



ELC ENROLMENT FORM

Enrolment Procedure

Welcome to Al Iman College – Early Learning Centre
Jazakomullah ho khairan.

Thank you for your interest in enrolling your child/children at our Early Learning Centre.
Following are the steps that need to be followed in order to enrol your child/children.

Complete and lodge filled enrolment form in person at our main office at;
20 – 40 Rees Road, Melton South, Vic – 3338
Or send it by mail to our postal address; PO Box 2337, Melton South, Vic – 3338
Or email it to; info@aliman.vic.edu.au

Please ensure (by ticking the boxes) that following documents are attached with the form.

- 1 Copy of Birth Certificate.....
- 2 Copy of Immunization Certificate.....
- 3 Copy of Residency Status (copy of Australian Passport or copy of both parents' passports and citizen certificates)
- 4 Copy of Medicare card
- 5 Copy of Healthcare/ Concession card (if applicable)
- 6 Copy of Custody related documentation (if applicable)

Make sure that the form is signed by both parents/guardians.

PLEASE READ THE FOLLOWING INFORMATION:

- Once the place is confirmed, Al Iman College Early Learning Centre will contact you.
- Parents then should confirm their acceptance by paying a non-refundable fee mentioned in the account statement.
- Payments can be by cheque or EFTPOS at our office or by online transfer to the College bank account as per the instructions given in the account statement.

IMMUNISATION

Under the new 'No Jab, No Play' Victorian Government legislation, before your child can start 4 year old kindergarten you will have to provide evidence to the kindergarten that your child is: -

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- is unable to be fully immunised for medical reasons.

When your child's place is confirmed, please give a copy of the **Immunisation Schedule** to the Kindergarten. For more information call 1300 882 008.

For Office Use Only

Date Received:	___/___/___
Enrolment Fee Receipt No	
Student Code	
Family Code	

Information and Privacy

Al Iman College Early Learning Centre is committed to provide quality education to our students. The ELC needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services and to satisfy the ELC's legal obligations.

We believe an individual's right to keep their personal and sensitive information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal and sensitive information in line with the "Australian Privacy Principles" (APPs).

Section 1 Student Details

Applying for Year (i.e. 2018) :		
Surname:		
Given Name:		
Preferred name (if any):		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth:		
Medicare Number:		
Student's residential address (street number and name):		
Suburb / Town:		Post Code:
Student's postal address (if different from above):		
Suburb / Town:		

Section 2 Additional Student Information

Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____
Is the student an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the visa subclass number: (e.g. 457, 489)	_____ <input type="checkbox"/> Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	____ / ____ / ____
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____
Any additional needs, cultural, religious or special dietary requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details below

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached? Yes No

Section 4 Parent/Guardian Information

	Parent / guardian 1	Parent / guardian 2
Title: (Mr/Ms/Mrs/Miss)		
Surname:		
First name:		
Middle name:		
Date of birth:		
Current Occupation:		
Healthcare card number (CRN):		
Relationship to student: (e.g. father, mother, etc.)		
Responsible for parenting*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with student*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive reports etc.*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an emergency*?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Other phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town:		
Postcode:		
Postal address: (if different from above)		
Suburb/town:		
Postcode:		

*Tick all boxes that apply

Section 5 Parent / Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

What is the level of the **highest** qualification the parent/guardian has completed?

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 1).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Other Not in paid work in the last 12 months	<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Other Not in paid work in the last 12 months

Section 6 Sibling Information

Does the student have any brothers or sisters at Al Iman college or Al Iman - ELC?

Yes No If yes, provide details below

Sibling's given names	Surname	Date of birth
		/ /
		/ /
		/ /
		/ /

Section 7 Additional Emergency Contact/ Authorised Nominee

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contact and an 'authorised nominee' i.e. a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator.

	Emergency Contact	Authorised Nominee
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Seizure disorder (e.g. epilepsy) | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Speech impairment | <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Intellectual/learning impairment (e.g. dyslexia) |
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Mental health or behaviour issue (e.g. depression, ADHD) | |
| <input type="checkbox"/> Other, please specify: _____ | | |

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc.)

- Medication required. Please supply details of any treatments, care or medication required.
(contact school for relevant forms)

Relevant medical consent forms completed and attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required
Family Doctor's Name:	
Family Clinic	
Clinic Address:	
Clinic Contact Number:	

In the event of injury or illness to the child, administering medication or first aid, arranging an ambulance and necessitating hospital or medical treatment, including injections, blood transfusions and the like and where the parent or caregiver cannot be contacted to authorise such treatment and arrangement, I authorize a staff of Al Iman College ELC to give the necessary authority for such treatment and arrangement without the ELC or such person incurring any legal liability whatsoever. I am aware that I am responsible for all associated costs.

