



**WILD  
CHERRY  
KINDER**

For Waldorf/Steiner Education

PHOTO  
(please attach a recent photo of the child)

## ENROLMENT FORM – 4YO KINDERGARTEN

*It is important to fully disclose all information requested to enable the Service to access any support which may be required.*

**Child's Full Name**.....

Gender  M  F  Other ..... DOB ..... *(please attach copy of birth certificate)*

Proposed year of entry .....  4yo Kinder

Is the child an Australian citizen?  Yes  No Residency/visa status and visa number .....

Previous kinder attended, if applicable .....

Contact name ..... Position .....

Telephone ..... Email .....

Consent is given to contact the child's previous kindergarten?  Yes  No

After kindergarten, will your child continue their education at Wild Cherry School?  Yes  No

If no, where do you intend to send your child? .....

**Name of Parent/Guardian 1**  Ms  Mrs  Mr  Miss  Dr .....

Occupation ..... Name of workplace.....

Drivers Licence Number ..... Expiry Date .....

Concession Card  Yes  No Card Number ..... Expiry Date .....

Home Address .....

Suburb / Town ..... Postcode .....

Telephone (H) ..... (W)..... (M) .....

Email .....

Relationship to child ..... Does the child live with this parent/guardian?  Yes  No

Does this parent/guardian have lawful authority to care for the child?  Yes  No

**Name of Parent/Guardian 2**  Ms  Mrs  Mr  Miss  Dr .....

Occupation ..... Name of workplace.....

Drivers Licence Number ..... Expiry Date .....

Concession Card  Yes  No Card Number ..... Expiry Date .....

Home Address .....

Suburb / Town ..... Postcode .....

Telephone (H) ..... (W)..... (M) .....

Email .....

Relationship to child ..... Does the child live with this parent/guardian?  Yes  No

Does this parent/guardian have lawful authority to care for the child?  Yes  No

**Family Picture**

What is your child’s ordinal position in the family?  First born  Second  Third  Other .....

What is your family situation?  Married  Single  Other .....

What are your child’s interests? .....

.....

Is there any other family information that you would like to share?

.....

**Court Orders**

Are there any court orders relating to the powers and responsibilities of the parents in relationship to the child or access to the child?

No (go to the next section)

Yes, please provide the following:

1) The original court order(s) to the Service office for photocopying together with this completed enrolment form.

2) If these orders:

a) Change the powers of the parent/guardian to:

a. Authorise the taking of the child outside the Service by a staff member of the Service (e.g. excursions);

b. Consent to the medical treatment of the child;

c. Request or permit the administration of medication to the child by a staff member of the Service;

d. Collect the child, AND/OR

b) Give these powers to someone else, please describe these changes/arrangements and provide the contact details of any person given these powers:

.....

.....

Name .....

Relationship to child .....

Telephone (H) ..... (W) ..... (M) .....

**Child’s Medical and Health Information**

Name of Doctor ..... Telephone .....

Address of clinic.....

Medicare number ..... Ambulance member number .....

Does your child have an allergy or sensitivity (including bites)?  Yes  No

Does your child have any dietary restrictions?  Yes  No

Has your child been diagnosed with anaphylaxis?  Yes  No

Does your child have any medical conditions and needs which are relevant to the Service (e.g. asthma, epilepsy, diabetes)?  Yes  No

If yes to any of the above, please provide details and attach copies of relevant management plans:

.....

.....

Please list any surgery your child has had, with approximate dates: .....

.....

Has your child had any serious injuries or accidents?  Yes  No If yes, please give details:

.....

Is your child on any continuing medication?  Yes  No If yes, please give details:

.....

Please indicate and give dates for any of the following illnesses your child has had:

Measles Year .....  German Measles (Rubella) Year .....

Whooping Cough Year .....  Mumps Year .....

Scarlet Fever Year .....  Chicken Pox Year .....

Other ..... Year .....

### Child's Immunisation Record

Is your child immunised?  Yes  No *Note: The No Jab, No Play Legislation applies to all kindergarten enrolments.*



Please attach a copy of your child's current Immunisation History Statement.

Statements are available through your Medicare online account, myGov account, or by calling the Australian Immunisation Register on 1800 653 809.

The Immunisation History Statement is required to assist the Service in an event of a contagious disease outbreak.

In case of a contagious disease outbreak, children who are on a catch-up plan and enrolled under 16-week grace period will be excluded from service participation for the period of time recommended by the National Health and Medical Resource Council.

