

Student Enrolment Form

Student Information

Student Name: _____ Date: _____
Last First

Age: _____ Mobile: (If over 18) _____
*If under 18

Parent Name: _____ Mobile: _____
Last First

Email: _____

Parent Name: _____ Mobile: _____
Last First

Email: _____

Address: _____
Street Address

Suburb P/Code State

Is there anything we need to know to better support your child's learning?

Does your child suffer any allergies? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details: _____	Does your child express anxiety or other behaviours when away from you, or in new social groups? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details: _____
Is it likely that your child will require medication whilst at the Centre? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details: _____	Is there anything else you think we need to know? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details: _____

NB: We can only administer medication with a doctor's note, and if the medication is in its original packaging.

Emergency Contact _____ Mobile: _____
Last First

In the event of an emergency my Health Insurance company is: _____ Member N^o: _____

Payments

Payments & Enrolments Agreement (please initial each statement)

Statement of Agreement	I agree <i>*please initial</i>
Enrolments are secured once we receive the full class/program payment.	
Cancellations – to cancel any class please provide at least 24 hours' notice. Once your enrolment is accepted we make arrangements for staffing and materials. No refunds will be given for cancellations or absences, without notification and a medical certificate with less than the 24-hour notice as per the cancellation policy. We will however, offer another class or Center credit.	
Payment for classes is required at least 24 hours prior to the class commencing. If paying by electronic funds, please email us your payment receipt. We accept cash, direct deposit Credit Card (VISA & Mastercard), phone payments and EFTPOS.	
Programs are paid in advance and we work to ensure that you never lose advance payments by offering substitution classes where possible, or Centre credits for unavoidable cancellations. Please see our website for further information and transferability of sessions.	

- Please see our banking details on our website or contact the Centre.

Classes

In which classes are you enrolling yourself or your child?
Please also indicate any areas that may be of interest in the near future.

Regular Term-by-Term Programs

Early Learning Classes <i>(Literacy/Numeracy for preschoolers 3-6 yo)</i>	YES <input type="checkbox"/>	Gigglepotz ArtPlay <i>(Art Classes for preschoolers 3-6 yo)</i>	YES <input type="checkbox"/>
Tuition	YES <input type="checkbox"/>	Languages (Italian)	YES <input type="checkbox"/>

Holiday Programs, Clubs & Other

Holiday Programs	YES <input type="checkbox"/>	Science Club <i>(After School hours)</i>	YES <input type="checkbox"/>
Birthday Parties	YES <input type="checkbox"/>	Art Classes <i>(After School hours)</i>	YES <input type="checkbox"/>
Adult Art/Craft Classes	YES <input type="checkbox"/>	Mum & Child Crafts	YES <input type="checkbox"/>
Teacher Professional Development	YES <input type="checkbox"/>	Thesis Writing, Research/Data Analysis Support	YES <input type="checkbox"/>

Other classes you may be interested in: _____

Agreement

Safety and Care of Children (please initial each statement)

Statement of Agreement	I agree <i>*please initial</i>
Pick up & Drop off - Please support us to ensure no student leaves the building unaccompanied by a teacher, parent, or guardian. Students under 12yrs must be collected from inside the center. Please don't make arrangements with your child to meet you in the car park or from a waiting vehicle.	<input type="checkbox"/>
If it is regular practice for your child to make their own way home from school or the center, or you will have someone other than a parent listed above pick them up, you will let us know in advance.	<input type="checkbox"/>
Our classes are scheduled in the timetable available to student and parents. To ensure all learners receive their fully allotted lesson time, we ask that they be dropped off and picked up promptly. We cannot extend classes beyond a student's allotted time due to late arrival.	<input type="checkbox"/>
In Case of Emergency - Whilst we take all precautionary measures to ensure the safety and well-being of children in our care, should your child become ill, inconsolably distressed or injured, parents/ guardians or emergency contacts will be contacted immediately.	<input type="checkbox"/>
In case of an emergency where parents/guardian or emergency contact cannot be contacted, and the Centre Teacher believes the child requires immediate medical attention, an ambulance will be called to attend and assist your child – <i>in such a case we will not accept any liability for costs incurred. We will provide the emergency services with your Health Insurance and contact details.</i>	<input type="checkbox"/>
Park Play - On occasion, we may take the children across to the park for play. If this is the case, you will have opportunity to discuss this with the Centre Teacher and will be aware of if/when this might happen.	<input type="checkbox"/>
Photography & Video - On occasion, we may take photos or videos during classes where your child may be attending. We do all we can to avoid fully visible faces or highly identifiable pictures of children, usually taking hands, tops, backs or sides of heads etc. These photos/videos will be used on our Social Media and Websites to promote the Centre and its learning programs. If we think any photo particularly identifies your child we will seek a separate permission to use it – or we will not use it. We will remove any photo/video upon request, even after your express permission has been given to use it. Do you give us permission to use class pictures involving your child in this way?	YES NO <input type="checkbox"/> <input type="checkbox"/>

I have read the above and agree where indicated.

Signature: _____ Date: _____