|
| <input type="checkbox"/> Health Care Card | <input type="checkbox"/> Temporary Protection/Humanitarian Visas 447, 451, 785 or 786 |
| <input type="checkbox"/> Pensioner Concession Card | <input type="checkbox"/> Resolution of Status Visa (RoS) Visa Class CD, Subclass 851 |
| <input type="checkbox"/> DVA Gold Card | <input type="checkbox"/> Refugee and Special Humanitarian Visas 200–217 |
| <input type="checkbox"/> DVA White Card | <input type="checkbox"/> Triplets or Quadruplets |
| <input type="checkbox"/> Bridging Visas A–F | <input type="checkbox"/> Aboriginal or Torres Strait Islander |

Supporting documentation may need to be sighted on commencement at Plenty Kids Early Learning Centre by the Registrar.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx. Please see the Plenty Kids Fees Policy on the [College website](#) for more information.

APPLICATION FOR STUDENT ADMISSION ENROLMENT SURVEY

FROM YOUR FAMILY'S PERSPECTIVE:

How did you come to know about Plenty Kids Early Learning Centre?

Would you understand yourselves to have an active commitment to the Christian faith, and if so, in what ways?

Are you committed to a Christian church through regular attendance? If so, which church?

Are your children involved in activities organised by the church? If so, what activities?

What are your reasons for seeking a Christian education environment?

What are your greatest priorities of an education for your child at Plenty Kids Early Learning Centre?

APPLICATION FOR STUDENT ADMISSION

ADDITIONAL INFORMATION

Parenting/Court orders relating to the child

Part A:

Are there any court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?

No, go to the next section. Yes, please complete Part B:

Part B:

1. Bring the original order/s for staff to sight and copy to attach to this enrolment form;
2. If these orders:
 - a) change the powers of a parent/guardian to:
 - authorise the taking of the child outside the service by a staff member of the service;
 - consent to the medical treatment of the child;
 - request or permit the administration of medication to the child;
 - collect the child from the service AND/OR
 - b) give these powers to someone else

Please describe these changes and provide the contact details of any person given these powers:

Emergency Contacts/Authorised Nominees

There may be times when someone else other than the parents/guardians will need to collect your child from Plenty Kids, or times when an injury or illness occurs and we cannot get in contact with you.

Please specify the names, contact numbers and addresses of those who you consent to:

1. be an authorised nominee (a person who has permission to collect your child from the kindergarten); and
2. be notified of an emergency involving the child if parents cannot be immediately contacted; and/or
3. consent to medical treatment of, or authorise administration of medication to your child where you are unavailable to provide such consent; and/or
4. authorise a Plenty Kids educator to take your child outside the school grounds (i.e. an excursion) where you are unavailable to provide such consent

Please do not list the parents/guardian's details here. In the table below, please list the names (and contact details) of the person/s you are giving permission to be an authorised nominee.

Person 1		Person 2	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H:	Telephone:	H:
	M:		M:
	W:		W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds	This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds

Person 3		Person 4	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H:	Telephone:	H:
	M:		M:
	W:		W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds	This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds

CHILD INFORMATION

Health Information

Name Doctor _____ Telephone: _____

Address Doctor/Medical Service: _____

Medicare number: _____ Position number: _____ Expiry date: _____

Private Health fund: Membership number: _____

Ambulance subscription number: _____ or included in health insurance cover: Yes No

Is there anything about the child seeking admission that should be brought to the attention of the College?
 (For example: particular talents, cultural, religious requirements, support programs, social skills, referrals, English as a second language etc.). Yes No

Does your child have any condition which may require additional support such as a developmental delay or disability including intellectual, sensory or physical impairment? Yes No

If yes, please provide details, and where applicable, provide copies of any reports pertaining to these conditions. If you require more space, please attach a separate sheet.

Specific Medical Conditions

Please indicate if your child has one of the medical conditions listed below, and if it is regarded as Moderate or High severity. For any conditions indicated below the school requires a Management Plan completed by you and the family doctor. Please note that all students with asthma and/or anaphylaxis require an Action Plan that is updated annually; it is the parents/guardians' responsibility to ensure this occurs.

(Please Note: For the purpose of safety, Care Plans/Action Plans/Management Plans including photo identification will be placed in each room at Plenty Kids ELC and around the College. Current templates for these are available from the PVCC office.)

		Moderate Severity	High Severity	Management/Action Plan attached?
Anaphylaxis	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details:				
Does your child have any <u>low</u> severity medical conditions? If yes, please provide details including management of the condition: If you require more space, please attach a separate sheet.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any dietary requirements or food intolerances? If yes, please provide details:				<input type="checkbox"/> Yes <input type="checkbox"/> No
If your child develops or is diagnosed with specific health care needs, allergies or medical conditions, do you agree to work with Plenty Kids staff and adhere to these processes?				<input type="checkbox"/> Yes <input type="checkbox"/> No

Immunisation Information

Please supply a copy of your child's Immunisation History Statement with this application form. Under the State Government's 'No jab, no play' legislation, children that are not up to date with the immunisations for their age, or cannot provide evidence of a recognised catch-up schedule, cannot attend a funded kindergarten program. Please note that a copy of the child's Maternal Child & Health Record is NOT sufficient; an Immunisation History Statement is required.