### Emergency Medical Treatment

In the event of your child requiring first aid or medical attention whilst in the care of the Service, do you give consent for your child:

1. Receiving such medical attention as may be deemed necessary by the Service's First Aid Officer on duty which may include being administered with:

Band aids  Yes  No

Calendula cream (for minor cuts or burns)  Yes  No

Arnica cream (for minor bruising)  Yes  No

Bach Flower Rescue Remedy (pastilles and/or drops for shock or emotional discomfort)  Yes  No

Natural insect repellent and/or sunscreen  Yes  No

Age-appropriate Panadol  Yes  No

2. Being transported by ambulance to the nearest hospital?  Yes  No

*Note: The Service offers only basic first aid, anything of a more serious nature will be referred to parents/guardians or medical professionals. Expenses incurred in obtaining medical treatment including ambulance transport is the responsibility of the parent/guardian.*

If your child suffers from severe medical reactions, epilepsy, asthma, diabetes, allergy or other condition, do you consent to that information being displayed in the Service's First Aid and staff rooms?  Yes  No

If your child requires welfare support, do you consent to the teacher referring your child to Student Welfare?  Yes  No

During outbreaks of headlice at the Service, do you consent to your child being checked by an authorised adult?  Yes  No

**Declaration and Consent to Emergency Medical Treatment**

I/We, each a person with lawful authority of the child referred to in this enrolment form,

- Declare that the information in this enrolment form is true and correct and undertake to immediately inform the Service in the event of any change to this information;
- Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if she/he becomes unwell at the Service;
- Agree to immediately notify the Service if the child in this enrolment form contracts a contagious disease and if the child is not immunised or only partly immunised exclude her/him from attendance for the recommended period of exclusion by the National Health and Resource Council;
- Consent to the staff of the Service seeking, or where appropriate, administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Service.

Parent/Guardian 1 Name.....

Signature ..... Date .....

Parent/Guardian 2 Name.....

Signature ..... Date .....

*Lawful Authority Parents: All parents have powers and responsibilities in relation to their children that can only be changed by court order. The Children’s Services Regulations 1998 refer to these powers and responsibilities as ‘lawful authority’. It is not affected by the relationship between parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.*

*Guardians: A guardian of a child also has lawful authority. A legal guardian is given lawful authority by court order. The definition of ‘guardian’ under the Children’s Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.*

**Additional Support Needs**

The Service provides for the needs of children who can benefit from regular provision of early learning resources. Children with additional support needs will be catered for to the degree that the Service can resource such programs. The Service will consult with parents/guardians about the needs of the child and the availability of resources, in order to find co-operatively, the most effective way to meet any such needs. Please ensure full disclosure of additional support needs is made available to the Service at time of enrolment so that timely and effective assistance and resources can be provided.

Is your child able to participate in normal learning, including physical, activities?  Yes  No

Do you have any concerns regarding your child’s development, e.g. speech, visual, coordination, etc?  Yes  No

Please provide details .....

Has your child been diagnosed with a disability or development delay, including intellectual, sensory, physical, or learning difficulty?  Yes  No

Please provide details .....

Has your child received learning support at his/her previous early childcare service?  Yes  No

Please provide details .....

Has your child suffered any trauma or abuse?  Yes  No

Please provide details .....

Has your child been supported by a psychologist, welfare support or mental health professional?  Yes  No

Do you have any reports on your child that are/or may be relevant to her/his enrolment? These can include all educational, auditory, visual, psychological, and other reports that assess your child’s development cognitively, physically, or social emotionally.  Yes  No

Please provide details .....

## Collecting the child from the Service

Consent is required for people other than parents/guardians to collect your child from the Service. Please list below the details of those people who can collect your child. If your child is not collected from the Service and parents/guardians cannot be contacted, this list will be used to arrange for someone to collect the child. This list may be added to or changed as needed. Only people nominated on this list may collect the child.

Name .....

Telephone (H) ..... (W) ..... (M) .....

Name .....

Telephone (H) ..... (W) ..... (M) .....

## Emergency Contacts

There may be times when your child has an illness, injury, or accident and parents or guardians cannot be contacted. To deal with these situations the Service will notify one of the following people whom you authorise to collect your child after an accident, injury, trauma or illness, including any person who has lawful authority to consent to the emergency medical treatment of your child and request or permit the administration of medication to your child.

Name .....

Relationship to child .....

Telephone (H) ..... (W) ..... (M) .....

Name .....

Relationship to child .....

