



# APPLICATION FOR ENROLMENT

Please complete all areas including the final checklist on the back cover.  
Complete a separate form for each child and return to NCC early learners.

This Application for Enrolment includes enrolment at NCC early swimmers, NCC early learners and offers continuation of enrolment into Prep at Nambour Christian College (subject to a successful Prep interview).

## CHILD DETAILS

Surname \_\_\_\_\_ Christian Names \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_ Male  Female   
Child Specific CRN \_\_\_\_\_ Medicare Number \_\_\_\_\_  
Is the student an Australian Citizen? Yes  No  If no, please attach evidence of visa status.  
Aboriginal/Torres Strait Islander Descent? Yes  No   
Language spoken at home \_\_\_\_\_ 2nd Language spoken at home? \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

## CULTURAL AND RELIGIOUS DETAILS

Does your family have any cultural or religious requirements we need to be aware of?  
\_\_\_\_\_  
\_\_\_\_\_

## ATTENDANCE

The number of days requested each week \_\_\_\_\_ Start Year 20 \_\_\_\_\_ Start Date \_\_\_\_\_  
Monday  Tuesday  Wednesday  Thursday  Friday

OFFICE USE Enrolment registration payment Date received: \_\_\_\_\_ Initial: \_\_\_\_\_

**PARENT / LEGAL GUARDIAN DETAILS**

**Biological Mother's Details**

Primary Contact       Secondary Contact

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Living with child    Yes     No     Part-Time

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Date of Birth \_\_\_\_\_

Responsible for payment of account? Yes  No

Signed \_\_\_\_\_

**Biological Father's Details**

Secondary Contact       Primary Contact

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Living with child    Yes     No     Part-Time

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Date of Birth \_\_\_\_\_

Responsible for payment of account? Yes  No

Signed \_\_\_\_\_

**Partner / Step / Foster / Legal Guardian's Details**  
(please circle one)

Primary Contact    Yes     No

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Living with child    Yes     No     Part-Time

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Date of Birth \_\_\_\_\_

Responsible for payment of account? Yes  No

Signed \_\_\_\_\_

**Partner / Step / Foster / Legal Guardian's Details**  
(please circle one)

Secondary Contact    Yes     No

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Living with child    Yes     No     Part-Time

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Date of Birth \_\_\_\_\_

Responsible for payment of account? Yes  No

Signed \_\_\_\_\_

## EMERGENCY CONTACTS, ARRIVAL AND DEPARTURE AUTHORISATIONS

Note: an Authorised Nominee (AN), means a person who has been given permission by a parent or family member to collect the child from the Centre. An Emergency Contact will only be contacted when parents cannot be reached in an emergency.

\_\_\_\_\_ I give permission for my child to arrive/depart with the following people ticked below as AN (other than parents/legal guardians). Please tick if an Emergency Contact (Emgcy) or Authorised Nominee (AN) or both.

Name of Adult	Relationship to child	Address	Phone Number	Emgcy	AN
	Registered Medical Practitioner or Medical Centre				

\_\_\_\_\_ I give permission for my child to be signed IN /OUT of the Centre by their siblings. Please note our College Policy states that siblings must be in Senior School to be able to collect a child from NCC early learners.

\_\_\_\_\_ I give permission for a NCC early learners/College staff member to deliver or collect my child from the centre in special circumstances. I will notify the Director of the particulars of each situation.

\_\_\_\_\_ I authorise a NCC early learners staff member to escort my child to and from the bus.

## OTHER CHILDREN IN THE FAMILY

NAME	DATE OF BIRTH	PRESENT CARE / SCHOOL	YEAR LEVEL

## SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your child (custody/court orders/parenting orders), dietary requirements or other special circumstances.

---



---



---

(Family Court Orders/Parenting Orders or Domestic Violence Orders that pertain to this child must be provided. For the child's safety, it is essential that the parent advises the Centre in writing immediately if there are changes in this regard.)

## CHURCH DETAILS

Is your family involved in a Christian Church?

Yes

No

(If yes how often do you attend?)

Regularly

Occasionally

Seldom

Church name \_\_\_\_\_

Denomination \_\_\_\_\_

**CHILD'S DEVELOPMENT HISTORY**

- 1. Child's interests \_\_\_\_\_
- 2. Previous care arrangements (e.g. day care 1 day per week, no previous care) \_\_\_\_\_
- 3. Does the child currently attend another Child Care Service? YES / NO Hours attends per week: \_\_\_\_\_
- 4. Why do you consider that your child would benefit from a Christian education at NCC early learners?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you tick any of the following boxes below, we will request additional information from you. This information will be required before your Application for Enrolment can be processed.

