

Application for Enrolment

Mount Sinai College Early Learning Centre



Please return to: Enrolment Secretary, Mount Sinai College, 6 Runic Lane Maroubra, NSW 2035

Tel: 9349 4877 | Fax: 9349 6727 | Email: admin@mountsinai.nsw.edu.au | www.mountsinai.nsw.edu.au

Please return \$30.00 Administration fee with this application

Section 1 Student Information

Student's Surname

Student's Given Name(s)

Student's Hebrew Name

Sex Male Female

Child's Home Address

Postcode

Telephone (home)

Proposed year of entry

Applying for **Part Time** (3 day minimum) **Full Time**

Part time - Please tick days required: Monday Tuesday Wednesday Thursday Friday

Date of Birth (copy of birth certificate to be attached)

Do both parents have custody of the child? Yes No

If 'No', who has custody? Father Mother

Is one or the other parent an ex-Collegian? Yes If so, what was the maiden name?

In which country was the student born? Australia Y / N (please circle)

Other – please specify

Does the student speak a language other than English at home?

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

No: English only Yes: Other

Year

Name

Does the mother/guardian speak a language other than English *at* home?

No: English only Yes: Other

Mother / Guardian 1

Does the father/guardian speak a language other than English *at* home?

No: English only Yes: Other

Father / Guardian 2

Please give a brief summary of the applicant's general health. If there is any particular health matter which should be brought to the attention of the College, please include details.

(Medical evidence relating to the health of the child and proof of immunisation may be sought)

Has the child received, or is s/he currently receiving:

- Occupational Therapy
- Speech Therapy
- Other
- None

Please provide any relevant information which will assist the College in preparing for the educational needs of your son/daughter

Parents Medicare Number

Private Health Fund and Number (if applicable)

Siblings: Yes No :Number of siblings

Siblings current age(s)

Do you intend sending your child to Mount Sinai College? Yes No

If 'No', where do you intend sending him/her?

Section 2 Parent / Guardian Information

Father's Information

Are you the natural father of the child? Yes No

If no, please define your relationship _____

English Name _____

Hebrew Name _____

Marital Status _____

Religion Jewish Born Converted Non-Jewish

Synagogue where married _____

Residential Address _____

Postal Address (if same as above, write 'as above') _____

Home telephone _____

Mobile _____

Work telephone _____

Place of work _____

Email address _____

Father's Country of Birth _____

Father's Occupation _____

Australian resident? Yes No

Section 3 Parent / Guardian Information

Mother's Information

Are you the natural mother of the child? Yes No

If no, please define your relationship _____

English Name _____

Hebrew Name _____

Marital Status _____

Religion Jewish Born Converted Non-Jewish

Synagogue where married _____

Residential Address _____

Postal Address (if same as above, write 'as above') _____

Home telephone _____

Mobile _____

Work telephone _____

Place of work _____

Email address _____

Mother's Country of Birth _____

Mother's Occupation _____

Australian resident? Yes No

Section 4 Alternate Contact Information

Name of carer

Relationship with the child

Residential Address

Home telephone

Mobile

Work telephone

Place of work

Email address

I declare that the information provided is true and correct:

Signature

Date

Parent / Father / Guardian

Signature

Date

Parent / Mother / Guardian

Please note that lodgement of this application does not guarantee entry or acceptance of your child to the Mount Sinai College Early Childhood Learning Centre. Children will be accepted as vacancies occur, in accordance with enrolment procedures and policies as determined by the Board of Management, Director and Principal of the College.

Thank you for your time. Please return form to the College at your earliest convenience.

CONDITIONS OF ENTRY AND ENROLMENT PROCEDURES FOR PRESCHOOL

Application Form: An application for enrolment signed by the parent or guardian together with a non-refundable application fee of \$30.00 is required for each student desiring entry to the preschool. The student's name will be placed on the accepted list or the waiting list for the year of entry desired. Students placed on the waiting list will be transferred to the accepted list in the event of a vacancy.

Contractual Obligation: Within fourteen (14) days of the child being offered a place at the preschool, a non-refundable fee as determined by the College will be payable by the parent/guardian to the College. The fee will subsequently be deducted from the preschool fees for the first term once the child commences.

At regular intervals during the child's education at the preschool, the College shall render to the parent/guardian an account for tuition fees in respect of a specific period of tuition (tuition period). Each request shall be considered as a separate offer made by the then current members of the Board of Management (Board) to the child's parent/guardian to provide tuition to the child for that particular tuition period.

The child's attendance at the preschool for the purpose of receiving tuition on any day during the said tuition period shall be considered as the parent/guardian's acceptance of the Board's offer of tuition.

Whenever the Board makes this offer of tuition by submitting to the parent/guardian an account for fees rendered and the parent/guardian accepts the offer by permitting the child to attend at the preschool for the purpose of receiving tuition, a separate contract shall be created between the Board and the parent/guardian.

The parent/guardian by entering this contract will be deemed to have agreed that: -

- (a) They will from the first day that the child attends at the preschool for tuition be liable to pay the fees specified in the account in respect of the particular tuition period: and
- (b) The fees will be payable to the President and Treasurer for the time being of the College on behalf of the Board: and
- (c) The President and Treasurer for the time being on behalf of the Board will be entitled to recover any fees due under the contract
- (d) They will pay to the preschool in addition to the fees referred to in sub-paragraph (a) thereof interest as specified on all fees previously rendered and remaining unpaid.

Responsibility: If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts, you authorise the school to give authority for such treatment.

Publishing of Student's Work and / or Photographs: From time to time, a student's (your child's) work, comments and / or photograph may be published electronically or in print. This may be used in advertising, appeal and / or promotional material created by the College, or used for similar purposes with the consent of the College by the Jewish Communal Appeal or its member organisations. Parents should notify the College in writing if they do **NOT** want their child's work comments and/ or photograph to be used for such purposes. Please note consent will be ongoing for the duration of your child's enrolment at the College.

Membership of Mount Sinai College

Each parent/guardian consents to become a Member of Mount Sinai College in accordance with its Constitution.

MOUNT SINAI COLLEGE COLLECTION NOTICE

In accordance with the Privacy Amendment (Privacy Sector) Act 2000, there is a mandatory requirement for the College to comply with the national privacy principles. One of the principles is that the College must ensure that individuals about whom information is collected are made fully aware of the collection. As such, the College has prepared the following document.

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Association of Independent Schools of NSW, medical practitioners and people providing services to the College, including specialist visiting teachers, 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 son/daughter.
7. The College may be sending personal and sensitive information on your child to the Association of Independent Schools of NSW (AISNSW) for the purpose of accessing Commonwealth funding and support services. If you do not wish to give permission to forward information on your child to AISNSW you must advise the College that your permission is withheld.
8. The College will be sending personal information on your child to the NSW Department of Education and Training for the purposes of parents receiving the Back to School Allowance. If you do not wish to give your permission to forward information on your child to the Department of Education and Training, you must advise the College that your permission is withheld.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
10. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
11. As you may know, the College 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 College'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, except as identified in Item 12.
12. The College benefits from the Jewish Communal Appeal (JCA) and provides the JCA on a confidential basis with the names and addresses of its members and supporters. The JCA may approach those persons in its fundraising activities. If you do not agree to this, you must advise us now.
13. The College provides the names and addresses of parents and pupils to the Mount Sinai College Parents Association to enable it to provide information to parents and pupils about its services to assist in its fundraising activities, and for inclusion in class lists. If you do not agree to this, you must advise us now identifying the particular category or categories in which you do not wish to participate.
14. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

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