Telephone (H) ..... (W) ..... (M) .....

## Child Background Characteristics Data Collection

This information is required for the Australian Government under the *Australian Education Act 2013* (Cth) for monitoring and reporting on progress towards the achievement of national goals and targets and for future policy reforms and improvement. If you need help with this section, please contact the office on 03 5152 1966.

Wild Cherry Kindergarten is bound by the National Privacy Principles contained in the *Privacy Act 1988*. A copy of the Service's privacy policy is available upon request.

**Name of child** .....

Home address .....

Suburb/Town ..... Postcode .....

**Gender of child**  Male  Female  Other .....

**Is the child of Aboriginal or Torres Strait Islander origin?**

Yes, Aboriginal  Yes, Torres Strait Islander  Yes, Aboriginal and Torres Strait Islander  No

**In which country was the child born?**

Australia  New Zealand  Other .....

**What languages other than English are spoken at home?**

(If more than one language, name the one that is spoken most often)

	Child	Parent/Guardian 1	Parent/Guardian 2
English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

(For persons who never attended school, tick 'Year 9 or equivalent or below')

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

**What was the level of the highest qualification that parents/guardians have completed?**

(Please mark only one box in each column)

	Parent/Guardian 1	Parent/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma or Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I – IV (including trade qualifications)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school or tertiary qualifications	<input type="checkbox"/>	<input type="checkbox"/>

For the next two questions please select the applicable occupation group from the list below. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation. If the person has not been in any paid work in the last 12 months, use group 8.

**What is the occupation group of the Parent/Guardian 1?** Group .....

**What is the occupation group of the Parent/Guardian 2?** Group .....

**Occupation Groups**

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

Elected officials [parliamentarian, mayor, alderman/woman, trade union secretary, board member]
Senior executives/managers head large organisations or departments within them
Business [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
Media [newspaper editor, film/television/radio/stage producer/director/manager]
Public sector [public service manager (Section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner]
Defence Forces [Commissioned Officer]
Professionals generally have degree or higher qualifications and professional experience in government, private industry or own business.
Health [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
Education [schoolteacher, university lecturer, VET/special education/ESL/private teacher, education officer]
Law [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer]
Engineering [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
Science [scientist, geologist, meteorologist, metallurgist]
Computing [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Social [social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
Air/sea transport [aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s captain/officer/pilot]

**Group 2: Other business managers, arts/media/sports persons and associate professionals**

Other business managers.
Farm/business owner/general manager [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager]
Specialist manager [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]
Artist/Writer [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
Sportsperson [sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support professionals.
Medical, science, building, engineering, computer technician/associate professional
Health/welfare [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, and dental hygienist/technician]
Legal [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff]
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors]
Defence Forces [senior non-commissioned officer]
Other [library assistant, museum/gallery technician, research assistant, proof-reader]

### Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
Advanced/intermediate clerical, sales and service staff
Recording clerk [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/dispatcher, bond clerk, customs agent/clerk]
Inquiry/admissions clerk [customer inquiry/complaints/service clerk, hospital admissions clerk]
Office assistant [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales representative [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Carer [aged/disabled/refuge care worker, childcare assistant, nanny]
Service staff [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Other clerical, sales and service staff.
Sales staff [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, sales demonstrator, shelf stacker]
Office staff [typist, word processing/data entry/business machine operator, receptionist]
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, fast food cook, usher, porter, housekeeper]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]
Machinery operators.
Driver or mobile plant operator [car, taxi, truck, bus, tram or train driver, driving instructor, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, etc production/processing machine operator]
Other machinery operator [photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]
Defence Forces [other ranks (below senior NCO) without trade qualification not included above]Other 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 [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

