



CARNARVON CHRISTIAN SCHOOL

EPHESIANS 5:8B 'WALK AS CHILDREN OF LIGHT'

Date Application
Lodged

APPLICATION FOR STUDENT ENROLMENT

(Adopted at the Board Meeting 21st January 2010)

Family Name:

Child/ren:

Year Level/s:

Expected Commencement: Term 201

Official Use Only:

Year level position available Date completed

Principal/Board Delegate Interview completed Date interview held:

Interviewer/s

Application Approved Yes No

Applicants Notified Date of letter of notification

Documents/Modules Issued;

<input type="checkbox"/>	Association Membership Application [Mod A]	<input type="checkbox"/>	Handbook
<input type="checkbox"/>	Teacher Reference Form [Mod R]	<input type="checkbox"/>	Fee Payment Policy
<input type="checkbox"/>	Pastoral Reference Form [Mod P or Mod Q]	<input type="checkbox"/>	Discipline Policy
<input type="checkbox"/>	Data Collection Form		

Documents/Modules Received;

<input type="checkbox"/>	Immunisation Form	<input type="checkbox"/>	\$50 Admin Fee Paid
<input type="checkbox"/>	Birth Certificate		
<input type="checkbox"/>	Visa certificates/info [if applicable]		

PARENT/GUARDIAN DETAILS

Mother / Female Guardian	
Father / Male Guardian	
Home Address	
Postal Address	
Home & Mobile Telephone	[H] [M]
Work Telephone (female)	
Work Telephone (male)	
Email Address:	
NAME OF AN EMERGENCY CONTACT PERSON	
<i>Relationship of this person to student/s</i>	
<i>This person's daytime contact number</i>	

Were either you or your child's other parent an Australian Citizen or have a Permanent Resident Status at the time of your child's birth? Yes or No

Please provide written confirmation (Passport, Citizenship Certificate or Permanent Resident Certificate).

ENROLMENT PROCEDURE

We are pleased to have received your request to enrol your child/ren. The following procedure will be implemented for each Application for Student Enrolment received at Carnarvon Christian School:

- 1 Completed Application for Student Enrolment received at the School, and dated;
- 2 Relevant forms and information submitted to the School (see pages 4 & 6 for details);
- 3 Once the application is processed a non-refundable fee of \$50 is required and then an interview will be arranged with Principal or with a Board – appointed delegate.
- 4 Compulsory parent/guardian interview with Principal, or Board-appointed delegate, who will also answer any questions you may have regarding this School and Christian schooling;
- 5 **IF** a vacancy in the appropriate academic year level/s is available and the interview was successful - placement will follow. **IF** no vacancy is yet available then the student/s will be wait- listed.
- 6 If you answered 'Yes' to question 4 on page 3, a Pastor's Reference [Mod P or Q] will be required in order to obtain a 'full association membership' standing;
- 7 ***As of First Term 1998, it is a requirement of the Carnarvon Christian School that any parent not actively involved in a Christian church, and who is applying to enrol their child/ren into the School, will be required to attend an information session on the Christian beliefs upheld and taught at this school or attend a group study course;***
- 8 Notification to parents/guardians of outcome and commencement date of student/s if accepted into the School;
- 9 It is a requirement that at least one parent/guardian member from each family must also qualify for Association Membership or Associate Membership, and have paid up membership for each year during which a child from that family is attending the School;
- 10 Upon notification of successful enrolment, a non-refundable fee deposit of \$50.00 will be required.
- 11 Wait-list students are subject to the criteria outlined in the Enrolment Policy before being placed.

PLEASE ANSWER ALL QUESTIONS

1. Why are you applying to enrol your child/ren at Carnarvon Christian School?

2. What would you like this School to provide for your child/ren?

3. Are you a Christian? Yes No

4. Do you regularly attend Church? Yes No

5. If you answered 'yes' to question 4, please provide the name of the Church:

6. In your understanding, what is the importance of **Christian** schooling?

7. Within your home and family life, how will you uphold the values of this School and its programs?

8. Are you prepared to commit your full support to the School community and the Association?

Yes No

DETAILS OF CHILD/REN TO BE ENROLLED

Full Name of Child	Date of Birth	Highest Year Level Completed	Relevant comments related to child's interests, or areas requiring special / specific care or attention