Is a copy of your child's up to date Immunisation History Statement attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No', does the school already have a copy of your child's up to date Immunisation History Statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Permissions & Declaration

Administration of First Aid: Do you consent for trained staff to administer first aid to your child, or seek medical treatment and/or ambulance transportation should this be deemed as necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administration of Medication: Should your child require the administration of medication during their time at Plenty Kids, you will be required to adhere to our process for your child's safety. A full description of your responsibilities are outlined in the PK Administration of Medication Policy, but in summary, you will be responsible for providing the medication with a pharmacy label attached to the medication stating the dosage and child's name on it, to staff, in its original packaging (with expiry date). You will also be responsible for completing the required details on a Medication Record, and for collecting the medication at the end of each session. Do you agree to adhere to these processes should your child require the administration of medication while they are at Plenty Kids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Head Lice Inspection: Do you provide consent for Plenty Kids staff, or a person approved by Plenty Kids, to conduct head lice inspections on your child once per term, or when an infestation of head lice is suspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sunscreen: Application of Sunscreen: Do you give permission for Plenty Kids staff to apply, as appropriate, SPF 30+, broad spectrum, water resistant sunscreen to all exposed parts of your child's body? Providing your own sunscreen: If your child needs a specific sunscreen (e.g. for sensitive skin), you will be required to supply the appropriate sunscreen, to be left at the kindergarten, labelled with your child's name on it. It is your responsibility to ensure there is adequate supply available at the service. Will you be providing your own sunscreen?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Regular Outings: We have wonderful opportunities to enrich the learning program with incidental or regular outings into the wider College community (e.g. the playground, oval, multipurpose hall, or library etc.). Whenever children leave Plenty Kids immediate premises for these outings, two college staff members accompany the children. Do you give permission for college staff members to take your child on outings within the school grounds?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Photos & Videos Internal College use: Do you give permission for your child's photo and name to be published in the College newsletter, annual magazine, the College website and other College information material? Some additional information about how we use photos and videos:</p> <ul style="list-style-type: none"> • College staff will take photos/videos of all the children for internal classroom use and to share photos and videos with parents. • If photos of students are required for any other promotional material (e.g. advertising), or if external agencies (e.g. local paper) wish to use photos of your child, parents will be asked to give specific permission. • If you require more detail on how photos or videos of your child may be used, please speak to Plenty Kids staff. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Privacy: Your privacy is important. Plenty Kids has developed a Privacy and Confidentiality Policy that explains how we collect, use and manage personal information, including health information, which is in line with government requirements. You can read the Privacy Statement below. If you wish to see the full policy, available on the PVCC website.</p>	

PRIVACY STATEMENT

We believe your privacy is important.

Plenty Kids Early Learning Centre has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"> • To enable us to provide for the education and care of the child attending the service • To manage and administer the service as required
The Approved Provider if an individual, or members of the Board if the Approved Provider is an organisation	<ul style="list-style-type: none"> • For the management of the service • To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"> • To assess and (if necessary) to engage employees, contractors, volunteers or students • To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment

- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.
- Laws that require us to collect specific information

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, Associations Incorporation Reform Act 2012 (Vic) and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy and Confidentiality Policy, which is available on request.

For information on the Privacy and Confidentiality Policy, please refer to the college website or contact the Approved Provider/Nominated Supervisor.

A MEMO OF UNDERSTANDING

1. Christian values and principles have given guidance and meaning to generations of people, and this College originated in the desire of the Christian community to provide a formal education in a Christian context. In asking for admission to this College, you are seeking to enter a community that holds the Christian faith as preeminent. Plenty Valley Christian College operates as a company with a Constitution and Statement of Christian Faith. Copies are available upon request.
2. We have read the Plenty Kids Enrolment and Orientation Policy. (A copy of this is available on the College website)
3. We have read the relevant fee schedule of the College and are able to meet its requirements.
4. Students new to the College enter under an enrolment review period of a College term.

DECLARATION

I, a person with lawful authority of:
(parent/guardian name) (child's name)

- have read and understand fully the Plenty Kids Enrolment and Orientation Policy, a copy of which is available on the College website. In the event of enrolment of my / our child, I / we agree to abide by these conditions, regulations and protocols, and those further published by the College representatives during my / our child's enrolment. I / We warrant that the information provided is true and correct.
- understand that students new to the College enter under an enrolment review period of a College term.
- declare that the information in this application form is true and correct and agree to immediately inform Plenty Kids in the event of any change to this information;
- agree to collect or make arrangements for the collection of my child if they become unwell at Plenty Kids;
- consent to Plenty Kids staff seeking, and/or where appropriate, administering emergency medical treatment, seeking medical treatment from a medical practitioner, hospital or ambulance service as is reasonably necessary and agree that I will reimburse any necessary expenses incurred by Plenty Kids;
- agree to give one term's notice if withdrawing my child from the Plenty Kids program;
- have provided Plenty Kids Early Learning Centre with applicable documents to accompany this enrolment form including birth certificate, Immunisation History Statement, court orders and medical management plans.

Both parents' / guardians' signatures are required unless one parent / guardian is sole custodian.

SIGNATURES

Parent/Guardian 1

Signature: _____ Print name: _____ Date: _____

Parent/Guardian 2

Signature: _____ Print name: _____ Date: _____

To submit your completed application, please email it to our Registrar at enrolments@pvcc.vic.edu.au