### Group 8: Not in paid work in last 12 months

### Group 9: Not stated or unknown

## Privacy Statement

- 1) Wild Cherry Kindergarten collects personal information, including sensitive information about children and parents or guardians before and during the course of a child's enrolment at the Service. The primary purpose of collecting this information is to enable the Service to provide early childhood services for your child.
- 2) Some of the information we collect is to satisfy the Service's legal obligations, particularly to enable the Service to discharge its duty of care.
- 3) Certain laws governing or relating to the operations of early learning services require that certain information is collected, these include public health and child protection laws.
- 4) Health information about children is sensitive information within the terms of the National Privacy Principles under the Privacy Act 1988. We may ask you to provide medical reports from time to time.
- 5) The Service from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other early childhood services, government departments, medical practitioners providing services to the Service, including visiting specialists and volunteers.
- 6) Personal information collected from children is regularly disclosed to their parents or guardians. On occasions information such as learning activities and other news is published in Service newsletters and on our website.
- 7) Parents/guardians may seek access to personal information collected about them and their children by contacting the Service. However, there will be occasions when access is denied. Such occasions would include where access would have unreasonable impact on the privacy of others, where access may result in the breach of the Service's duty of care to the child, or where children have provided information in confidence.
- 8) From time to time the Service engages in fundraising activities. Information received from you will be used for this purpose. Your personal information will not be released to third parties without your consent.
- 9) If you provide the Service with personal information of others, such as doctors' or emergency contacts, we encourage you to inform them that you are disclosing that information to the Service and why.
- 10) We may include your contact details in a group list and Service directory accessible by the class carers for Service communications. If you do not agree to this, please advise us of this now.

## Declaration

I/We declare the information provided in this enrolment form is true to the best of our knowledge and correct at the time of signing.

Parent/Guardian 1 Name.....

**Signature** ..... **Date** .....

Parent/Guardian 2 Name.....

**Signature** ..... **Date** .....

## Travel and Walk Permission

As part of the Service program, staff may from time to time take the children on nature walks or for a play in the park. This could be on Service grounds or further afield. Parents will generally be notified by text message or other method prior to each occasion particularly if transport is required.

**I/We give permission for my/our child to go on walks within a 1km radius of the Service.**

Parent/Guardian 1 Name.....

**Signature** ..... **Date** .....

Parent/Guardian 2 Name.....

**Signature** ..... **Date** .....



## Image Consent

Photographs of children, short video clips, examples of work done by children are used for promotional purposes of the Service. In order to use any images, we request your consent.

Below are examples of where the Service may use images. Please advise if you do, or do not give your consent for us to use your child's image on the following mediums. Please be aware that a digital copy of publications such as newsletters and annual reports may be made available on the Service's website.

Service publications:	I give consent	I do not give consent
• Newsletters	<input type="checkbox"/>	<input type="checkbox"/>
• Service Handbook	<input type="checkbox"/>	<input type="checkbox"/>
• Promotional material, e.g. flyers, posters, billboards, etc	<input type="checkbox"/>	<input type="checkbox"/>
Wild Cherry website	<input type="checkbox"/>	<input type="checkbox"/>
Publicity and advertising, e.g. in local paper (print and online)	<input type="checkbox"/>	<input type="checkbox"/>
Social media, such as Facebook, Instagram	<input type="checkbox"/>	<input type="checkbox"/>

This consent will be used for the duration of your child's enrolment at Wild Cherry Kindergarten. Should your consent change, please notify the Service office.

**I/We grant Wild Cherry Kindergarten the right to take photographs of my/our child and of their work to use for marketing purposes as outlined above.**

Parent/Guardian 1 Name.....

**Signature** ..... **Date** .....

Parent/Guardian 2 Name.....

**Signature** ..... **Date** .....

## Fees

Fees are carefully balanced to meet the needs of the Service of being financially viable yet keeping fees at a minimum to remain affordable for families. It is expected that all families will pay their fees by the due date. Any non-payment will be followed up by the Service immediately. We remind families that the Service is run by a not-for-profit organisation and as such must meet its financial commitments as and when they become due.

All families are also asked to contribute to the building fund. By giving as generously as you can to your child or children's education you are acknowledging those who pioneered the Service and you are giving richly to your own children and laying the foundation for future families. Please consider giving above the minimum.

## Core Policy

- 1) Annual fees and charges are subject to amendment by the Wild Cherry Board and are payable in advance each school term and by no later than 31 October of each school year as outlined in the fee payment plan.
- 2) If fees of the previous term are unpaid, a child will only be allowed under special circumstances, at the discretion of the School Leader/Principal, to enter a new term.
- 3) 30 days' notice in writing is required if a child ceases to attend the service for any reason. If such notice is not given, one term's fees will be charged.
- 4) The Service will take necessary steps to recover any outstanding fees.
- 5) The applicants, whose signatures appear on the Enrolment Agreement, are jointly and severally responsible for the payment of all fees and charges. Both parents/carers or those responsible for paying fees must sign the application form and fee payment plan.
- 6) Parents/guardians, whose children are away from the Service for any period during the school year, must continue to pay all fees to retain the enrolment place.