PREVIOUS SCHOOLING

Child's First Name	School & Address Details	Years of Attendance

Do you give permission for Carnarvon Christian School to collect the following from your child's previous school? (NB Please return enclosed permission letter with your application for enrolment):

- Academic Records from previous school
- Medical Reports [eg Paediatrician, Psychologist, Occupational Therapy, Speech Pathologists]
- Guidance Reports from previous school

Other comments relating to the child/ren (optional)

STATEMENT OF HEALTH FOR ENROLLING STUDENT/S

1. Does your child have a medical condition, disability and/ or a specific learning disorder?

Yes No

If YES, please give details.

2. If APPLICABLE, what other Health Agencies are you currently accessing or have accessed previously?

3. Do you give permission for the School to contact the ABOVE Agencies regarding your child's needs?

Yes No

This information is sought so that the school can address your child's learning needs.

4. CURRENT FAMILY DOCTOR (in Carnarvon)

Doctor's Carnarvon Surgery address:

Doctor's daytime telephone number:

- 1) IN THE EVENT OF AN INJURY OR OTHER MEDICAL EMERGENCY, I GIVE PERMISSION FOR SCHOOL AUTHORITIES TO SEEK APPROPRIATE MEDICAL ATTENTION FOR ANY OR ALL OF THE ABOVE-NAMED CHILDREN.
- 2) THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Signed - Parent/Guardian

Date:

Please enclose a copy of the following with your application:

- | | |
|---|--------------------------|
| Birth Certificate | <input type="checkbox"/> |
| Immunisation Record | <input type="checkbox"/> |
| Previous Semester's School Report | <input type="checkbox"/> |
| Current Visa's if applicable | <input type="checkbox"/> |
| Current custody or restraining orders if applicable | <input type="checkbox"/> |
| Current Health Care Plans if applicable | <input type="checkbox"/> |

ENROLMENT

Please forward completed forms to

Carnarvon Christian Parent Controlled School Assoc (Inc)
PO Box 141 CARNARVON WA 6701

For further information contact the School

Telephone: 08 9941 4533
Facsimile: 08 9941 4633
Email: office@ccs.wa.edu.au

The school is located at

30 Babbage Island Road Carnarvon 6701 Western Australia

BUSY BEES & SCHOOL HELP

Occasional busy bees are held and you will be expected to participate in some way. Please indicate the particular areas in which you feel you could be involved.

Playground supervision	<input type="checkbox"/>
Painting / decorating	<input type="checkbox"/>
Concrete / paving work	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>
Playground equipment	<input type="checkbox"/>
Welding / metal construction	<input type="checkbox"/>
General maintenance	<input type="checkbox"/>
Gardening	<input type="checkbox"/>
Book covering	<input type="checkbox"/>
Sport / athletics / swimming	<input type="checkbox"/>

Projects / competitions	<input type="checkbox"/>
Listening to reading	<input type="checkbox"/>
Cooking / food preparation	<input type="checkbox"/>
Sewing (hand / machine)	<input type="checkbox"/>
Knitting / crochet	<input type="checkbox"/>
Art / Craft	<input type="checkbox"/>
Music / instruments	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>
Canteen	<input type="checkbox"/>
Library Assistant	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

SCHOOL UNIFORMS

The wearing of School uniform is compulsory for all Pre-Primary and Primary students. Apart from ear studs, no jewellery is to be worn to school by students. All long hair [shoulder length and beyond] must be tied back during school hours.

The Uniform coordinator can be contacted via the Office on 9941 4533 for prices and other information regarding uniforms clothing and shoes. Details of uniform requirements can be found in the School Handbook, and comments relating to the student dress code is found in the Operational Guidebook.

