

FLOURISH EARLY LEARNING COMMUNITY ENROLMENT AGREEMENT

In consideration of the enrolment of my child in Caloundra Christian College Flourish Early Learning Community, I/We, the undersigned, do hereby agree that:



1. I/We declare that the information in this enrolment form is true and correct, and that I/We will immediately inform the Centre in the event of any change to this information.
2. I/We have visited the Centre (or been offered the opportunity to visit the Centre) and discussed with the director, educators or teachers or College Enrolments Officer, the enrolment of my/our child.
3. I/We understand the importance of family cooperation and agree to participate where possible in the activities of the Centre and to liaise with the Centre to assist with my/our child's learning and development by engaging in conversations, attending parent meetings as requested by the Centre or my/ourselves, completing parent input forms, and communicating with the Centre in person or electronically.
4. I/We agree to abide by the policies of the Early Learning Community and the ethos of Caloundra Christian College. *(Copies of service policies are available from the Early Learning Centre).*
5. I/We understand and accept that all fees, levies and charges must be paid in two weeks in advance at all times and that normal fees will be payable at all times including absence of my/our child for sickness, holidays, public holidays or any other reason. I/We understand that if fees, levies and charges are not paid, my/our child's continued enrolment cannot be guaranteed. I/We understand that two week's term time notice or two weeks in lieu is required upon withdrawal of enrolment.
6. I/We have received and understand the contents of the Centre's sun care policy (see [ELC Handbook](#)) and agree to abide by all parent/guardian responsibilities as outlined in this policy.
7. I/We agree to keep my/our child at home while they are suffering from any infectious or contagious illness. I/We agree to collect my/our child from the Centre if she/he becomes suddenly ill. I/We understand that my/our child needs to be kept at home until they are well enough to return and participate in the activities and routines. I/We understand that we may be required to produce a doctor's certificate stating that my/our child is no longer unwell and that the final decision rests with the Nominated Supervisor of the Centre. If my child has not been immunised, I understand that they will be excluded from care in the event of an outbreak of any of the communicable diseases otherwise vaccinated against, until the service has received medical advice that the infectious period has passed.
8. I/We understand that in the case of sudden illness, injury or adverse incident the director or any other responsible staff member, as agent for the parent/guardian, shall have the discretionary power to provide appropriate medical attention for the child, including accessing emergency services at my/our cost. The parent/guardian of the child will be contacted as soon as practical after the event.
9. I/We agree to notify the Centre promptly of any absence and the reasons for such absence.

10. I/We will ensure that my/our child is brought to/collected from the Centre by an authorised responsible person and these events are acknowledged by appropriate staff persons. I/We will ensure that my/our child is signed in/out of the Centre as per legislative requirements.
11. I/We understand that if my/our child is enrolled in a kindergarten program at this service, and is of target age group, it is my/our responsibility to inform the service if my/our child is enrolled in any other early childhood education/ kindergarten facility.
12. I/We understand that it is my/our responsibility to ensure that no other early childhood education facility, where my/our child is enrolled, claims kindergarten funding for my/our child as the funding required supporting my/our child's position in this kindergarten service will be claimed by this service. Therefore, no other service will be entitled to make a claim for kindergarten funding.
13. I/We agree for my/our child to be observed by students who may be employed at the Centre or completing practical components of their studies at the Centre, and if relevant, copies of the child's documentation may be submitted to the Institution the student is completing their studies at as part of an assessment.

A copy of our current Flourish Early Learning Community Handbook and Fees can be found by visiting the [Flourish ELC](#) website.

STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection* Laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APP) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - other related church agencies/entities (Christian Schools Australia), and Schools within these organisations*;
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or carers.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about

the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.**

8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correct their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as 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 a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College Privacy Policy also sets out how you may complain about a breach of the APP's and how the College will deal with such a complaint.
10. 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet, Facebook and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will remind parents/carers (annually) of this Policy and in particular this clause. Should parents/carers not want their children to be included in College publications, you are required to inform the Principal in writing, in accordance with the Enrolment Contract. For more significant marketing publications, for example: bus wraps or permanent advertising, the College will seek separate parental permission.
12. We may include students' and students' parents' contact details in a class list and College directory. †
13. 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, and that they can access that information if they wish and that the College does not usually disclose this information to third parties.

* As appropriate

** If applicable

† The College will seek specific consent to publish contact details in class lists and College directories.