

Enrolment Application

- Completion of this form does not guarantee a place at Caloundra City Private School. Applicants will be advised in writing of their enrolment status.
- During the year preceding that in which entry is desired, an interview is normally arranged to discuss the enrolment further. If entry is desired at short notice and we are able to offer a place, an interview must be arranged prior to commencement.
- A copy of the two most recent school reports including NAPLAN results, a copy of the student's birth certificate, immunisation records, visa, health care card and Dept. of Veterans Gold or White Card if applicable must accompany this application.

STUDENT DETAILS

Please note: If you require help with this form please phone the School Secretary 5437 5800

Are you a current Caloundra City Private School family?	🗌 Yes 🗌 No			
Childs Surname:				
Given Names:	Preferred Name:			
Gender:	Date of Birth:			
Current Postal Address:				
Present School:	Present Year Level:			
Desired Level of Entry (please circle): Junior School: Kindergarten P 1 2 3 4 5 6 Senior School: 7 8 9 10 11 12				
Desired Year of Entry:	Desired Term of Entry:			
Previous ELC, Kindergarten, Schools attended:				
School	Grade(s)	Year(s)		
School	Grade(s)	Year(s)		
If transferring from another school, please state the reason for	transfer:			

OFFICE USE ONLY

Year Group:	Application Fee Paid:	Parent Code:
House Group:	Confirmation Fee Paid:	Student Code:

200 Pelican Waters Boulevard Pelican Waters QLD 4551 PO Box 542 Golden Beach QLD 4551 (07) 5437 5800 admin@ccps.qld.edu.au

ccps.qld.edu.au



Is the student of Aboriginal or Torres Strait Islander No Aboriginal Torres Strait Islander		orres Strait Islander oriç	gin
Does the student or their guardians speak a language No Yes, student Yes, guardian 1 Yes, guardian 1		ndard Australian Er	ıglish at home?
If Yes, please indicate the one that is spoken most often:			
	Student	Guardian 1	Guardian 2
Aboriginal or Torres Strait languages or dialects			
Asian language			
European language			
Other (please specify)			
In which country was the student born?	a Other:		
If your child is not an Australian Citizen, does he/she			Australian Residency.
 No -> Please provide VISA entry details below, Visa N Visa No: Details: If no VISA entry details exist, please explain the travel of 			
Religious Denomination:			
Has your child been interviewed? Yes No	lf 'Yes' state intervie	ew date:	
Please list the student's hobbies, activities or interest	sts:		
Does student play a musical instrument? (please ind	licate which instrum	nent)	
Responsibilities undertaken (eg school monitor, pre	fect):		
Has Student been prevented from attending school behaviour issues?		-	
With whom does the child live? Parent/Guardian Other, please specify:			
Name of Stepparent if applicable:			
Are there any Legal/Court Orders existing regarding (If you answered 'yes' to the above question please pro			Report. The School

cannot enforce custody issues without a copy of the relevant Court Orders.)

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MEDIA CONSENT

Do you consent to your child's photograph and name being used on our website, social media and press?

If no, do you consent for your child's

Photograph only							
	Yes		No				
Yes No Name only							
\square	Yes		No				

OTHER CHILDREN IN THE FAMILY

Please note: All children must be enrolled separately. Children listed here will not automatically be enrolled.

Full name	Date of Birth	Entry Year	Entry Year Level	Enrolled at CCPS
				🗌 Yes 🗌 No
				🗌 Yes 🗌 No

EMERGENCY CONTACTS

NOT PARENTS OF ENROLLED CHILD/REN AS THEY ARE CONTACTED FIRST! If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish and that the School does not usually disclose the information to third parties. Only people who are listed on the enrolment form will be permitted to collect your child, unless you have made alternative arrangements with the teacher on the day. Any person not known by Staff will be asked to present ID before your child will be released into their care.