1. Please tick if you have concerns or sought help for your child in any of the following areas:

Meeting developmental milestones (e.g. crawling)	<input type="checkbox"/>	Speech/Communication/Articulation	<input type="checkbox"/>
Sight	<input type="checkbox"/>	Sleep Patterns	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	Diet	<input type="checkbox"/>
Details _____			

2. Please tick if your child has any of the following medical conditions:

Asthma	<input type="checkbox"/>	Recurring Headaches	<input type="checkbox"/>	Heart Complaint	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	ADD /ADHD	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Details _____					

(Please supply a letter from your doctor detailing their condition or allergy, including their Management Plan.)

- 3. Does your child take any medication on a regular basis? Yes  No
- 4. Is your child confident at toileting themselves? Yes  No

**DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS (DEEWR)**

The following information is required by the Australian Government Department of Human Services for Child Care Rebate and Child Care Benefit calculations. It will also help us determine priority of access.

Parent Name registered for CCB \_\_\_\_\_ Parent CRN \_\_\_\_\_

Is the Father: Working  Student  Seeking employment  Not in paid work   
 If employed / studying - how many hours per week? \_\_\_\_\_  
 Which days per week? \_\_\_\_\_

Is the Mother: Working  Student  Seeking employment  Not in paid work   
 If employed / studying - how many hours per week? \_\_\_\_\_  
 Which days per week? \_\_\_\_\_

Do you have a Health Care Card? Yes  No  Number & Expiry: \_\_\_\_\_

# PARENT / LEGAL GUARDIAN PERMISSIONS

## EXCURSION PERMISSION

### PARENTS/LEGAL GUARDIAN TO INITIAL IN SPACE PROVIDED

- \_\_\_\_\_ I give permission for my child to attend regular excursions for combined play, swimming, music, library, sport and chapel within the NCC campus when they are in attendance. I also give permission for my child to visit other places on campus, e.g. NCC early swimmers, the College Berakah Farm, the ovals, the Primary School, the amphitheatre, etc, at other times as deemed appropriate by the Director and understand I will be given written notice of these occasions, on the day. I also understand that staff and parents who are accompanying these excursions will be those as listed in the Communication Book for parents on the day.
- \_\_\_\_\_ I will read the updated excursion forms when they are provided so I am aware of the day, times, destination, means of transport and the number of supervisors going on these excursions on campus. I understand that I need to check the daily Communication Book / notice board to see details of other excursions on campus and the staff in attendance that day.
- \_\_\_\_\_ I will provide the Director with my current and emergency phone numbers and medical information.
- \_\_\_\_\_ I will ensure my child is wearing appropriate clothing and footwear.

## PRIVACY

- \_\_\_\_\_ I give permission for my child to be photographed and identified by their first name in College related publications, including the College yearbook, group letters, newsletters, records of achievement, daily happenings and end of year DVD.
- \_\_\_\_\_ I give permission for my child's photo only to be used in articles about NCC early learners on the College Facebook page.
- \_\_\_\_\_ I give permission for my child to be observed by College staff for the purposes of assessment and maintaining developmental records. I understand that sometimes students on work experience and volunteers working in the NCC early learners may also be part of this process.
- \_\_\_\_\_ From time to time, information pertaining to my child's enrolment, ongoing development and education will be shared with other College staff. I will notify the Director in writing if I do not wish this to occur.

## CHRISTIAN ETHOS

- \_\_\_\_\_ I understand that the College is founded on the basis of Biblical Christian values and I will support the College in these faith endeavours and the teaching and programs offered by the College.

## IMMUNISATION

- \_\_\_\_\_ I have read / been made aware of the Immunisation Policy and I have attached a copy of my child's immunisation records.
- OR
- \_\_\_\_\_ I have supplied a Conscientious Objection Notification form and I have attached a letter for the Head of College stating my reasons for non-immunisation of my child.