## Payment Process

- 1) All fees must be paid in advance each term or at the time of enrolment, or as per signed fee payment plan, and from then on by the 31 October of each relevant school year.
- 2) A non-refundable enrolment fee is due at the time of application for enrolment. This amount will be deducted from the annual tuition fee, if and when the enrolment is accepted.
- 3) Families are required to agree to and sign an annual fee payment plan prior to each year of enrolment of their child, outlining the frequency in which they will pay fees and the amount per payment.
- 4) Fee payment plans are distributed in September for the following school year for families to nominate their preferred method of payment. Fee payment plans applicable to the following school year are due to be returned to the Service by the 31 October of any given year.
- 5) An application for enrolment cannot be processed without the enrolment fee paid and a completed fee payment plan has been agreed to and signed.
- 6) Three payment options are available:
  - a. One yearly payment at the time of enrolment or start of the school year by no later than 28 February of any school year, with a discount as per current fee schedule.
  - b. Four term payments prior to the start of each term.
  - c. Payment by weekly, fortnightly, or monthly instalments, by electronic funds transfer, cash or cheque.
- 7) Families are to refer to the annual schedule of fees for current details.

## Types of Fees

**Tuition Fee** - The tuition fee contributes to the general operations of the Service, tuition costs, and classroom materials. It is to be paid as per approved and agreed fee payment plan. The tuition fee is refundable upon request in writing within 30 days of the child leaving the Service, less any pro-rata fees and charges.

**Building Fund Levy** - The Building Fund Levy is an annual elective contribution per family and non-refundable.

**Other fees and charges** may also apply, e.g. excursions, etc.

## Fee Assistance

The Service makes provision in its budget for financial assistance in cases of emergency or short-term financial hardship which may occur during the course of a child's enrolment. Families are invited to discuss this with the Service Leader/Principal.

## Non-payment of Fees

The Service will take necessary steps to recover any outstanding fees.

- 1) If fee commitments are not being met as outlined in the fee payment plan, families will be notified in writing reminding them of their agreement and requesting prompt payment.
- 2) If within 14 days of the first correspondence, no contact has been made and the outstanding amount has not been settled, a second reminder will be issued, and a meeting requested to set up a debt clearance plan.
- 3) If due diligence is not being applied by the parents/guardians to settle the overdue amount, the Service will initiate a debt recovery process and request the child be withdrawn from the service.
- 4) Charges to administer the non-payment of fees may apply.

**The Fee Policy and all fees, charges and discounts are subject to review by the Board on an annual basis.**

Wild Cherry Kindergarten will notify parents/guardians of children enrolled at least 14 days before any change to the Fee Policy or procedure or any changes that will affect the fees charged or collected come into effect.

## Billing details

Name ..... Nominate percentage ..... %

Name ..... Nominate percentage ..... %

100%



## **ENROLMENT AGREEMENT**

**Between Wild Cherry Kindergarten (the Service)**

**and**

**the named and undersigned parents or guardians  
(meaning "lawful authority of the child")**

This enrolment agreement must be signed and returned to the Service prior to the child's first day at the Service. Wild Cherry Kindergarten reserves the right to cancel or delay enrolment until such time as the signed enrolment agreement is received.

### **1. Background**

- 1.1. East Gippsland Steiner Education Group Inc. is an incorporated association which conducts the early childhood service known as Wild Cherry Kindergarten, an independent, co-educational early childhood service for Waldorf/Steiner education.
- 1.2. The parents/guardians have applied to enrol one or more children at the Service to participate in its curriculum, based on the Australian Steiner Curriculum Framework approved by ACARA, and related educational, spiritual, cultural, community, welfare programs, activities, services and resources.
- 1.3. The Service conducts itself having regard to its values, purpose, legal obligations and stakeholders' interests whilst providing premium educational services to enhance service outcomes.
- 1.4. Regulations such as policies and procedures of the Service, as amended from time to time, are incorporated into the agreement by reference. Continued enrolment is dependent upon adherence to the Service's policies and rules.

### **2. Educational Services**

- 2.1. The Service shall provide the child with the services approved by the Service Leader/Principal or delegate as appropriate to the curriculum and the child's learning plan.
- 2.2. Children entering the Service may be required to participate in remedial sessions to address development or learning difficulties that have been identified.
- 2.3. The Service does not warrant that provision of services by the Service to the child will result in any particular outcome or achievement by the child because educational outcomes of children are the product of personal, physical, emotional, and situational factors that may diminish or exclude the benefit of services available to the child.

