



Waitlist Application

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

SEYMOUR



COLLEGE

CRICOS No 00628G

SEYMOUR EARLY YEARS GENERAL CONDITIONS OF ENROLMENT

1. Conduct

Upon acceptance of a place at Seymour Early Years, 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 Seymour Early Years 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

- Fees are payable for 48 weeks of the year. The centre is closed for 4 weeks during which no fees are incurred.
- 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.
- 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.
- 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.
- 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 Seymour Early Years 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 Seymour Early Years
- 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 \$45,114 for 2016-17, or whose partner is on income support
- children in families from a non-English speaking background
- children in socially isolated families

Seymour Early Years 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. Seymour Early Years' 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

Six 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 Seymour Early Years might best support your child's learning. Should your child's circumstances change before the time she/he commences at Seymour Early Years, 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 Seymour Early Years uniform to the College's expectations.

11. Withdrawal of Children

Six weeks notice must be given in writing before a child is withdrawn from Seymour Early Years. 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.

- Seymour Early Years collects personal information, including sensitive information about children and parents or guardians before and during the course of a child's enrolment at Seymour Early Years. The primary purpose of collecting this information is to enable Seymour Early Years to provide care for your child. This includes satisfying the needs of parents and guardians and the needs of the child throughout the whole period she/he attends Seymour Early Years.
- 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.
- 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 Seymour Early Years if you have any questions about this.
- 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.
- 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.
- 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 about children is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.
- Parents may seek access to personal information collected about them and their child by contacting Seymour Early Years. 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.
- 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.)
- 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

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 Permanent/Temporary Resident please provide a photocopy of your passport and visa.

PARENT/GUARDIAN DETAILS

FATHER/GUARDIAN

Title: _____

Surname: _____

Given Names: _____

Preferred Name: _____

Home Address: _____

Postcode: _____

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: _____

Postcode: _____

Home Telephone: _____

Preferred Email: _____

Mobile Telephone: _____

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.

Name	Relationship	Year of Commencement	Year of Completion	Clan	Maiden Name (If applicable)

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

Date of Birth: _____ Year Level: _____

Have you registered/completed a tour of Seymour Early Years? Yes: No:

ENROLMENT DETAILS

Kady Learning Space - Infant/Toddler program (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 FEEDBACK

How did you learn about Seymour Early Years?

Word of mouth Advertisement/Publicity Online Referral from _____

Other (*please specify*) _____

Is your child enrolled at Seymour College Junior School: Yes No

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: _____

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.

FATHER/GUARDIAN	MOTHER/GUARDIAN
Signature:	Signature:
Date:	Date: