



**GOOD SHEPHERD
CHRISTIAN SCHOOL**

Nurturing Firm Foundations

ENROLMENT FORM

LITTLE SHEPHERD KINDERGARTEN

ABN 35 611 484 318

185 OLD NORTHERN ROAD ALBANY CREEK QLD 4035



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

All applicants must complete all sections

If a place is offered for enrolment at Good Shepherd, this Enrolment Application will form part of the Enrolment Contract.

It is important that all sections of this Enrolment Application are completed honestly and accurately, and full disclosure is made.

The school may terminate the enrolment of a student if false or misleading information and statements are made, or full disclosure is not made within this Enrolment Application.

Mission Statement

The mission of Little Shepherd Kindergarten is to prepare students for life in the world and eternity. We work to fulfill this mission by providing excellence in education through the teaching of Biblical principles and demonstration of exemplary Christian living.

Enrolment Policy

Enrolment priority is given to:

1. Siblings of current GSCS students
2. Students from families who desire a Christian education for their child and support the ethos of the school
3. Dates of received applications for enrolment
4. Special circumstances at the discretion of the Admissions Committee

ENROLLING CHILDREN DETAILS			
Name	Calendar year of entry to GSCS (e.g. 2020)	Date of Birth	Preferred Days of Attendance 5 DAY FORTNIGHT PROGRAM <i>(please circle one or both for Full-Time)</i>
1.			<input type="checkbox"/> Monday, Tuesday, alternate Wednesday <input type="checkbox"/> Thursday, Friday, alternate Wednesday
2.			<input type="checkbox"/> Monday, Tuesday, alternate Wednesday <input type="checkbox"/> Thursday, Friday, alternate Wednesday

Checklist: Please include these items with your application

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

OFFICE USE ONLY			
Date Received		Application Fee Received	
Latest School Report		Birth Certificate	
Benchmark Test Results		Immunisation Records	
Interview Date		Confirmation 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 **print this page if enrolling more than 1 student*

Surname	Given Names	Preferred Name	M/F	Date of Birth
Does student have sibling/s at GSCS Yes/No		If yes, Name and Year Level		
Religion of Student		Church Attending		
Citizenship		Birth Country		
Is the student permanent resident of Australia Yes/No		Overseas student (studying on student visa) Yes/No		
First language of student		Languages spoken at home		
Is the student of Aboriginal or Torres Strait Islander descent?	Aboriginal Descent Yes/No	Torres Strait Islander Yes/No		

SCHOOLING HISTORY

Current and/or previous schools attended		
Current	Year Level	Years of attendance
Previous	Year Level	Years of attendance
Previous	Year Level	Years of attendance
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:

FAMILY CIRCUMSTANCES *Please complete this section if natural parents are not living together.*

Please attach copies of Family Court Orders or Protection Orders relating to the student. In lieu of Court Orders, written consent from non-custodial parent in support of enrolment at Little Shepherd Kindergarten must be submitted with this application.

Parents Married
 Defacto Relationship
 Parents divorced
 Parents Separated

Single Parent
 Father deceased
 Mother deceased

Student living with father
 Student living with mother
 Student living with legal guardian (Please attach official documentation)
 Other

Who should the school communicate with regarding day to day matters?

Father
 Mother
 Legal Guardian

Who will be the recipient/s of school reports?

Father
 Mother
 Legal Guardian



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

FATHER OR GUARDIAN DETAILS - Do you live with the Student?		Yes / No
Surname	Given Name	
Relationship to Child		
Home Address		Post Code
Postal Address		Post Code
Home Phone	Work Phone	
Personal Mobile	Work Mobile	
Home Email	Work Email	
Employer's Name		
Employer's Address		
Occupation	Position	
*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes		
Last school attended	Type: Government <input type="checkbox"/> Non-Government <input type="checkbox"/>	Location <input type="checkbox"/>
Highest level of schooling completed	<input type="checkbox"/> Yr. 12 or equivalent	<input type="checkbox"/> Yr. 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Yr. 9 or equivalent or below	
Highest level of qualification you have	<input type="checkbox"/> Bachelor Degree or above	<input type="checkbox"/> Advanced Diploma/Diploma
<input type="checkbox"/> Cert I to IV (including trade certificate)	<input type="checkbox"/> Non-school qualification	
Occupational Group (please select a profession which best describes your current occupation)		
<input type="checkbox"/> Group 1 (Senior Management)	<input type="checkbox"/> Group 2 (Other Business Managers)	
<input type="checkbox"/> Group 3 (Tradesman/woman)	<input type="checkbox"/> Group 4 (Machine Operators)	
<input type="checkbox"/> Group 5 (I have not been in paid work in the last 12 months)		
Country of Birth		
Do you speak another language other than English?		
Religion	Christian denomination YES/NO <i>If yes, state denomination and name of congregation</i>	
Marital Status (Married, Separated, Divorced, Single, Remarried, De Facto, Widowed)		
Aboriginal or Torres Strait Islander descent	Aboriginal Descent Yes/No	Torres Strait Islander Yes/No