### **3. Payment of Fees**

- 3.1. Fees shall be invoiced by four term instalments per annum.
- 3.2. Parents/guardians must enter a fee payment plan and pay all charges and other amounts owed to the Service by the due date.
- 3.3. If by agreement the child's commencement at the Service occurs after the term's commencement, pro-rated tuition fees shall be payable in respect to the relevant term.
- 3.4. In the event of a withdrawal of a child from the Service without the specified written notice of 30 days, one term's fees are payable in lieu thereof.

- 3.5. If fees are not paid by the due date, the Service may charge a late payment fee for any costs incurred to administer the non-payment of fees.
- 3.6. Accounts referred to a collection agency or solicitor will have all legal costs and commission added to the account due.
- 3.7. The Service may review and vary any fees and charges from time to time and such variations shall be binding upon publication.
- 3.8. If the parent/guardian is comprised of more than one person, then each parent/guardian shall be separately, together and in any combination, liable for performing all obligations of the parent/guardian pursuant to this agreement.
- 3.9. If a child is absent from the Service for any prolonged period, charges may be remitted in the absolute discretion of the School Leader/Principal if:
  - 3.9.1. The absence is twelve (12) months or more;
  - 3.9.2. A holding fee has been paid in respect for the period the child is absent; and
  - 3.9.3. The absence has been approved by the Service.
- 3.10. Parents/guardians must pay:
  - 3.10.1. Any amount due for the supply of goods or services purchased by the child from the Service or a third party;
  - 3.10.2. Any loss or damage caused by the child; and
  - 3.10.3. The deductible or excess components of any claim upon insurance for any loss or injury in relation to the child.

#### **4. Regulations**

- 4.1. The Service may from time to time make and amend policies and procedures and such changes shall be binding by parents/guardians upon publication.
- 4.2. Photographs of children and examples of work done by children may from time to time, be included by the Service in publications, newsletters and publicity material (including material posted on the Service's website and social media profiles) that is for the express purpose of promoting the Service. Should you wish to withhold consent, please complete the relevant section in the enrolment form or attach a written statement to this effect.
- 4.3. The Service may display sensitive medical information about particular children in staff-only areas of the Service where general knowledge among staff of that information will reasonably assist the Service to discharge its duty of care in respect of those children.
- 4.4. The Service may authorise transport of children by staff in their private cars when there are both compelling reasons to do so and it is impractical or unreasonable to attain prior approval from a parent or guardian.
- 4.5. Playground equipment at the Service is assessed for safety and physical challenge. This means the Service has accepted a level of acceptable risk consistent with the perceived learning needs of the children. Parents/guardians are urged to inspect the playground equipment to satisfy themselves about the level of safety.

#### **5. Parent/Guardian Obligations**

- 5.1. The parent/guardian shall ensure that the child attends the Service at set service hours and as otherwise required and shall support the endeavours of the Service in its provisions of services to the child.
- 5.2. The Parent/guardian endeavours to attend parent-teacher conversations as scheduled.
- 5.3. The parent/guardian shall comply with the Service's code of conduct and policies and procedures that apply to families and support the Service in requiring that the child complies with child code of conduct and any applicable terms of this agreement.
- 5.4. The parties shall not attempt to detract from the good standing or reputation of the other or seek to bring the other into disrepute.
- 5.5. The parent/guardian warrants that it has and shall keep the Service informed of any matter that may affect the education, health or welfare of the child and any other matters that may be relevant to the care or supervision of the child when attending the Service.

5.6. The parent/guardian is expected to read the Service newsletter and monitor the Service website in order to keep informed of activities and publications.

**6. Termination by Parent**

6.1. The parent/guardian may terminate this agreement and the child’s enrolment by giving 30 days’ notice in writing to the School Leader/Principal.

6.2. If such notice is not given, one (1) term’s fee will be charged in addition to any other fees due in respect of the child.

**7. Suspension or termination by the Service**

7.1. Notwithstanding any other provisions, if the Service considers that it has not been informed of all information which it considers material to the provisions of the services to the child, the Service may rescind this agreement or any offer immediately by notice.

7.2. If any fees or charges owed to the Service have not been paid by the due date, it may suspend services and/or exclude the child from the Service.

**8. Declaration**

We, the parents/guardians of the child named below hereby apply for his/her admission. We have read and understood and agree to the above conditions of enrolment.

Child’s Name .....

Parent/Guardian 1 Name.....

**Signature** ..... **Date** .....

Parent/Guardian 2 Name.....

**Signature** ..... **Date** .....