



## LITTLE SHEPHERD PRE-PREP

### APPLICATION FOR ENROLMENT

ENROLLING CHILDREN DETAILS		
Name	Calendar year of entry to GSCS (e.g. 2017)	Date of Birth

*Checklist: Please include these items with your application*

<input type="checkbox"/> Birth Certificate/Extract or Identity documents
<input type="checkbox"/> Medicare Australia Immunisation schedule or Medicare Australia Immunisation Exemption Conscientious Objection Form
<input type="checkbox"/> Prior school reports and NAPLAN test results (if applicable)
<input type="checkbox"/> Medical reports (e.g. Asthma, anaphylaxis management plan (if applicable))
<input type="checkbox"/> Custody orders/parenting agreements (if applicable)
<input type="checkbox"/> Relevant Citizenship paperwork (Visa/Passport/Australian Citizenship) if you are not born in Australia

PREFERRED DAYS OF ATTENDANCE – 5 DAY FORTNIGHT PROGRAM (PLEASE TICK ONE)	
Monday, Tuesday, Alternate Wednesday	
Alternate Wednesday, Thursday, Friday	

OFFICE USE ONLY					
Date Received	__/__/__	Application Fee Received		Enrolment Fee Received	
Latest School Report		Birth Certificate		Immunisation Records	
Benchmark Test Results		Conf. of Enrolment			



# GOOD SHEPHERD CHRISTIAN SCHOOL

185 Old Northern Road • Albany Creek Qld 4035  
 p (07) 3264 2655 • e admin@gscs.qld.edu.au • w www.gscs.qld.edu.au  
 abn 35 611 484 318

STUDENT DETAILS							
Surname	Given Names	Date of Birth	M/F	Current Year Level			
Does student have sibling/s at GSCS		Yes / No	Church Attending				
Birthplace in Australia			Nationality if not born in Australia				
Date of arrival in Australia			Other languages spoken at home				
Is the student of Aboriginal and/or Torres Strait Islander descent?		Aboriginal Descent	Yes / No	Torres Strait	Yes / No	Both Aboriginal	Yes / No
SCHOOLING HISTORY							
Current and/or previous schools attended							
Current		Address		Year/s attended		Grade/s	
Previous		Address		Year/s attended		Grade/s	
Previous		Address		Year/s attended		Grade/s	
Has the Student ever repeated a year level?		Yes / No	Year level repeated				
Has the Student ever been suspended from a school?		Yes / No	If yes, please provide reason:				
Has the Student ever been expelled from a school?		Yes / No	If yes, please provide reason:				



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FATHER / GUARDIAN'S DETAILS - Do you live with the Student(s)?						Yes / No
Surname			Other Names			
Address				Post Code		
Postal Address				Post Code		
Home Phone			Work Phone			
Mobile			Email			
* Highest level of schooling completed						
* Highest level of qualification completed other than schooling (e.g. Bachelor degree, Certificate I to IV etc.)						
Occupation						
Place of Work			Country of Birth			
Church Attending			Other Languages Spoken			
Marital Status (Married, Separated, Divorced, Single, Remarried, De Facto, Widowed)						
Aboriginal and/or Torres Strait Islander descent?	Aboriginal Descent	Yes / No	Torres Strait	Yes / No	Both Aboriginal	Yes / No
MOTHER / GUARDIAN'S DETAILS - Do you live with the Student(s)?						Yes / No
Surname			Other Names			
Address				Post Code		
Postal Address				Post Code		
Home Phone			Work Phone			
Mobile			Email			
* Highest level of schooling completed						
* Highest level of qualification completed other than schooling (e.g. Bachelor degree, Certificate I to IV etc.)						
Occupation						
Place of Work			Country of Birth			
Church Attending			Other Languages Spoken			
Marital Status (Married, Separated, Divorced, Single, Remarried, De Facto, Widowed)						
Aboriginal and/or Torres Strait Islander descent?	Aboriginal Descent	Yes / No	Torres Strait	Yes / No	Both Aboriginal	Yes / No



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## EMERGENCY CONTACT/S AND AUTHORISED COLLECTORS OTHER THAN PARENTS Persons, over the age of 18 years, permitted to collect your child (other than parents/guardians mentioned above)

Please list people whom staff may contact if you cannot be contacted in an emergency. Please ensure these emergency contact people are willing and able to collect your child in the case of an emergency. Please advise your nominees that they will be required to present photographic ID (e.g. a Driver's Licence) upon pick up.