INFORMATION

REMINDER; PLEASE ATTACH THE FOLLOWING:

- Any relevant academic reports you may have for each child
- Each child's immunisation record
- The confidential Teacher Report mentioned on page 4 (if applicable)
- Current Health Care Plans [eg asthma]
- Current Visas if applicable
- Current custody / restraining orders if applicable

TABLE OF FEES – 2018

PRIMARY	Per Term	Per Annum
First Child	\$289.50	\$1158.00
Two Children	\$534.25	\$2137.00
Three Children	\$635.75	\$2543.00
3year old Kindergarten	\$30 per day	
Kindergarten	\$262.50	\$1050.00

** NB these fees are current but are subject to future changes. All families will be notified of changes.*

Frequency of Billing

An annual invoice will be sent in week 1 of the first term. This invoice will be for the total school fees for the year.

Payment of Fees

Carnarvon Christian School has now implemented a new fee payment policy and have four (4) payment options to ensure families are able to meet their enrolment agreement each year. Families must indicate their payment choice at the beginning of the school year on the form sent with the first invoice.

Payment Option 1: Pay full amount, less a 2.5% discount, due 28th February 2018

Payment Option 2: 3 equal instalments due 20th April, 20th July and 20th September

Payment Option 3: 8 monthly instalments, due February to September, due 20th of each month

Payment Option 4: 19 Fortnightly instalments, due FEB to Oct, ONLY direct debit available

Description of Fees and Charges

Building Levy: This is a fee charged per family to contribute to the debt servicing of the schools existing capital building loans and future capital requirements.

Cleaning Levy: A fee charged per family to contribute to the cleaning costs of the school to ensure our children learn in a safe and clean environment.

Associate Membership: Per non-Christian family, school association membership, with no voting rights at the Annual General Meeting

Full Membership: Per Christian family, school association membership with voting rights at the Annual General Meeting

Text Hire: Per child, this fee is to cover the costs of books used in classrooms and the library, including readers.

Excursion/Incursion fee: Per child, the fee covers excursions and incursion costs within our community, except for swimming lessons. This is calculated at one excursion/incursion per term per child and there may be additional charges which will be collected prior to the event if the cost exceeds the fees charged.

Volunteer Levy: This fee is charged per family based on the time you volunteer. To avoid paying this fee we ask you to volunteer at least once per term, with tasks including in-class reading, busy bees or other odd jobs. This levy helps the school move ahead with projects and also encourages and supports our children's education. We understand families have their outside commitments.

Acceptance of enrolment FEE: \$50.00, this is an one off fee to contribute to administration costs of the enrolment and is charged on the acceptance of enrolment.



CARNARVON CHRISTIAN SCHOOL

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MODULE

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PARENT/GUARDIAN CONTRACT

Please carefully read the following Parent/Guardian Contract before signing.
Please contact the Principal/Teacher-in-Charge or Board Member if you need clarification.

TO THE BOARD OF CARNARVON CHRISTIAN SCHOOL:

<i>As Parent(s)/Guardian(s) of student(s) applying to be enrolled at Carnarvon Christian School, I / We:</i>	Please indicate with a tick <input checked="" type="checkbox"/> if you agree or not
1. Give permission for the enrolled child/ren to participate in School excursions and visits as approved by the Principal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Will maintain the current fee agreement and such future agreements as may be arranged between me/us and the school Board;	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Will work to support, both in word and deed, the efforts of the School in general and the child/ren's teacher in particular;	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Will give at least one term's notice of my/our intention to withdraw my/our child/ren from the School, or pay fees in lieu of due notice, except in unavoidable circumstances, as determined by the Board;	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Support the School's Discipline Policy and understand that: <ul style="list-style-type: none">• Where behaviour/attitude is deemed serious (eg: bullying, fighting, stealing, swearing, telling lies, etc) teachers, under the direction of the Principal, will remove the child to another room under supervision for the remainder of the session. The parents will be notified;• Where a further incident should happen, the student's parents will be notified and suspension will take place;• Where seriously inappropriate/dangerous behaviour persists, the Principal will, in consultation with the Board Chairman, initiate exclusion/separation of the child from the School;• All incidents of the above kind will be documented.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Intend to attend at least two (2) Association Meetings throughout the year;	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Commit myself/ourselves to fostering high standards of behaviour, dress and academic discipline in my/our child/ren, in cooperation with the School;	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Will abide by the School rules, Constitution and Standing Orders.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Agree to follow school uniform dress code (eg: black shoes, school jumper etc).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature - Mother/Female Guardian

Date

Signature - Father/Male Guardian

Date