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## MEDICAL

CHILD'S NAME \_\_\_\_\_  
(Please cross out where not applicable and initial)

- \_\_\_\_\_ I DO / DO NOT give permission for First Aid to be administered to my child by NCC early learners.
- \_\_\_\_\_ I DO / DO NOT require medication to be administered to my child as part of their Individual Health Care Plan.
- \_\_\_\_\_ I DO / DO NOT consent to Educators at NCC early learners administering Ventolin and/or Epi Pen injection to my child when undiagnosed but considered reasonable and necessary in an emergency.
- \_\_\_\_\_ I DO / DO NOT give permission for my child to be administered children's Panadol (or equivalent), if my child has a fever and is unable to be collected from the NCC early learners. I understand that every effort will be made by staff to contact parents/guardians prior to my child receiving the Panadol.
- \_\_\_\_\_ I DO / DO NOT give permission for my child to have sunscreen applied to them when the class is outdoors. Every effort will be made to ensure that the sunscreen is rated 30+ sunscreen for sensitive skin.
- \_\_\_\_\_ I DO / DO NOT give permission for my child to have insect repellent applied to them when deemed necessary.
- \_\_\_\_\_ I understand that in the event of any medical or other emergency arising in which we consider it impossible or impracticable to communicate with the parent/guardian, I will be responsible for the costs of any transportation by ambulance, medical or dental attention or treatment. I will not hold Nambour Christian College responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child, including attention provided at the NCC early learners.

## FEE POLICY

- \_\_\_\_\_ I sign, understanding what is expected of me/us and will commit to pay all fees as per the NCC early learners fee policies.
- \_\_\_\_\_ I accept responsibility for the payment of costs and administration fees incurred through wilful damage by my child to Centre property, or items of personal property used for the program.
- \_\_\_\_\_ I sign, committing to the details and responses noted above and accepting the Nambour Christian College policies relevant to NCC early learners.  
(Person/s responsible for fees)

## EXTRACT: NCC EARLY LEARNERS POLICY 40.7

### 11.4 ENROLMENT PROCESS

It is at the discretion of the Head of College regarding whether a child can be enrolled. Consideration must be given to determine whether or not staff are able to provide "reasonable care" for the child at all times – and in the context of duty of care for the whole group. Environmental, Staffing and Family/Caregiver involvement will all be considerations used to gauge if the Centre has the human and physical resources to enact its duty of care to all children.

Parents of all applicants must understand that an application for enrolment in NCC early learners is simply that. It is not the first step in a process that will inevitably lead to the offer of a place in prep. Nor does it imply that an enrolment place in the Primary, Middle or Senior Schools is offered.

Current Government regulations state that:

- First priority for placement should be given to children at risk of serious abuse or neglect.
- Second priority for placement should be given to children of single parents who satisfy the work/training/study test
- Third priority should be given to all other children.

## EXTRACT: NCC ENROLMENT POLICY

### 6. Policy Statement

Enrolments are open to all children whose families desire a Christian Education for their child/ren, provided that the Principal is satisfied that the College is able to meet the educational, social, emotional and physical needs of the student/s without placing unjustifiable hardship on the physical and material resources of the College, including teaching staff and other students.

**EXTRACT: NCC ENROLMENT POLICY CONTINUED**

7. Enrolment Priorities

Enrolment Priority is given to:

- i) Siblings of current College students;
- ii) Students from families who desire a Christian education for their student and who can commit to and support the ethos of the College;
- iii) Maintaining a gender balance in each class and year level;
- iv) Special circumstances at the Head of College's discretion;
- v) Dates of received applications for enrolment.

Placements can only be made if there are vacancies in the required year level.

_____	_____	Full Name
_____	_____	Signature
_____	_____	Date

**AS A CHRISTIAN COMMUNITY WE BELIEVE ...**

- ... the Bible is the Word of God.
- ... the Bible informs and instructs us in what to believe, and how to live.
- ... there is only one God.
- ... He is the Creator of the universe, and has shown Himself to be three persons - the Father, the Son and the Holy Spirit.
- ... Jesus Christ is the Son of God, and He is actually God and man.
- ... He was born of a virgin, lived a sinless life, suffered and died for our sins, and then rose from the dead for our salvation according to Biblical prophecy.
- ... that the Holy Spirit is God, that He works in our lives to lead us to repentance and faith in God, and helps us to live as Christians.
- ... the Bible warns us about Satan, and tells us about his ultimate destruction in hell.
- ... that Jesus Christ will one day return to the earth to judge both the living and those who have already died.

**FINAL CHECKLIST**

Parents please check and tick boxes once completed:

- Non-Refundable Registration fee (\$50) per child  (maximum of 2 children per family)
- Evidence of date of birth
- Copies of any specialist reports (if applicable)
- Copies of Family Court/domestic violence orders (if applicable)
- Copy of Immunisation Records/Conscientious Objection
- Copy of Health Care Card (if applicable)

**ENROLMENT PROCESS**

Once the College has received the applicable documents listed in the Final Checklist the following Enrolment Process will commence:

1. Invitation to attend a Come and See Morning where you will have -
  - an informal meeting with Director of NCC early learners
  - your child's orientation day
2. Letter of Offer
3. Non-Refundable Confirmation Fee of \$100 to accept your child's placement (includes a Starter Pack)
4. Attend First Day

# NCC EARLY SWIMMERS TERMS AND CONDITIONS

## PRIVACY POLICY

NCC early swimmers is a division of Nambour Christian College ("we, our us"). Your privacy is protected under the Privacy and Personal Information Protection Act 1998. Personal information may only be disclosed in accordance with the exemptions provided under the Act.