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

MOTHER OR GUARDIAN DETAILS - Do you live with the Student?		Yes / No
Surname	Given Name	
Relationship to Child		
Home Address		Post Code
Postal Address		Post Code
Home Phone	Work Phone	
Personal Mobile	Work Mobile	
Home Email	Work Email	
Employer's Name		
Employer's Address		
Occupation	Position	
*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes		
Last school attended	Type: Government <input type="checkbox"/> Non-Government <input type="checkbox"/>	Location
Highest level of schooling completed	<input type="checkbox"/> Yr. 12 or equivalent	<input type="checkbox"/> Yr. 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Yr. 9 or equivalent or below	
Highest level of qualification you have	<input type="checkbox"/> Bachelor Degree or above	<input type="checkbox"/> Advanced Diploma/Diploma
<input type="checkbox"/> Cert I to IV (including trade certificate)	<input type="checkbox"/> Non-school qualification	
Occupational Group (please select a profession which best describes your current occupation)		
<input type="checkbox"/> Group 1 (Senior Management)	<input type="checkbox"/> Group 2 (Other Business Managers)	
<input type="checkbox"/> Group 3 (Tradesman/woman)	<input type="checkbox"/> Group 4 (Machine Operators)	
<input type="checkbox"/> Group 5 (I have not been in paid work in the last 12 months)		
Country of Birth		
Do you speak another language other than English?		
Religion	Christian denomination YES/NO <i>If yes, state denomination and name of congregation</i>	
Marital Status (Married, Separated, Divorced, Single, Remarried, De Facto, Widowed)		
Aboriginal or Torres Strait Islander descent	Aboriginal Descent Yes/No	Torres Strait Islander Yes/No



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

EMERGENCY CONTACT/S AND AUTHORISED COLLECTORS OTHER THAN PARENTS <i>Persons, over the age of 18 years, permitted to collect your child (other than parents/guardians mentioned above)</i>		
<i>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.</i>		
EMERGENCY CONTACT 1		
Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	
Email		Relationship to
Driver's licence number		Authorised to
Authorised to consent to medical treatment: Yes / No		Authorised to consent to
EMERGENCY CONTACT 2		
Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	
Email		Relationship to
Driver's licence number		Authorised to
Authorised to consent to medical treatment: Yes / No		Authorised to consent to
EMERGENCY CONTACT 3		
Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	
Email		Relationship to
Driver's licence number		Authorised to
Authorised to consent to medical treatment: Yes / No		Authorised to consent to
EMERGENCY CONTACT 4		
Title	Surname	Given Name/s
Address		Post Code
Home Phone	Work Phone	
Email		Relationship to
Driver's licence number		Authorised to
Authorised to consent to medical treatment: Yes / No		Authorised to consent to





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

MEDICAL INFORMATION * please print & complete medical and health section for each enrolling student		
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		
HEALTH CARE CARD DETAILS Families with a Health Care Card may be able to claim a rebate for the 5-day fortnight program		
Do you, the parent/guardian or your child have a Health Care Card, Veterans Affairs Card or Australian Government Pension Concession Card with automatic HCC entitlements?	Yes	No
Type of Card	Card number:	
Name/s on card:	Start Date:	Expiry Date:
Please bring in the original card for sighting and copying. By providing this information you may be entitled to a subsidy on your Kindergarten fees		

ADDITIONAL INFORMATION

Our enrolment support policy requires that we identify special need and gifted students to provide the appropriate support.

