WAITLIST APPLICATION

Please return your completed form, together with the administration fee, to:
The Director of The Early Years at Seymour
Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064
WAITLIST APPLICATION – CONFIDENTIAL INFORMATION

Please use block letters and complete all details when filling out this form

CHILD DETAILS

Surname: __________________________________________ Date of Birth: _____________________________

Given Names: _______________________________________ Female ❑Male ❑

Preferred Name: ___________________________ Country of Birth: __________________________

Address of the child: __________________________________________________________________________

Is the child of Aboriginal or Torres Strait Islander origin? No ❑Yes Aboriginal ❑Yes Torres Strait Islander ❑

Is your child fully immunised to their age?  Yes ❑No ❑

Seymour College has a full Immunisation Policy. Offers of place are only able to be offered to children who have been immunised in accordance with the National Immunisation Program.

Visa status: Australian Citizen: ❑Permanent/Temporary Resident of Australia: ❑Expiry date: __________

If you have ticked either Permanent/Temporary Resident or overseas student, please provide a photocopy of your passport and visa.

PARENT/GUARDIAN DETAILS

FATHER/GUARDIAN

Title: ________________________________________ Surname: _____________________________________

Given Names: _________________________________ Preferred Name: _______________________________

Home Address: ________________________________ ______________________________

__________________________________________________________________________

Home Telephone: ______________________________ Preferred Email: _______________________________

Mobile Telephone: ______________________________

Which is the primary contact number:Mother/Guardian: ❑Father/Guardian: ❑

Occupation: ___________________________________ Employer: ___________________________________

MOTHER/GUARDIAN

Title: ________________________________________ Surname: _____________________________________

Given Names: _________________________________ Preferred Name: _______________________________

Home Address: ________________________________ ______________________________

__________________________________________________________________________

Home Telephone: ______________________________ Preferred Email: _______________________________

Mobile Telephone: ______________________________

Which is the primary contact number:Mother/Guardian: ❑Father/Guardian: ❑

Occupation: ___________________________________ Employer: ___________________________________

CUSTODY INFORMATION

Are there any custody orders, parenting orders or parenting plans in relation to the aforementioned child? No ❑Yes ❑Please provide details: __________________________________________________________

____________________________________________________________________________________________

FAMILY LINK

If a family member is a present student or an Old Collegian, please give name (and maiden name if married), relationship, Clan and years of attendance at the College. Please refer to general conditions of enrolment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Year of Commencement</th>
<th>Year of Completion</th>
<th>Clan</th>
<th>Maiden Name (If applicable)</th>
</tr>
</thead>
</table>

Name(s) of sibling(s) who are enrolled at Seymour College: __________________________________________

Date of Birth: ___________________________ Year Level: ___________________________

Have you registered/completed a tour of The Early at Seymour? Yes: ❑ No: ❑
ENROLMENT DETAILS

Kady Learning Space – Babies and toddlers (6 weeks to 3 years)
Minimum of two days per week
Enrolment requested from: _________________________________
Preferred days: Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday ❑

Enya Learning Space – 3 year olds
Minimum of two days per week
Enrolment requested from: _________________________________
Preferred days: Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday ❑

Ainsley Learning Space – 4 year olds
Minimum of three days per week
Enrolment requested from: _________________________________
Preferred days: Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday ❑

PARENT/GUARDIAN SIGNATURE
Your child’s details will be registered on our waitlist. We will forward a confirmation letter and enclose a receipt for your payment of the waitlist fee.
I/We enclose the waitlist fee of $150.00 which I/we understand is non-refundable. This is an administration fee and does not guarantee an offer of place.
If this application is accepted I/we jointly and severally agree to the General Conditions of Enrolment as set out on this Waitlist Application form.
Enrolment in Seymour:

<table>
<thead>
<tr>
<th>FATHER/GUARDIAN</th>
<th>MOTHER/GUARDIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
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</tbody>
</table>

PARENT/GUARDIAN FEEDBACK
How did you learn about The Early Years at Seymour?
❑ Word of mouth ❑ Advertisement/Publicity
❑ Internet Search ❑ Country Field Days/Shows
❑ Referral from: (please circle): Teacher Current parent Family friend Old Collegian
❑ Social Media (please give details) ____________________________________________

❑ Other (please specify) ____________________________________________

Enrolment to The Early Years Program is not a pre-cursor for enrolment to the Seymour College Junior School. Parents wishing to seek entry to the Seymour College Junior School should complete a separate application for enrolment to Seymour College.
Do you seek enrolment to Seymour College Junior School: Yes ❑ No ❑
If not, which primary school will your child be attending? ____________________________________________
WAITLIST APPLICATION FEE

Details of person undertaking to pay fees, if not Parents/Guardians as above.

Name: ______________________________________________________________________________________

Address: ____________________________________________________________________________________

..................................................................................................................................................................

Postcode: ____________

Signature: ____________________________ Date: __________________

Should you wish to pay by credit card, please enter your credit card details below:

Visa ❑ Mastercard ❑ American Express ❑

Cardholder’s name: _____________________________________________________________

Cardholder’s signature: _________________________________________________________

Card number: ____________________________ Expiry date: ______________ CVV: __________
THE EARLY YEARS AT SEYMOUR GENERAL CONDITIONS OF ENROLMENT

1. Conduct
Upon acceptance of a place at The Early Years at Seymour, parents undertake to support the College philosophy and to observe the College’s Code of Conduct. They further undertake to support the decisions of the Principal in relation to the required conduct.