Name and Signature

Date: ____/____/____

Section 9 Long Day Care Details (if applicable)

Are you also applying for a long day care service?
 No Go to next section
 Yes Please give details below

Child's Centrelink Reference Number (CRN):	
Mother's Centrelink Reference Number (CRN):	
Father's Centrelink Reference Number (CRN):	
Name of parent claiming Child Care Benefit:	
Date of birth (DOB):	____/____/____
Preferred start date:	

Hour/days required

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 10 School Bus Arrangement (if applicable)

Is your child taking a school bus?
 No Go to next section
 Yes I authorize a staff of Al Iman College ELC to pick up/send off my child to the school bus, sign the attendance book on my behalf and give consent for the staff to exercise duty and care of my child.

Name and Signature

Date: ____/____/____

Conditions of Enrolment

The Early Learning Centre reserves the right to manage the conduct of the Early Learning Centre and determine its policies, including the right to change, re-organise, re-locate, curtail or cease any or all of the activities or operations of the College. The Early Learning Centre may exercise this right at any time in its sole and absolute discretion.

The Early Learning Centre may vary these conditions of enrolment at any time without prior notice. It is parents/guardians responsibility to keep themselves informed of these changes. The Early Learning Centre may inform of these changes through a written notice to the parent/guardian, or by letter generally circulated to parents/guardians through the Early Learning Centre's communication systems and/or updating them on Early Learning Centre's website and will apply from the time they are transmitted.

Registration

A student's name will be registered following the payment of \$25 application fee. This fee covers administrative costs and is non-refundable.

Offer of Placement

An offer of placement in the Early Learning Centre is secured upon payment of the Fee (a registration fee of \$25). This fee is non-refundable if the application is withdrawn prior to a new student's commencement.

Medical

In the event of injury or illness to the student, administering medication or first aid, arranging an ambulance and necessitating hospital or medical treatment, including injections, blood transfusions and the like and where the parent or caregiver cannot be contacted to authorise such treatment and arrangement, a responsible member of Al Iman College Early Learning Centre staff is automatically empowered to give the necessary authority for such treatment and arrangement without the Early Learning Centre or such person incurring any legal liability whatsoever. Parents and guardians are responsible for all associated costs.

Important Information

Services require permission from parent/guardians to publicly display information about children's medical conditions, displaying this reminds all staff of each child's health and wellbeing needs. I agree to have my child's medical condition information displayed within the service.

I/we consent to school bus arrangement for pick up/send and duty and care during excursion or any outings.

I/we consent to the staff/educators of the children's service seeking, or where appropriate, administering necessary emergency, medical, dental, hospital or ambulance treatment as is reasonably necessary, in the event of any form of illness or accident occurring to the child as the service may determine in its absolute discretion. I/we will reimburse any necessary expenses incurred by the service.

We have viewed the Centre and consent to the enrolment of our child. I/we agree to comply with all Government Requirements in relation to the Centre and its service. I/we agree to pay the quarterly fee on the due date as determined by Al Iman College Early Learning Centre. I/we are aware that it is our responsibility to maintain a current Family Assistance Office Income Assessment Notice for Child Care Benefit purposes. I/we understand that to have access to Child Care Benefit we need to meet all current Child Care Benefit requirements.

In the event that we overlook to sign the attendance record we authorize Educators at Al Iman Early Learning Centre to sign on our behalf for normal attendances, absent days and or holidays. I/we are aware that fourteen (14) days notice in writing is required if we should be absent during the school holiday period. I/we are aware that fourteen (14) days paid notice in writing of cancellation of care must be given in advance, otherwise full fees apply. We are aware that the centre closes for Public Holidays & weekends. I/we are aware that fees for Public Holidays are payable if the day is a usual day of attendance and is not transferable. We are aware that fees are payable for days where allowable absences are taken. We understand that late fees apply if a child is collected after the specified closing time. We are aware that any failure to pay fees within 7 days may result in cancellation of care at Al Iman College Early Learning Centre. Fees may be adjusted from time to time with due notice given to parents.

