



## 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      Presbyterian Ladies' College ABN 16 005 650 386  
Head of Early Learning      141 Burwood Highway, Burwood, Victoria 3125  
Telephone (03) 9808 0077



# *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 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 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.
- The College (including the Early Learning Centre) is also closed on Easter Tuesday and the Monday prior to Melbourne Cup day and fees will not be charged for these days.
- Fees include morning tea, lunch and afternoon tea for all enrolled children.
- The Child Care Subsidy is 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.

# Privacy Collection Notice

(Please keep for future reference)

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you advise us otherwise. This Collection Notice should be retained for future reference.

The College collects personal information, including sensitive information about students, parents/guardians, users of the Aquatic Centre and job applicants before, during and beyond the course of a student's enrolment at the College (students and parents/guardians); before, during and beyond the course of Aquatic Centre user's participation in a Learn to Swim / Water Safety program; and throughout the recruitment process (job applicants). The primary purpose of collecting this information is to enable the College to:

- meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College
- provide a recreational service (Aquatic Centre users)
- consider an application for employment (job applicants).

Information may be collected in writing (online, via post, email or SMS) or through conversation, or collected from third parties on your behalf (e.g. employment referees). Use of Information Communication Technologies (e.g. browsing websites, use of the Learning Management System) at the College or accessed from outside the College creates a digital trail, from which data can be aggregated by the College.

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. Laws governing or relating to the operation of a school in some instances require that certain information is collected and/or disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may request medical reports and health information about students from time to time. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities.

In order to consider an application for employment and to facilitate and manage a job applicant's employment relationship with the College, job applicants must consent to the College collecting personal information from law enforcement agencies for Police Checks and Working With Children Checks, the Victorian Institute of Teaching to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

Personal information collected about job applicants will be stored securely in a recruitment record, or converted to an employee record if the job applicant is successful in gaining employment with the College. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988. If a job applicant is not successful or declines a position at the College, the information stored in the recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time.

Failure by parents/guardians, students or Aquatic Centre users to provide requested information to the College may be viewed as an unacceptable risk resulting in the enrolment process ceasing or your child's enrolment or participation in a program being discontinued. Failure by job applicants to provide requested information to the College will affect the College's ability to evaluate your application and may result in the recruitment process not proceeding.

The College from time to time may disclose (or permit direct collection by a third party) certain personal and sensitive information to others for administrative, educational and support purposes. This may include to another school to facilitate the transfer of a student, government departments, medical practitioners, people providing services to the College (including specialist visiting sport or music teachers, coaches, counsellors and volunteers), assessment and educational authorities, anyone you authorise the College to disclose information to, or anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

On occasions information, such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, camps and excursions.

The College will obtain separate permissions from the student's parent/guardian prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public. The College will obtain separate permissions from the student's parent/guardian prior to including personal information on class lists or College directories.

The College from time to time engages in fund raising activities. The information received from parents/guardians may be used to make an appeal in the future.

Students, parents/guardians, Aquatic Centre users or job applicants may seek access to, or correction of the personal information collected about them by contacting the College. However, there will be circumstances where access is denied. Such circumstances 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 College's duty of care obligations.

If you provide the College with the personal information of others, such as family members, doctors, emergency contacts or employment referees, you should inform them that you are disclosing that information to the College and why, so that they can request access to and correction of that information if they wish. You should refer them to the College's Privacy Policy for further detail.

The College uses cloud computing service providers to store some personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers.

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

**Mrs Cheryl Penberthy**  
**Principal**