2. Emergency
In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the parent or guardian of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient, the expenses for which will be met by the parent.

3. Immunisation
Seymour College has a full Immunisation Policy. Parents who wish to enroll their child at The Early Years at Seymour are required to provide a full Immunisation History statement on Offer of Place. Positions are only able to be offered to children who have been Immunised in accordance with the National Immunisation Program. Exemption from immunisation is not provided for any reason, including conscientious reasons or medical grounds.

4. Fees
(a) Fees are payable for 48 weeks of the year. The centre is closed for 4 weeks during which no fees are incurred.
(b) Fees are billed on a fortnightly basis and in arrears, each account being payable within seven days of the rendering of the account. The College Board reserves the right to amend the fee scale at any time.
(c) Where payment of fees is not made by the due date the College will charge, and persons signing the acceptance of Offer of Place form agree to pay a late payment fee of $100.00.
(d) The person(s) signing an acceptance of Offer of Place form agree to pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees payable to debt recovery consultants, and any default debt may be reported to a credit reporting agency.
(e) The person(s) signing an acceptance of Offer of Place form will be liable for the payment of all fees. Where more than one person signs the said form the liability of such persons shall be joint and several.

5. Offer and Acceptance
Places of enrolment are offered in the order in which applications are received with due consideration given to the criteria for enrolment.
A requirement of being an approved child care service is that we follow the Australian Government’s Priority of Access Guidelines, when there is a waiting list or a number of parents are applying for a limited number of vacant places.

Every Child Care Benefit approved child care service is required to follow the guidelines and advise parents of the priority of access guidelines at the time of enrolment.

When required The Early Years at Seymour will allocate enrolments on the following basis:
• Priority 1: a child at risk of serious abuse or neglect.
• Priority 2: a child of a parent (or both parents if you have a partner) who satisfies the Government’s work, training, study test (for the purposes of the priority of access guidelines).
• Priority 3: any other child.
Within each of these main categories, children are to be given further priority as follows:
• children in Aboriginal or Torres Strait Islander families
• children of single parent families
• date when application received
• siblings attending Seymour College or The Early Years at Seymour
• children in families that includes a disabled person
• children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $41,902 for 2013–14, or whose partner is on income support
• children in a non-English speaking background
• children in socially isolated families

The Early Years at Seymour may require a Priority 3 child to vacate a place to make room for a child with a higher priority. This can only occur if:
• Parents are notified when you first enrolled your child that the priority of access guidelines are followed, and
• Parents are given at least 14 days’ notice of the need for your child to vacate.

Acceptance of each offer must be made by the return of the signed Acceptance of Offer of Place form.

6. The Early Years at Seymour Rules
Parents agree to be bound by the present and future rules and policies of the College and undertake to ensure their children will be bound by those rules.

7. Changes in Booking
10 weeks notice is required for a change in a permanent session booking. Changes to permanent bookings is subject to availability.

8. Children with Special Needs
Seymour College has an open enrolment policy. In accordance with this policy and to ensure that all children have access to the most appropriate education and support for their individual needs, we ask that you complete an Individual Needs Questionnaire. This is to ensure that we are fully informed of your child’s individual requirements and can provide the necessary support.

If you have identified any specific individual needs, we will arrange an appointment to discuss further with you how The Early Years at Seymour might best support your child’s learning. Should your child’s circumstances change before the time she/he commences at The Early Years at Seymour, this information must be updated.

9. Termination of Enrolment
The College Board reserves the right to terminate the enrolment of a child whose account remains unpaid by the end of the current school semester.

10. Uniform
All children attending the 3-year-old and 4-year-old programs are expected to wear The Early Years at Seymour uniform to the College’s expectations.

11. Withdrawal of Children
Ten weeks notice must be given in writing before a child is withdrawn from The Early Years at Seymour. In default of such notice, fees remain payable until the conclusion of ten weeks.

CONFIDENTIAL INFORMATION COLLECTION NOTICE

The College is bound by the Australian Privacy Principles contained in the Privacy Act, 1988 and the Privacy Amendment (Enhancing Privacy and Protection) Act, 2012.

This statement outlines the College's policy on how Seymour College uses and manages personal information provided to or collected by it.

1. The Early Years at Seymour collects personal information, including sensitive information about children and parents or guardians before and during the course of a child’s enrolment at The Early Years at Seymour. The primary purpose of collecting this information is to enable The Early Years at Seymour to provide care for your child. This includes satisfying the needs of parents and guardians and the needs of the child. Parents are required to meet the enrolment fee for the course of their child’s enrolment at The Early Years at Seymour.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of an approved child care service for the purposes of Child Care Benefit require that certain information is collected. You may contact The Early Years at Seymour if you have any questions about this.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We require medical reports about children from time to time. If you do not consent to us obtaining this information you must advise us.

5. Seymour College from time to time also has to disclose certain personal information and sensitive information to others. This includes to other schools, government departments, medical practitioners, publications and people providing services to the College, including specialist visiting teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about children and family members.

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.

7. Personal information collected about children is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.

8. Parents may seek access to personal information collected about them and their child by contacting The Early Years at Seymour. However, there will be occasions when access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College’s duty of care to the child.

9. Seymour College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the College’s fundraising activities.)

10. If you provide Seymour College with the personal information of others, such as doctor or emergency contact details, you should inform them that you are disclosing that information to the College and why.

For further information, please refer to the Seymour College Privacy Policy at www.seymour.sa.edu.au

NOTE: Please detach and retain this page for your future reference