HEALTH INFORMATION					
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 Little Shepherd Kindergarten with further immunisations.			
 If no, please attach a completed Australian Immunisation Register (AIR) – Immunisation Medical Exemption form (IM011).					
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	Guidance Officer or Consultant	Yes	No
			Occupational Therapist	Yes	No
Does your child suffer from any chronic illness that may affect learning, e.g. chronic fatigue syndrome, glandular fever?	Yes	No	Child Guidance Centre	Yes	No
			Speech Therapist	Yes	No
Has your child experienced any emotional difficulties or had a traumatic experience that may have affected learning?	Yes	No	Physiotherapist	Yes	No
			Psychologist/Psychiatrist/Counsellor/Mental Health	Yes	No



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

Has your child been diagnosed as having a condition that affects learning, e.g. ADD, ADHD, ASD etc.?	Yes	No	Specialist Clinic (Hospital/Private)	Yes	No
			Audiology Clinic	Yes	No
			Family Services	Yes	No
Has your child received support for any learning difficulties, e.g. language?	Yes	No	Other specialist (e.g. Optometrist) If yes, please provide details	Yes	No
Is your child toilet trained?	Yes	No	Are any of the above-mentioned conditions likely to affect this child's ability to participate in certain activities? (physical activities, climbing, jumping, sitting, running)	Yes	No
Is there any other information that the Centre should be aware of to meet your child's educational needs?					

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

Is your child receiving regular medication?	Yes / No
↳ If yes, please give details	
Does the medication have any side effects of which Little Shepherd Kindergarten 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, Little Shepherd Kindergarten 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, Little Shepherd Kindergarten 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, Little Shepherd Kindergarten 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, Little Shepherd Kindergarten must be notified in writing immediately.	



PERMISSIONS	
Administration of Paracetamol: 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).	Yes / No
If no, please specify action	
Parent signature 1	Parent signature 2
Application of Sunscreen: I agree to allow the staff at Little Shepherd Kindergarten to instruct my child to apply sunscreen if deemed necessary.	Yes / No
If no, please specify action	
Parent signature 1	Parent signature 2
Application of Insect Repellent: I agree to allow the staff at Little Shepherd Kindergarten to instruct my child to apply insect repellent if deemed necessary.	Yes / No
If no, please specify action	
Parent signature 1	Parent signature 2
Emergency Medical Assistance and First Aid – your child’s application for enrolment will not be accepted without your consent: 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: 1. A staff member with current first aid may administer first aid for minor injury or illness 2. I give consent for transportation of my child by an ambulance service 3. I give consent to the carrying out of appropriate treatment from a registered medical practitioner, dentist, hospital or ambulance service	
Parent signature 1	Parent signature 2
Emergency Medical Assistance and First Aid Costs: I agree, that in the event of any medical or other emergency arising in which Little Shepherd Kindergarten consider it impossible or impractical to communicate with the undersigned parent/guardian, then Little Shepherd Kindergarten 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



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 Little Shepherd Kindergarten (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 Little Shepherd Kindergarten):

- Little Shepherd Kindergarten Prospectus (images only – no names included)
- 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 at 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 CENTRE 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 Centre. I/we agree to adhere to and will not promote anything in contradiction to these beliefs.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



LITTLE SHEPHERD KINDERGARTEN PRIVACY STATEMENT

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during 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.



ENROLMENT PROCESS

1. Making an application

a. An Enrolment Application form must be made for each child in the family and accompanied by:

- The non-refundable Enrolment Application Processing fee (\$60 per child, capped \$120 per family)
- Copy of the student's birth certificate/extract or passport
- Copies of latest school reports and any national testing results where applicable
- Any reports (including medical or educational specialist reports) which refer to the student's behavior, aptitude or medical conditions

b. Your application will be acknowledged by letter

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

2. Interview and offer of a place

a. Your child's name will be placed on the list for the class and entry year you have requested

b. We will invite you and your children to attend an interview if a position may become available

- An interview does not mean that a place will be offered at Little Shepherd Kindergarten
- All children are required to attend an interview

3. Acceptance of offer

- Offers of places will be forwarded by email as soon after the interview as practicable.
- If your application for enrolment is unsuccessful you will be notified by email. All offers are at the discretion of the Admissions Committee and made in writing.
- Acceptance of the offer is required within 10 days by paying the non-refundable Confirmation Fee of \$150 per student and signing the Enrolment Contract Form
- 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.

4. The process of withdrawing a student

- Once a student commences at the school, one Terms notice is required in writing to be given before a student is withdrawn. If the required notice is given, parents are eligible for the return of unspent tuition fees. For more information, please read the Credit Policy – Fees Collection enclosed within this application.
- If the marital status of parents/guardians should change during the student's enrolment at Little Shepherd Kindergarten, the original Enrolment Contract will apply until such time as both parties request a change of status or a court designated custodian of the child requests such a change. A new Enrolment Contract may need to be signed.

5. Fees

- Fees are required in advance, as set out in the Schedule of Fees. Parents will be invoiced when fees are due.

CREDIT POLICY - FEE COLLECTION

The Strategic Plan for Little Shepherd Kindergarten 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.

