

# PRE-KINDERGARTEN – ENROLMENT APPLICATION

## STUDENT INFORMATION: (PLEASE USE BLOCK LETTERS)

Name of Student	<input type="text"/>	
	(Given Names)	(Surname)
Date of Birth	<input type="text"/>	Proposed Date of Entry <input type="text"/>
<i>Please circle</i>	Male / Female	
Term Booking	No. of days per week: <input type="text"/> (3) <input type="text"/> (4) <input type="text"/> (5)	Casual: <input type="text"/> (2) Preferred days: <input type="text"/> Mon / Tue / Wed / Thur / Fri
	<small>Casual days are limited to Monday and Fridays only. Tues / Wed / Thurs can only be selected by enrolments of 3 or more days.</small>	

## PARENT INFORMATION:

Father	<input type="text"/>	Mother	<input type="text"/>
	(Dr / Mr / etc) (Given Names) (Surname)		(Dr / Mr / etc) (Given Names) (Surname)
Email	<input type="text"/>	Email	<input type="text"/>
Home Address	<input type="text"/>	Home Address	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Place of Employment	<input type="text"/>	Place of Employment	<input type="text"/>
Home Telephone	<input type="text"/>	Home Telephone	<input type="text"/>
Work Telephone	<input type="text"/>	Work Telephone	<input type="text"/>
Mobile Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Billing address (if different to above)	<input type="text"/>		
<b>IF APPLICABLE:</b>			
Custodial Parent	<input type="text"/>		
Usual Residential Address of Student	<input type="text"/>		

## FAMILY INFORMATION:

**ARE ANY MEMBERS OF YOUR FAMILY FORMER STUDENTS AT THE SCOTS SCHOOL? YES / NO**

Siblings' names, ages and schools

Is there any information relating to this student of which you would like us to be aware?

**Are you considering enrolling your child in Kindergarten at The Scots School in the future? YES / NO**

### ACCEPTANCE OF ENROLMENT

This application is to be accompanied by a completed Medical History Form including Immunisation, copy of Birth Certificate and 2 Passport size Photos). To Enrol – children must be 4 years old or turning 4 within the first term of the year. Children must be toilet trained.

This Application for Enrolment is submitted to the Headmaster for consideration and is made subject to the Conditions of Enrolment which I / We have read, and signed, as attached hereto.

Father  Mother  Date

### Office Use:

Enrolment Fee Paid  Date  Received By:

# PRE-KINDERGARTEN – CONDITIONS OF ENROLMENT

## Conditions of Enrolment

The School is an activity of the Presbyterian Church of Australia (in NSW). The management of the School is undertaken by the School Board on behalf of the Church. The Headmaster is the Chief Executive. In the Conditions of Enrolment, references are made to the School Board, the School and the Headmaster. In all cases, the Headmaster is the delegated authority for the School Board and for the School. All notices and advices should be directed to the Headmaster.

1. (a) The School Fee referred to in these Conditions is the fee for full term placement students. Fees for casual placements are due and payable on the day of attendance. Full term placements are accepted for 3, 4, or 5 days per week. All other bookings are regarded as casual bookings. Two day bookings are only accepted after consultation with Pre-K School Staff.  
(b) The School Fee is an annual fee which, for the convenience of parents, is charged in four (4) equal instalments. Fees are payable at the beginning of each Term and shall be those fixed from time to time by the School Board. Failure to pay fees, when due, may result in cancellation of enrolment.
2. The Scots School reserves the right to defer enrolment if, in the opinion of the School Staff, the child is not ready to commence The Scots Pre-Kindergarten School Program.
3. One (1) month's term time notice, in writing, of intention to withdraw a term placement student from the School must be given to the Headmaster unless such requirement is waived by the Headmaster.
4. Upon withdrawal of a student, the following rules shall apply: (a) where notice required by Clause 3 has been given, fees shall be payable in respect of the period given by the notice. (b) where less than the notice required by Clause 2 has been given, one month's fee in lieu of notice will be payable.
5. In the event of a student being absent, without prior notice, from illness, or any other reason whatever, the School should immediately be advised by telephone, or letter addressed to the Headmaster.
6. A student at the School is subject to the Rules and Regulations in force from time to time varied or imposed by the School.
7. Students shall comply with any requirements the School may make in respect of dress, general appearance, behaviour and participation in the School's programme of activities. The parent consents to the student's participation in all School excursions which form part of the School's programme.
8. At all times the Staff in charge, shall have the powers of control and guardianship as the parent/guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the parent/guardian will be responsible for any expenses so incurred for or on behalf of the student.
9. The School will not be responsible for the loss of or damage to clothes, effects, etc., of students no matter how caused. (It is suggested that parents ensure their own insurance policy provides adequate cover.)
10. The parent will be responsible for all breakages and damage to School property caused by a student.
11. These conditions are subject to alteration from time to time by the School. Any such alterations shall be notified, in writing, to parents. Continuing enrolment of a student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.
12. Where more than one person has applied for enrolment of a student, the liability of each hereunder shall be joint and several.