### EMERGENCY CONTACT 1

Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	Mobile
Email	Relationship to child	
Occupation	Workplace	
Driver's licence number	Authorised to collect: <b>Yes / No</b>	
Authorised to consent to medical treatment: <b>Yes / No</b>	Authorised to consent to administration of medication:	

### EMERGENCY CONTACT 2

Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	Mobile
Email	Relationship to child	
Occupation	Workplace	
Driver's licence number	Authorised to collect: <b>Yes / No</b>	
Authorised to consent to medical treatment: <b>Yes / No</b>	Authorised to consent to administration of medication:	

### EMERGENCY CONTACT 3

Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	Mobile
Email	Relationship to child	
Occupation	Workplace	
Driver's licence number	Authorised to collect: <b>Yes / No</b>	
Authorised to consent to medical treatment: <b>Yes / No</b>	Authorised to consent to administration of medication:	



### EMERGENCY CONTACT 4

Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	Mobile
Email	Relationship to child	
Occupation	Workplace	
Driver's licence number	Authorised to collect: <b>Yes / No</b>	
Authorised to consent to medical treatment: <b>Yes / No</b>	Authorised to consent to administration of medication:	



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MEDICAL INFORMATION		
Child Doctor/Clinic Name		Phone
Doctor's Address		
Your child Medicare number(s)	Ref Number	Expiry Date
Preferred hospital in case of an emergency		
Private Health Fund		Policy Number
Child Dentist/Clinic Name		Phone
Dentist's Address		
IMMUNISATION		
Is your child fully immunised?	Yes / No	 If yes, please attach a copy of your child(ren) Medicare Australia Immunisation History Statement. Please continue to update Good Shepherd Christian School with further immunisations.
 If no, please attach a completed Medicare Australia Immunisation Exemption Conscientious Objection Form.		

## ADDITIONAL INFORMATION

Our enrolment support policy requires that we identify special need and gifted students to provide the appropriate support. Therefore, please answer the following information.









Has your child ever been hospitalised or have/had a serious illness?	Yes	No	Has your child been assessed or supported by any of the following specialist services?		
Does your child have any physical disability, e.g. cerebral palsy, epilepsy, vision or hearing impairment?	Yes	No	<i>Guidance Officer or Consultant</i>		Yes No
			<i>Occupational Therapist</i>		Yes No
Does your child suffer from any chronic illness that may affect learning, e.g. chronic fatigue syndrome, glandular fever?	Yes	No	<i>Child Guidance Centre</i>		Yes No
			<i>Speech Therapist</i>		Yes No
Has your child experienced any emotional difficulties or had a traumatic experience that may have affected learning?	Yes	No	<i>Physiotherapist</i>		Yes No
			<i>Psychologist/Psychiatrist/Counsellor/Mental Health</i>		Yes No
Has your child been diagnosed as having a condition that affects learning, e.g. ADD, ADHD, ASD etc.?	Yes	No	<i>Specialist Clinic (Hospital/Private)</i>		Yes No
			<i>Audiology Clinic</i>		Yes No
			<i>Family Services</i>		Yes No



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## HEALTH INFORMATION CONTINUED