Little Shepherd Kindergarten 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. Parents are strongly encouraged to provide current email address to ensure that important financial information such as invoices, payment plans, and other notifications are received in a timely manner. The preferred method of communication for accounts is via email accounts@gscs.qld.edu.au.

It is our general policy that children should not be prevented from having a Christian education due to financial circumstances. Should parents experience difficulty with these fees, they are invited to make an appointment with the Principal to discuss the possibility of a means-tested Fee Relief or alternate payment schedule on a strictly confidential basis. 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
- 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 Centre Pay
 - 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 an Enrolment Contract and Form, 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 Accounts Officer, 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.

Building Levy

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

- \$250 Compulsory Building Levy (non-tax-deductible & non-refundable)



CODE OF CONDUCT

The Code of Conduct aims to encourage and facilitate an environment in which students are equipped for life in the world and eternity, by applying Biblical principles through excellent education in a Christian environment.

At Little Shepherd Kindergarten, we use the Bible to inspire us to strive towards loving relationships, to teach us right and just ways to act, and to show us wrongful actions that need changing

The Code of Conduct aims to encourage students to:

- Show respect and care for themselves, each other and property
- Work and play in a safe and productive learning environment
- Take responsibility for their own actions and choices
- Behave in a manner that displays Christian love and character

Expectations

In order that the School be characterised by respect for God, others and self, students are expected to:

- Seek to honour the name of Christ – which we bear – in their speech and behavior both inside and outside of the school
- Represent the school and its high standards of behavior and dress at all times, including travel to and from school and when in public. Students must understand that their behavior at all times impacts the reputation of the school and Good Shepherd Community. Behaviours that adversely affect the well being of the community will be investigated and dealt with according to our behavior management guidelines.
- Standards of honest, courtesy, modesty and moral purity in word, action and language are to be maintained.
- Remain in the grounds unless prior permission has been obtained from the Principal and school administration.
- To wear their uniforms consistent with the uniform policy
- Participate appropriately in the spiritual/devotional activities of the school
- Show friendship and courtesy to all, to greet adults daily and to welcome visitors
- Speak the truth with kindness
- Behave in a way that is respectful, non-disruptive and safe
- Be fully informed of school rules and consequences of behavior
- Respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principal immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the school
- It is a criminal offence to use mobile phones or electronic device to menace, harass or offend another person. Students who use their mobile phones or electronic device to engage in personal attacks, harass another person, or post private information about another person using messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language, can be referred to the police
- Not permitted to upload any material to the web which identifies the school in any way without permission from the Principal

In order to support effective teaching and learning, students are expected to:

- Participate fully in the academic and co-curricular programs of the school, seeking to do their best and to maximise their learning
- Respect the right of fellow students to learn. Students should seek to encourage others to achieve their best
- Attend school each day, except in the case of illness or where special permission has been granted in advance
- Behave in a way which is respectful towards the teacher and fellow students and which is orderly and appropriate for the learning task at hand
- Be punctual to school, classes and other activities
- Attend school special events as required



TERMS AND CONDITIONS OF ENROLMENT AGREEMENT

I/We

- i.** Make application for enrolment of my/our child(ren).
- ii.** Grant permission to access information from previous school/preschool/specialist service provider.
- iii.** Acknowledge that acceptance of a place for a child and signing of the Enrolment Contract, signifies agreement to support the Statement of Faith, and to be involved in the Christian devotional and other Christian activities of the School.
- iv.** Commit to uphold and support Little Shepherd Kindergarten's ethos and reputation, in all social and digital media communication.
- v.** To commit and adhere to all School Policies, Guidelines and Code of Conduct, including matters of behavior management, discipline, attendance, completion of prescribed homework and assessment items and the correct wearing of school uniforms. These may be altered or added to at any time and will be communicated to the students and parents.
- vi.** Understands Little Shepherd Kindergarten reserves the right to refuse any application for enrolment without providing any reason.
- vii.** Understands that all enrolments are subject to a 10-week probation period.
- viii.** Understands Little Shepherd Kindergarten 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.
- ix.** Understand that teachers at Little Shepherd Kindergarten 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.
- x.** Commit to full and prompt payment of invoiced fees and levies in accordance with the Credit Policy – Fee Collection Policy.
- xi.** 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).
- xii.** Will give one term's written notice of termination of enrolment. Failure to do so will render the parent liable for one term's fees.
- xiii.** Declare that the details supplied in this form are complete and accurate.

Signed

Father / Legal Guardian

Date

Signed

Mother / Legal Guardian

Date

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