Emergency Contact 1 (NOT PARENT OF CHILD)				
Given Name:	Surname:			
Title:	Relationship to Family:			
Telephone (Home):	Mobile:			

Emergency Contact 2 (NOT PARENT OF CHILD)			
Given Name:	Surname:		
Title:	Relationship to Family:		
Telephone (Home):	Mobile:		

PLEASE ATTACH:

- A COPY OF SCHOOL REPORTS IF
- APPLICABLE A COPY OF BIRTH CERTIFICATE
- A COPY OF IMMUNISATION
- A COPY OF VISA IF APPLICABLE
- A COPY OF HEALTH CARE CARD IF APPLICABLE
- A COPY OF DEPARTMENT OF VETERANS AFFAIRS GOLD OR WHITE CARD IF APPLICABLE



STUDENT LEARNING SUPPORT

The following information will assist us to provide an optimum learning environment for your child: Please complete the following questionnaire which will enable the Student Support Team to be prepared for your child's personal development..

Does your child have any Special N	leed Requirements? Yes I	No
 Gifted & Talented Sporting Excellence Physically Impaired Speech and Language 	 Intellectually Impaired Behavioural Impairment Hearing Impaired Academic Excellence 	 Learning Support Visually Impaired Autism Spectrum Disorder ADD/ADHD
Other (Please provide details)		
Has your child previously required	learning support? 🗌 Yes 🗌 No	
Does your child require any learnin	g assistance? 🗌 Yes 🗌 No	
Has your child ever had a specialis	t assessment by any of the followi	ng? 🗌 Yes 🗌 No
 Speech Pathologist Psychologist Occupational Therapist 	PhysiotherapistOptometristAudiologist	
Please describe:		
Is there anything with regard to you (eg serious illnesses, life-threatening a	-	her education at our school?
	City Stars Kindergarten	
CITY STARS ENROLMENT DETA	ILS	
□ I wish to enrol in the PART TIME ((payment of the non-refundable A)		

□ I wish to apply for Group A OR Monday – Tuesday - Alternate Wednesday □ I wish to apply for Group B Alternate Wednesday – Thursday - Friday

□ I wish to enrol in the **PART TIME CITY STARS PROGRAM GROUP A and GROUP B and confirm** enrolment in **PREP** (payment of the non-refundable Application Fee and refundable Confirmation Fee required)

This will guarantee a place at CCPS



PARENT/GUARDIAN DETAILS

Parent/Guardian 1					
Title:	Given Name:	Surname:			
Residential Address	:	Postcode:			
Postal Address:		Postcode:			
Telephone (Home):		Mobile:			
Email:					
Occupation:		Position Held:			
Employer:					

Parent/Guardian 2					
Title:	Given Name:	Surname:			
Residential Address	:	Postcode:			
Postal Address:		Postcode:			
Telephone (Home):		Mobile:			
Email:					
Occupation:		Position Held:			
Employer:					

I/We would like the weekly newsletter emailed to:

BILLING NAME AND EMAIL ADDRESS

Name:		 	 	 	 	
Email add	ress:	 	 	 	 	



PARENT OCCUPATION GROUPS

Please ensure ALL areas are completed.

What is the occupation group of the Parent/Guardian 1?
Please select the appropriate parental occupation group from the list below

What is the occupation group of the Parent/Guardian 2? Please select the appropriate parental occupation group from the list below

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/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

<u>administrator</u> [school principal, faculty head/dean, library/museum/gallery director, research facility director] <u>Defence Forces</u> Commissioned Officer

<u>Professionals</u> generally have 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

<u>Business</u> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] <u>Air/sea transport</u> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

<u>Owner/manager</u> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business <u>Specialist manager</u> [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]

<u>Arts/media/sports</u> [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

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

<u>Clerks</u> [bookkeeper, bank/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 clerk, admissions clerk]

Skilled office, sales and service staff

<u>Office</u> [secretary, personal assistant, desktop publishing operator, switchboard operator]

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

<u>Service</u> [aged/disabled/refuge/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 [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]

Laborers and related workers

Defence Forces ranks below senior NCO 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 (Laborer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or 'below'. Mark one box only)

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

What is the level of the highest qualification the parents/guardians have completed? (Mark one box only)

	Parent/Guardian 1	Parent/Guardian 2
Bachelor degree or above		
Advanced diploma/Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

HOW DID YOU HEAR ABOUT CALOUNDRA CITY PRIVATE SCHOOL?

Newspaper article/ad

- Word of Mouth
- CCPS Website

TV/Radio Advert

Real Estate Agent

CCPS Parent/Staff

- Just passing by Internet
- Search
 - Other



DECLARATION

I/We hereby apply for admission of(Student's name and surname) whose details appear on the Application Form, subject to the terms and conditions listed below.

- I/We enclose the Enrolment Application Fee of \$95. (if transferring from Pelican's Nest to Kindergarten)
- · I/We enclose the Enrolment Application Fee of \$150.
- I/We understand that there will be an Enrolment Confirmation Fee of \$750 payable should a place be offered. Your payment of the Confirmation Fee constitutes acceptance of the Terms and Conditions contained in this Enrolment Application. The \$750 will be credited to your school fee account at \$250 each year the student completes years 5, 6 and 7 and continues to the next consecutive year.
- · I/we acknowledge that the Enrolment Application Fee is non-refundable and will not be deducted from future school fees.
- I/We have read the Parent Handbook (see school website) which includes the Code of Behaviour, and Uniform Policy and agree to be bound by the terms and conditions as set out in this Application and as contained in the Prospectus and in particular, acknowledge the following:
- The School retains the right to vary the terms and conditions of enrolment from time to time as required.
- I/We agree to support the philosophy of the School and to cooperate with the School in all matters therein, including
 matters of School discipline, and if requested, meet with the Principal or designated nominee from the Senior
 Administration Team.
- I/We acknowledge that an enrolment at Caloundra City Private School implies acceptance of the School Code of Conduct by our son or daughter.
- I/We undertake to be responsible for and to pay punctually, as they fall due, all fees and expenses in accordance with the terms set forth in the Schedule of Fees issued by the School from time to time and I/ we acknowledge that I/we am/are liable to pay such fees and expenses.
- I/We acknowledge that, unless otherwise agreed in writing with the School, both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the School from time to time and should any fees or charges not be paid by the due date, then the enrolment of the student may be cancelled at the sole discretion of the School.
- I/We understand the TERMINATION POLICY Should parents wish to terminate their child's enrolment prior to completion of schooling to Year 12, then written notice must be received by the School by no later than the first day of the term at the end of which it is intended they should leave, or if it is intended that they should leave during the term, by no later than the first day of the preceding term. Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the School, one term's fees in lieu of notice.
- · I/We undertake to keep the School informed at all times of any change in our postal, residential and other details.
- I/we agree/do not agree to have our child's image used for promotional/marketing purposes.
- I/We have read the attached Privacy Policy and agree to abide by its terms.
- I/We understand that the personal information provided in this form and any subsequent interview and enrolment process will be used for the provision of educational services, administration and accounting purposes and for the purpose of processing this enrolment application.



PRIVACY INFORMATION

- 1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
- 2. Some of the information we collect is to satisfy the School's legal obligations, particularly, to enable the School to discharge its duty of care.
- 3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health eg notification of contagious diseases and Child Protection Laws.
- 4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
- The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This
 includes to other schools, government departments, medical practitioners and people providing services to the School, including
 specialist visiting teachers, sports coaches and volunteers.
- 6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasions images and information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and for other promotional/marketing purposes.
- 8. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty or care to the student, or where students have provided information in confidence.
- 9. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10. We may include your contact details, eg name, address and home telephone number in a class list or School directory. If you do not agree to this you must advise the School.
- 11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, so that they can access that information if they wish and that the School does not usually disclose the information to third parties.
- 12. On occasion information such as academic and sporting achievements, pupil activities and other news may be published in the school newsletter, magazines or newspapers and may be published on the web site.

GENERAL ADVICE: This form is an Enrolment form only and does not constitute an offer of a place. Once the application is received the steps in the Enrolment Process normally include: *An invitation to an interview prior to enrolment. If a place is available, a formal offer of a place will be made and it will require written acceptance together with the payment of \$750 Enrolment Confirmation Fee. Your payment of the Confirmation Fee constitutes acceptance of the Terms and Conditions contained in this Enrolment Application. The \$750 will be credited to your school fee account at \$250 each year the student completes years 5, 6 and 7 and continues to the next consecutive year.*

PAYMENT METHOD:

- Please charge the Enrolment Application Fee of \$95 to my Credit Card (If transferring from Pelican's Nest Early Learning Centre)
- Please charge the Enrolment Application Fee of \$150 to my Credit Card
- ot Please charge the Confirmation Fee of \$750 to my Credit Card

☐ Visa ☐ Mastercard	Card number	Expiry Date	ссу
	Cardholder's Name	Cardholder's Signature	