We will only use the personal details required on this form for administration purposes related to the facility or service for which it is being completed and when we communicate information to you regarding any of the Centre's facilities, programs, services or promotions that are deemed appropriate to your interests and needs and which may enhance your use of the Centre. We will not make this information available to any third party unless it is necessary as part of the provision of this product or service. By signing this form you are providing us with consent to use the personal details for such purposes.

## MAKE UP LESSON POLICY

Make up lessons are restricted to 1 per term. Exceptions will not be made, so we kindly ask that you adhere to the policy to avoid disappointment of refusal.

Make up lessons will only be issued under the following guidelines:

- NCC early swimmers office has received 24 hours' notice prior to the lessons commencement.
- Student has not exceeded their maximum of 1 makeup lesson per term.
- Any notice less than 24 hours will only be accepted with current and relevant medical documentation, covering ALL missed lessons.
- Make up lesson must only be taken within the enrolled term where lessons were missed and only where there is a position vacant. We cannot guarantee times will be available to suit your needs.
- Makeup lessons not used within the current term will be forfeited.

We understand there are times when your child will be unable to attend swimming lessons for a variety of reasons. If your child misses 3 or more consecutive lessons due to illness and you have provided us with 24 hours' cancellation notice for each missed lesson, you may apply for a credit.

## CANCELLATION POLICY

Credits will only be issued under the following guidelines:

- Credits are only considered for students who have incurred the following:
  - Major Illnesses / Hospitalisation / Moving house or relocation
- Other extenuating circumstances
- Credits will not be granted for holidays.
- All credit applications must be received prior to the completion of the enrolled term.
- Credits will only be considered for 3 or more consecutive absences from lessons.
- Credit - will remain on file for up to 12 months
- Credit can only be used for learn to swim lessons

To apply for credit:

A detailed letter requesting application for credit must be completed along with presentation of a Doctors Certificate/Flight itinerary, letter from school etc

Once your credit has been approved, a letter will be sent outlining the amount of credit the swim school is holding. All approval for applications for credit is at the discretion of the Centre Manager.

Please note: In the event of missed or cancelled lessons, refunds will not be granted.

## LANE AND TEACHER CHANGES

We endeavour to provide you with the most consistent experience as possible; however there are occasions when lane and teacher changes are required. Please be advised that we cannot guarantee instructors from term to term. By law all instructors working at the Centre are fully qualified in swim teaching, and undergo regular training days to improve and maintain their high level of teaching standards. Please note refunds will not be given as a result of lane or teacher changes.

## LESSON CANCELLATIONS

Class occupancy is a major factor in determining whether or not a class will need to be cancelled. In the event that your chosen class is not 60% full, a NCC early swimmers staff member may contact you to transfer to an alternate class. All lesson cancellations are at the discretion of the Centre Manager.

## POOL CLOSURE

If lessons are cancelled by NCC early swimmers due to weather or pool closure as a result of unforeseen circumstances, we will provide you additional make-ups for these lessons. As per our make-up policies, make up lessons must only be taken within the enrolled term where lessons were missed and only where there is a position vacant. We cannot guarantee times will be available to suit your needs. Makeup lessons not used within the current term will be forfeited.

## RE-ENROLMENT PROCEDURES

NCC early swimmers has set enrolment procedures for term by term and follow the state schooling system. Enrolments from term to term are automatically carried over to the next term to assist you with retaining your preferred day and time for swimming lessons. Payments must be paid in the final week of swimming in the previous term. Outside this period your child's position in the program cannot be guaranteed. Your re-enrolment is only guaranteed once the upfront fee is paid in full. For further information regarding re-enrolment please speak to the early swimmers office.

AGREED

\_\_\_\_\_ Full Name  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Date



34 McKenzie Road  
Woombye QLD 4559  
PO Box 500, Nambour QLD 4560  
P: (07) 5451 3330  
E: nambour@nccearlylearners.com.au  
[www.nccearlylearners.com.au/nambour](http://www.nccearlylearners.com.au/nambour)