Is your child toilet trained?	Yes / No
Is your child receiving regular medication?	Yes / No
 If yes, please give details	
Does the medication have any side effects of which Little Shepherd needs to be aware?	Yes / No
 If yes, please give details	
Does your child have asthma?	Yes / No
 If yes, please give details and attach a copy of your child's Asthma Management Plan. Any time this plan is changed, Good Shepherd Christian School must be notified in writing immediately.	
Does your child have any allergies? e.g. food, sunscreens, antiseptics etc.	Yes / No
 If yes, please give details	
If yes to the above question, is your child's reaction likely to result in anaphylaxis?	Yes / No
 If yes, please give details and provide a copy of your child's Anaphylaxis Management Plan as well as a current EpiPen. Any time this plan is changed, Good Shepherd Christian School must be notified in writing immediately.	
Does your child have epilepsy?	Yes / No
 If yes, please give details and provide a copy of your child's Epilepsy Management Plan. Any time this plan is changed, Good Shepherd Christian School must be notified in writing immediately.	
Are there any special dietary restrictions?	Yes / No
 If yes, please give details	
Is there any other health-related information we need to know?	Yes / No
 If yes, please give details	
Does your child have any additional needs? If yes, please provide details and a copy of any referral or assessment/s by an appropriate professional. Any time this plan is changed, Good Shepherd Christian School must be notified in writing immediately.	

If a yes response is made, please attach any relevant information to this application, including copies of relevant reports/assessments etc.

## HEALTH CARE CARD DETAILS

<b>Families with a Health Care Card may be able to claim a rebate for the 3-day program</b>	
Do you the primary contact, the other parent/guardian, or your child have a Health Care Card, Veterans Affairs Card or Australian Government Pension Concession card with automatic Health Care Card entitlements?	Yes/No
If yes, please complete the section below and ensure you bring the original card(s) for sighting and copying. By providing this information you may be entitled to a concession on your Pre-Prep fees.	
Type of card:	Card number:
Name/s on card:	Expiry date on card: ___/___/___



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PERMISSIONS	
<b>Administration of Paracetamol:</b> I agree that if my child has a temperature greater than 38 degrees Celsius and is experiencing discomfort or pain whilst attending Little Shepherd Kindergarten, a staff member may administer a single dose of Paracetamol to my child(ren). If no, please specify action	Yes / No
Parent signature 1	Parent signature 2
<b>Application of Sunscreen:</b> I agree to allow the staff at Little Shepherd Kindergarten to instruct my child to apply sunscreen if deemed necessary. If no, please specify action	Yes / No
Parent signature 1	Parent signature 2
<b>Application of Insect Repellent:</b> I agree to allow the staff at Little Shepherd Kindergarten to instruct my child to apply insect repellent if deemed necessary. If no, please specify action	Yes / No
Parent signature 1	Parent signature 2
<b>Emergency Medical Assistance and First Aid – your child’s application for enrolment will not be accepted without your consent:</b> I agree that if my child has been injured or becomes ill whilst at the school or otherwise in the care of Little Shepherd Kindergarten staff and if deemed necessary that the following may be sought/applied: <ol style="list-style-type: none"> <li>1. A staff member with current first aid may administer first aid for minor injury or illness</li> <li>2. I give consent for transportation of my child by an ambulance service</li> <li>3. I give consent to the carrying out of appropriate treatment from a registered medical practitioner, dentist, hospital or ambulance service</li> </ol>	
Parent signature 1	Parent signature 2
<b>Emergency Medical Assistance and First Aid Costs:</b> I agree, that in the event of any medical or other emergency arising in which Good Shepherd Christian School consider it impossible or impractical to communicate with the undersigned parent/guardian, then Good Shepherd Christian School will take all reasonable care of my child but will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such an event.	
Parent signature 1	Parent signature 2



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## PERMISSIONS CONTINUED

**Photos:** Parents of children at Little Shepherd Kindergarten should accept that staff, parents and professional photographers will take photographs at the school e.g. classroom photos, class activities, individual portfolio photos, observational photos and special events. These images may appear in “in-house” publications throughout Good Shepherd Christian School (newsletters or noticeboards).

These photos may also be appropriate for use in “direct” marketing publications that Little Shepherd Kindergarten produces (those publications that are used specifically to advertise Good Shepherd Christian School):

- Little Shepherd Kindergarten (images only – no names included)
- Little Shepherd Kindergarten and Good Shepherd Christian School website (images only – no name included)
- At school expos, PowerPoint presentations, posters etc. (no names included)

**Permission Granted** for images/photos to be used for “in-house” and “direct marketing” purposes:

I/We understand on occasion staff, parents and professional photographers will take photographs at Little Shepherd Kindergarten and that these images may appear in publications that are circulated inside the Good Shepherd community.

I/We have read the above and agree to the policy as described herein

Parent signature 1

Parent signature 2

### **Permission Declined:**

I/We DO NOT give permission to use images/photos of our child in any direct marketing and promotional materials. I/We understand that our child will still be included in in-house publications.

***ONLY SIGN HERE IF YOU DO NOT WANT YOUR CHILD'S PHOTOS USED IN DIRECT MARKETING***

Parent signature 1

Parent signature 2

**Privacy:** I give permission for my child to be observed by staff for the purposes of assessment and maintaining developmental records. I understand that sometimes students on work experience and volunteers working Little Shepherd Kindergarten may also be a part of this process. From time to time, information pertaining to my child's enrolment, ongoing development and education will be shared with other staff.

Parent signature 1

Parent signature 2





## GOOD SHEPHERD BAPTIST CHURCH, GOOD SHEPHERD CHRISTIAN SCHOOL AND LITTLE SHEPHERD KINDERGARTEN

### STATEMENT OF FAITH

We believe in one God who eternally exists in three persons, the Father, the Son and the Holy Spirit, each being co-equal in power and glory. The three are one God though separate in personality and work.

We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ. Being one personality in the Godhead, we therefore believe He is God.

We believe that salvation is found only in Jesus Christ. Salvation is by grace alone. This salvation must be received personally, by faith, and those that believe have, according to the Scriptures, received the new birth.

We believe in the personal, visible, bodily, imminent, pre-millennial return of Jesus Christ. We believe in the rapture of the saints when Jesus will come in the air to receive all those who have been born again. We believe this “catching up” or rapture, precedes the tribulation period and takes place about seven years before Christ’s visible coming in power and great glory. We believe in a literal thousand-year millennial reign by Christ on earth during which time Satan will be bound. We believe this millennial reign takes place after the seven-year tribulation period.

We believe the Holy Spirit is the third personality of the Godhead. We believe He convicts men of sin, righteousness and judgment, that He is the necessary and supernatural agent in regeneration, baptizing all believers into the body of Christ, and indwelling and sealing them unto the Day of Redemption. We do not believe the evidence of the baptism of the Holy Spirit is speaking in tongues.

I/We acknowledge the tenets of faith as stipulated above as being held by Good Shepherd Baptist Church, Good Shepherd Christian School and Little Shepherd Kindergarten and I/we agree will not promote anything in contradiction to these beliefs.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## LITTLE SHEPHERD KINDERGARTEN AND GOOD SHEPHERD CHRISTIAN SCHOOL PRIVACY STATEMENT

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School within the terms of the National Privacy Principles under the Privacy Act. The primary purpose of collecting this information is:
  - to enable the School to provide schooling for your son/daughter.
  - to discharge its duty of care.
  - to comply with certain laws governing or relating to the operation of schools.
  - to provide medical reports about pupils.
  - to provide information to other schools, government departments, medical practitioners, and people or organisations providing services to the School, including specialists, visiting teachers, coaches and volunteers.
  - to provide information (including video clip or photo form) in School Newsletters, other media, on our website and to parents or guardians, regarding academic and sporting achievements, pupil activities and other news.
  - to assist the School in fundraising activities (no information will be disclosed to third parties for their own marketing purposes without your consent).
2. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about themselves. 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
3. We may include your contact details in a class list and School directory. If you do not agree to this, you must advise us in writing.
4. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing the information to the School and why, that they can access the information if they wish, and that the School does not usually disclose the information to third parties.



## CREDIT POLICY - FEE COLLECTION

The Strategic Plan for Good Shepherd Christian School identifies that the School is to conduct its relationships, programs and business dealings in a way that will demonstrate Christian values and ethics. Parents are likewise accountable to the School for prompt and full payment of fees in recognition of their acceptance of these terms at the time of enrolment of their students into the School.

Good Shepherd Christian School requires all fees to be paid in a timely manner to assist with budgeting and operational aspects of the School. The School is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

Regardless of the selected payment method, each family will receive a full account for the year in advance. All accounts will be sent out electronically.

It is our general policy that children should not be prevented from having a Christian education due to financial difficulties or changes. Should parents experience difficulty with these fees, they must make an appointment with the Principal and Business Manager to discuss a payment plan.

Alternatively, parents may apply for means-tested Fee Relief. Each application will be handled with confidentiality. Any hardship concessions are only available for that given school year. Therefore, any applications for a hardship concession are to be re-submitted each school year as applicable.

### ***Fee Payment Options***

- Pay annually by the first Friday in February of each school year to receive a \$150 discount per fee-paying student (pro-rata discounts for students commencing after Term 1)
- Pay each term in full by first Friday of each term (part-payments will not be accepted). No discounts are available for this payment option
- Payment by Direct Debit or Centrepay
  - This is to be paid via 40 weekly payments, 20 fortnightly payments or 10 monthly payments over the course of the school year

### ***Joint and Several Liability for School Fees***

All parents/guardians, including step-parents, who have signed a Confirmation of Enrolment, are jointly and severally liable for the payment of all fees and other charges related to the education of their student/s at GSCS, irrespective of any Court Orders or Child Support Assessments.

### ***Unpaid Fees***

Consistently unpaid fees will put the enrolment of your child/ren at GSCS in jeopardy. No student will be permitted to return to GSCS while any payments are in arrears. If an enrolment is discontinued, unpaid fees will still be a debt due and owing to GSCS.

No credit or refund, either in part or in whole, will be provided if the student is absent due to any reason such as illness, leave, enrolment suspension or termination.

If any unpaid account remains outstanding without an approved arrangement with our Business Manager, we then reserve the right to require such families to enter into a contract of payment as a condition of continuing enrolment. In the event of any account balance being outstanding at the end of the calendar year, GSCS reserves the right to apply a 10% service charge of the outstanding balance of the account.

Failure to come to a suitable payment arrangement may result in the matter being referred to a Debt Collection Agency or Solicitor. Costs and commissions associated with the collection will be added to the outstanding balance.

### ***Withdrawal from GSCS***

GSCS must receive a full term's written notice for the withdrawal of a student, otherwise a full term's fees will be charged in lieu of notice.

Please see the Good Shepherd Christian School Fee Schedule for full information regarding school fees.

Additional contributions will be required for such items as the following:

- *Building Levy*  
Compulsory Building Levy (non-tax-deductible) \$250 per family



## TERMS AND CONDITIONS OF ENROLMENT AGREEMENT

In consideration of the enrolment of my child in Little Shepherd Kindergarten, I/We, the undersigned, do hereby agree that:

- i.** I/We have visited the Centre and discussed with the director the enrolment of my/our child. I/We understand the importance of family cooperation and agree to participate where possible in the activities of the centre.
- ii.** I/We have received and understand the contents of the Centre's sun care policy (see parent handbook) and agree to abide by all the parent/guardian responsibilities as outlined in this policy. 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.
- iii.** I/We agree to notify the director promptly of any absence and the reasons for such absence.
- iv.** I/We will ensure that my/our child is brought to/collected from the Centre by an authorized 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.
- v.** 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.



## STATEMENT OF SUPPORT BY PARENT/GUARDIAN

- vi.** Make application for enrolment of my/our child(ren).
- vii.** Grant permission to access information from previous school/preschool/specialist service provider.
- viii.** Acknowledge that acceptance of a place for a child signifies agreement to support the Statement of Faith, and to be involved in the Christian devotional and other Christian activities of the school.
- ix.** Commit to uphold and support Little Shepherd Kindergarten and Good Shepherd Christian School's ethos and reputation, in all social and digital media communication.
- x.** To commit to all school Policies and Guidelines including matters of discipline, attendance, completion of prescribed homework and assessment items and the correct wearing of school uniforms as detailed in the **Parent Handbook**. These may be altered or added to at any time by announcement at School Assembly and publication in the School's Newsletter.
- xi.** Understands Little Shepherd Kindergarten and Good Shepherd Christian School reserves the right to refuse any application for enrolment without providing any reason.
- xii.** Understands that all enrolments are subject to a 10-week probation period.
- xiii.** Understands Little Shepherd Kindergarten and Good Shepherd Christian School reserves the right to cancel the proposed enrolment of a student should we determine that we are not able to meet the specific needs of the student.
- xiv.** Understand that teachers at Little Shepherd Kindergarten and Good Shepherd Christian School will act in 'loco parentis' towards my children. Accordingly, I/We give consent to the staff to carry out this responsibility according to Biblical principles of love, care, teaching, training and correction. Discipline will be firm, but fair, and administered in a spirit of love.
- xv.** Commit to full and prompt payment of invoiced fees and levies in accordance with the Credit Policy – Fee Collection Policy.
- xvi.** Accept responsibility for payment for all avoidable breakages by a student, damage to student property and resources, school property and school property resources. (e.g. library books, musical instruments, textbooks).
- xvii.** Will give one term's written notice of termination of enrolment. Failure to do so may render the parent liable for one term's fees.
- xviii.** Declare that the details supplied in this form are complete and accurate.

Signed

Signed

\_\_\_\_\_  
Father / Legal Guardian

\_\_\_\_\_  
Mother / Legal Guardian

Date

Date

Where both parents or legal guardians are taking responsibility for the enrolment of the child(ren), both signatures must appear above.



## ENROLMENT PROCESS

*Please note that the submission of an Application of Enrolment does not guarantee placement into Little Shepherd Kindergarten and Good Shepherd Christian School*

### ENROLMENT PRIORITY

Enrolment priority is given to:

1. Siblings of current Good Shepherd Christian School students
2. Students from families who desire a Christian education for their student and support the ethos of the School
3. Special circumstances at the Principal's or School Board's discretion
4. Dates of received applications for enrolment

**Placements can only be made if there are vacancies in the required year level**

### ENROLMENT CHECKLIST

- Completed and signed - Student Application for Enrolment & Parent Information forms
- Proof of Date of Birth – Birth Certificate, extract from Birth Certificate, Passport, Acknowledgement of Birth Registration
- Previous School Reports – (as applicable)
  - o Each School Year
  - o NAPLAN 3/5/7/9 Literacy and Numeracy Report
  - o Learning Support Documentation and Individual Education Plans (IEP)
- Relevant Documentation – that may be relevant to the students' needs e.g. medical, educational, behavioral, specialist reports
- Application fee - \$60.00 per student (max \$120 per family)
- Submit Application in person or mail to:
  - Enrolments
  - Good Shepherd Christian School
  - 185 Old Northern Road
  - ALBANY CREEK QLD 4035

Please note that until all documents are received we cannot proceed with the application for enrolment process.

### WHAT WILL HAPPEN NEXT?

1. Your application will be acknowledged by letter.
2. Once all documents have been provided, an enrolment interview will be scheduled with the Principal. Interviews for future years, are conducted from April/May of the year prior. An interview does not guarantee a place at Good Shepherd Christian School.
3. A Letter of Offer is sent to applicant OR a letter advising application is unsuccessful. All offers are at the discretion of the Principal and made in writing.
4. Confirmation of a place will be forwarded as soon after the interview as practicable.
5. Acceptance of the offer is required in writing within 10 days and payment of the enrolment fee of \$150 per application (limited to \$300.00 per family)
6. Closer to the date of your child(ren) commencement, you will be contacted regarding a uniform fitting. Our Accounts Department will also send you information regarding tuition fees and payment options for the upcoming year.