



## Family

Sisters/Brothers attending/attended PLC Early Learning Centre

Name \_\_\_\_\_ Year Level \_\_\_\_\_

Name \_\_\_\_\_ Year Level \_\_\_\_\_

Sister/s attending PLC

Name \_\_\_\_\_ Year Level \_\_\_\_\_

Name \_\_\_\_\_ Year Level \_\_\_\_\_

If mother is an Old Collegian of PLC (Melbourne)

Maiden Name in Full \_\_\_\_\_ Years of attendance: from \_\_\_\_\_ to \_\_\_\_\_ House \_\_\_\_\_

## Marketing Information

What influenced your decision to enrol your child at PLC?

Current/Past families

Website/Prospectus

Word of mouth

Advertisements

School Tour

Other – please specify

## Program Options

### 1. PRE-PREP (4 to 5 years old)

This program is available for 3, 4 or 5 days per week.

Children may be enrolled for 48 weeks per year or for school terms only.

### 2. KINDERGARTEN (3 years old)

This program is available for 2, 3, 4, or 5 days per week. Priority is given to children who turn 3 years of age by 31<sup>st</sup> January.

Children may be enrolled for 48 weeks per year or for school terms only.

### 3. TODDLER (2 years to 3 years)

This program is available for 2, 3, 4 or 5 days per week.

Children are enrolled for 48 weeks per year.

### 4. INFANT (6 months to 2 years)

This program is available for 2, 3, 4 or 5 days per week.

Children are enrolled for 48 weeks per year.

Days Preferred (please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

## Kindergarten and Pre-Prep Programs

Please indicate

PLC School term attendance (between the hours of 8.30am and 3.30pm)

48 week attendance (between 7.45am and 6.00pm)

Undecided

## Comments

If a place is not available, do you wish to remain on the ELC waiting list?

Yes

No

Signature of Parent (s) or Guardian \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLEASE RETURN TO:

Mrs Deborah Hendren  
Head of Early Learning

Presbyterian Ladies' College ABN 16 005 650 386  
141 Burwood Highway, Burwood, Victoria 3125  
Telephone (03) 9808 0077 • Facsimile (03) 9808 8407



# *Presbyterian Ladies' College*

MELBOURNE

## Early Learning Centre

### TERMS OF ENROLMENT

#### A. Steps to Enrolment

- Parents complete and return an Early Learning Centre Application Form. This does not guarantee that a place offer will be made.
- Applications are received and recorded on the wait list according to the date of lodgement. Priority is given to girls who have a secured place for Prep entry into PLC's Junior School and then to those with a family association with PLC.
- Places are offered approximately six months prior to the commencement of the following year or when a position becomes available during the year.
- Once a place has been offered, parents are required to return a signed Acceptance form together with a \$300 non-refundable enrolment fee to secure the place.

#### B. Tuition Fees and Accounts

- The College requires that the specified fee amount is paid on receipt of a fortnightly invoice and that these fees are paid each fortnight. If fees are not paid on time, the child's continuation in the program will be reviewed.
- Fees are payable for any absences. The Early Learning Centre is closed on gazetted public holidays, Easter Tuesday and the Monday prior to Melbourne Cup Day and fees will be charged.
- The Early Learning Centre is closed for approximately four weeks over the Christmas vacation and no fees will be charged during this time.
- Fees include morning tea, lunch and afternoon tea for all enrolled children.
- The Child Care Benefit and the 50% Child Care Rebate are available to all eligible families.
- 4 weeks advance notice in writing is required if a child is to be withdrawn from the Early Learning Centre. Failure to comply will result in extra fees being charged.
- The College reserves the right to not permit a child to re-enter the Early Learning Centre when fees remain outstanding.
- All fees and charges are reviewed annually by the School Council.

#### C. Uniform

- All children attending the 3-year-old Kindergarten and 4-year-old Pre-Prep programs are required to wear the Early Learning Centre uniform each day and for all excursions.

#### D. Communication

- Parents are required to read the Parent Information Booklet prior to their child's enrolment at the Early Learning Centre and must adhere to the policies as set down therein. Parents should refer to the Centre's Policies Booklet for any clarification of the Early Learning Centre's operation and procedures.
- Changes of address, telephone numbers or other information must be given to the school as soon as the change takes place.
- The College publishes a fortnightly newsletter containing information of importance to parents. This newsletter is emailed to parents and is also available via the school's website, or, can be collected from the Early Learning Centre's Reception. Information so communicated is deemed to have been received by parents.
- In enrolling a child in the ELC, parents agree to abide by the rules and regulations of the College and agree to support the Christian and community activities of the College.



# *Presbyterian Ladies' College*

MELBOURNE

## **Early Learning Centre**

### **Standard Collection Notice**

A requirement of the Australian Privacy Act

**Parents should retain this sheet for future reference.**

The Early Learning Centre collects personal information, including sensitive information about students and parents or guardians before, during and beyond the course of a student's enrolment at the Centre. The primary purpose of collecting this information is to enable the Centre to provide education and care for your child. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period she/he is associated with the Centre. This information may be collected via post, email or sms.

Some of the information we collect is to satisfy the Centre's legal obligations, particularly to enable the Centre to discharge its duty of care. Some laws governing or relating to the operation of Early Learning Centres require that certain information is collected. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require that you keep us informed about any changes to your child's health as it becomes known. If you do not provide us with this information we may not be able to enrol or continue the enrolment of your child.

The Centre from time to time has to disclose certain personal information and sensitive information to others, including schools, government departments and medical practitioners. On occasions photographs of students are published in Centre newsletters and magazines.

Parents may seek access to personal information collected about them and their child by contacting the Centre. However, there will be occasions when access is denied. Such occasions would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of the Centre's duty of care to the student.

As you may know the College from time to time engages in fund raising activities. The information received from you may be used to make an appeal to you.

When you provide the Centre with the personal information of others, such as doctors, or emergency contacts, you should inform them that you are disclosing that information to the College and why, so that they can access that information if they wish. The Centre does not usually disclose the information to other parties.

If you wish to obtain a copy of our Privacy Policy please contact the College, or alternatively visit our webpage: [www.plc.edu.vic.au](http://www.plc.edu.vic.au)

If you wish to contact the College regarding personal information we hold, or to complain about any instances where the College may have been deemed to infringe any of the Australian Privacy Principles, a complaint should be lodged with the College's Privacy Officer.

Deborah Hendren  
Head of Early Learning Centre