We are aware that the child will be excluded from care at Al Iman College Early Learning Centre if he/she is unwell or has contracted a contagious disease or condition. I/We understand that the child may return to Al Iman College Early Learning Centre upon provision of a "Clearance Certificate" from a medical practitioner. We are aware that if the child is not immunized he/she/ will be excluded from the centre if there is an outbreak of measles. We are willing for my child/ children to participate in all activities offered at Al Iman College Early Learning Centre. I/we consent to my/our child/ren being bathed when attending to immediate hygiene needs.

We agree it is our responsibility to familiarize ourselves with the program and to advise the Centre in writing if we do not wish our child/children to participate in particular activities. We give permission for the child to receive individual observation by students on accredited training programs at Al Iman College Early Learning Centre. We give permission for the child to receive support from a bilingual worker (ECRU).

We agree to provide Al Iman College Early Learning Centre with all information regarding the Health of the child. We are aware that if we fail to provide information correctly as required by Al Iman College Early Learning Centre, the Centre will be able to terminate its services forthwith. Part of our obligations towards our duty of care is to ensure the safety of our children and Educators at all times. I/we consent to the use of band aids on my/our child/ren if required.

Any cared children deemed violent or dangerous to other children and / or Educators will be terminated immediately. We are aware that Al Iman College Early Learning Centre may occasionally have visitors and/or volunteers, with the Centre's appropriate supervision. We have read this agreement, and received relevant information about the service offered by this Centre. I/We are aware that the person/s nominated as parent/guardian are the authorized parties to enrol, cancel enrolment, pay fees, release and have Al Iman College Early Learning Centre release the Child to. The centre reserves the right to terminate this agreement when, in its discretion, it considers that to do so would be in the interest of the centre. It agrees to give the parent reasonable notice of its intention to exercise this right and will refund any payments in credit.

Parents'/guardians' signatures

I/We agree that all the information contained in this application form is true and correct in every particular. I/we will promptly advise the college if any of the information contained in this application changes or becomes inaccurate.

I/We have read, understood and agree to the 'Conditions of Enrolment'.

I/we agree that if this application for enrolment is accepted the relationship between me/us and the college shall be regulated by the 'Parents Code of Conduct' as approved by the Principal of the College and we accept that we are liable jointly and severally for all amounts due to the College.

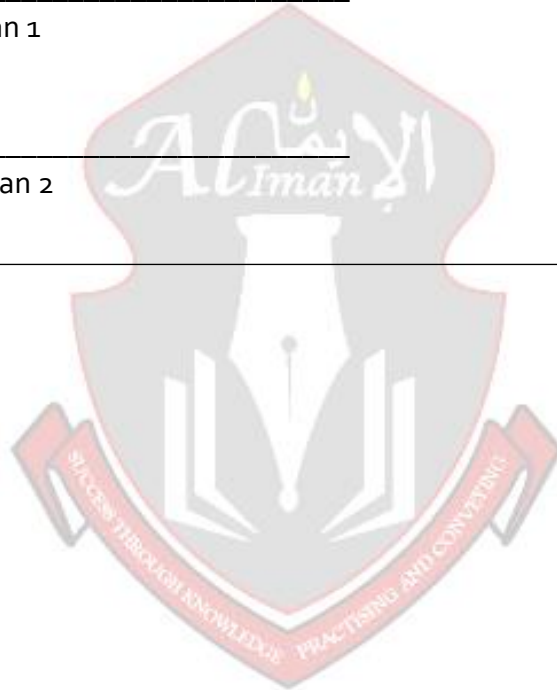
Both parent signatures are required, unless the parent is the sole custodian, in which case a copy of the relevant court order (where a custody order exists) should be provided.

(Signature of) Father/Guardian 1

Date: ____/____/____

(Signature of) Mother/Guardian 2

Date: ____/____/____



APPENDIX 1

List of Parent or Guardian Occupation Groups

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/manager/department head in industry, commerce, media or other large organisation. **Public service manager** (Section head or above), regional director, health/education/police/fire Services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2

Other business managers, arts/media/ sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official] **Associate professionals** generally have diploma/ technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager] **Defence Forces** senior Non-Commissioned Officer

Group 3

Tradesmen/ women, clerks and skilled office, Sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.

Clerks [bookkeeper, bank clerk/PO clerk, statistical/ actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/ shipping clerk, bond clerk, customs agent, customer services desk, admissions clerk]

Skills office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard]

Sales [company sales representative, Auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4

Machine operators, hospitality staff, assistants, Labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper] **Office assistants, sales assistants and other assistants.**

Office staff [typist, word processing/data entry/business machine operator, receptionist, office assistant] **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO are not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]