



PLC SYDNEY PRESCHOOL

# ENROLMENT DOCUMENTS

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Student Name: \_\_\_\_\_

Calendar Year of Commencement: \_\_\_\_\_



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# 1 AGREEMENT TO THE CONDITIONS OF ENROLMENT

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This Agreement contains all the terms and conditions of enrolment that must be agreed to before your child can be enrolled.

“Parents” includes legal guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the PLC Sydney Preschool and, where the child has only one parent, means that parent.



## 1.1 FEES

1. We agree to pay to PLC Sydney all fees as determined by the College Council as notified in the PLC Sydney Preschools Fees Schedule. All fees are payable in advance.
2. If all the fees and charges are not paid in full by the end of the term in which they were due for payment, the child’s enrolment may be suspended and PLC Sydney Preschools may subsequently without further notice refuse entry to the student or terminate her/his enrolment.
3. Four weeks’ (in term time) notice in writing must be given to the PLC Sydney Preschool Director before any student is removed from the PLC Sydney Preschool. If this notice is not given, we agree to pay four weeks’ fees plus GST. The amounts to be paid are a genuine pre-estimate by PLC Sydney of the loss that it would suffer if we do not provide the required notice.
4. We understand that no remission of fees, either in whole or in part, will be made if the child is absent due to illness or leave.
5. We agree to pay all medical and ambulance expenses incurred on behalf of the child.

## 1.2 EXPECTATIONS AND BEHAVIOUR

6. We understand that our acceptance of PLC Sydney Preschool’s offer of a place for the child does not imply that the child will complete their schooling at the College.
7. We acknowledge that PLC Sydney is a Christian community and that behaviours and attitudes based on Christian values are encouraged. Parents will agree that all communication between children, parents, visitors and staff members will be respectful. We agree to avoid confrontation and criticism in public, including via social media, and accept that there is no place in the PLC Sydney community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
8. We agree to support the values and to abide by the standards and expectations of PLC Sydney Preschools.
9. We will agree to be actively involved and support the Preschools interactions with Childrens’ policy and Positive Behaviour Guidance procedure and accept the guidance approach of the Preschool to implement strategies collaboratively that best support children to understand the natural consequences of their behaviour and how to effectively resolve conflicts and restore relationships. In particular, we agree that the Principal in all his absolute discretion, but subject to affording the students procedural fairness, suspend or dismiss the child if the Principal deems the Preschool as an inappropriate learning environment for the student as a result of their behaviour.

10. Parents must advise the Preschool Director or Administrator in writing (in advance where possible) when their child will be taking leave for any reason

11. Parents understand that the PLC Sydney Preschool requires them to be actively involved through:

(a) attendance at parent-teacher interviews and parent forums,

(b) participation in courses offered by the Preschool relevant to the student's education, and

(c) assistance in a voluntary capacity is welcome from time to time.



## 1.3 HEALTH AND SAFETY

12. We acknowledge that we have fully disclosed any special needs (including but not limited to any learning, medical, physical or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, parents will agree to notify the PLC Sydney Preschool immediately. We also agree to complete the student's medical form fully and accurately and provide annual updates.

13. We agree to have our child fully up to date with immunisation as per the NSW Government before commencement at PLC Sydney Preschools and continue to stay up to date with scheduled immunisation. We also agree to provide our child's updated AIR Immunisation History Statement to PLC Sydney Preschools.

14. We acknowledge that PLC Sydney seeks to maintain an environment that is safe for all students and in which learning can take place.

15. If the student is ill or injured, necessitating urgent hospital and/or medical treatment and if we are not readily available to authorise such treatment, we authorise the Principal or nominated supervisor, in their absence, a responsible member of the PLC Sydney staff, to give the necessary authority for such treatment and to authorise the student to be **transported by ambulance**.

16. We agree that parents or guardians authorised on the enrolment form should be available to collect their child in the event of a medical situation (such as a temperature 38 or above) promptly. If the parent or guardian is not contactable at the time of a medical situation, the Preschool will notify the next person authorised on the enrolment form and they will be expected to collect your child promptly.

17. We understand that the College requires parents to observe the PLC Sydney security procedures for the protection of students from direct contact with those outside the Preschool during school hours and that we are only to make contact through the Preschool Office.

18. We acknowledge that the child's personal property is not insured by PLC Sydney which does not accept any responsibility for loss. We also accept that PLC Sydney does not cover students for medical or dental expenses incurred following accidents at Preschool or at Preschool activities.

19. We accept that children may be taken off the PLC Sydney Preschool site for the purpose of emergency evacuations and drills. The evacuation diagram is displayed on all exits.

## 1.4 PRIVACY

20. We acknowledge that PLC Sydney may from time to time collect personal information about parents and students which may be necessary for its functions or activities. We authorise PLC Sydney

to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development, or to comply with government requirements. We acknowledge having read the Notice Accompanying the Collection of Personal Data.

21. We acknowledge that PLC Sydney uses images and/or names of students as part of recording their developmental progress, recognition of their achievements or for their participation in Preschool activities, as well as for provision of information about PLC Sydney. If we wish to restrict the publication of such information in any format we will contact PLC Sydney Preschools in writing with a detailed request and a statement as to whether the restriction applies to name, image or both.

22. Where relevant, we agree to provide to PLC Sydney all current Family Court or other court orders or parenting plans relating to us and the student. We note that the Notice Accompanying the Collection of Personal Data deals with the confidentiality of such information.



## 1.5 GENERAL

23. We agree that PLC Sydney may change these Conditions provided it gives us at least four weeks' notice.

24. We agree to give PLC Sydney notice of any change in our contact details or other information concerning ourselves or the student promptly.

## 2. AGREEMENT COMMITMENT

A copy of this signed written agreement must be held by the parents along with a record of any payment of fees.

## AGREEMENT

I agree to comply with all the terms and conditions outlined in this Agreement for the enrolment of my child at PLC Sydney Preschool. I will provide my child's current residential address, mobile phone number and email address, and who to contact in emergency situations and their contact details. I will notify of any changes to this information immediately.

Parent 1 Name (printed) Signature

Parent 2 Name (printed) Signature

Office Use Only	Childs Start Date:	
Immunisation History or Australian Immunisation Register (AIR) Statement Received	Birth Certificate Received	
	Forms completed:	Date:

