



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	<input type="checkbox"/>	Date completed
Principal/Board Delegate Interview completed	<input type="checkbox"/>	Date interview held:
Interviewer/s		
Application Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Applicants Notified	<input type="checkbox"/>	Date of letter of notification
Documents/Modules Issued;			
	<input type="checkbox"/>	Association Membership Application [Mod A]	<input type="checkbox"/>
	<input type="checkbox"/>	Teacher Reference Form [Mod R]	<input type="checkbox"/>
	<input type="checkbox"/>	Pastoral Reference Form [Mod P or Mod Q]	<input type="checkbox"/>
	<input type="checkbox"/>	Data Collection Form	<input type="checkbox"/>
Documents/Modules Received;			
	<input type="checkbox"/>	Immunisation Form	<input type="checkbox"/>
	<input type="checkbox"/>	Birth Certificate	
	<input type="checkbox"/>	Visa certificates/info [if applicable]	<input type="checkbox"/>
			\$50 Admin Fee Paid

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 diagnosis of disability/condition, health/medical issues, need for academic support or social/emotional/behavioural concerns, allowances??

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"/>

Please note you have an obligation to provide information about the existence or nature of your child's disability according to the WA School Education Act (1999). Any information provided will not jeopardise enrolment.

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@carnarvonchristianschool.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"/>	<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"/>

CLEANING ROSTER

As of 3rd Term 2001, the parents' cleaning roster was abolished and all cleaning is contracted out to commercial cleaners. Because of the cost associated with this, each school family will incur a levy per term to help recover some of the cost. The GST free levy will be included on the quarterly tuition invoices.

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 – 2016

PRIMARY	Per Term	Per Annum
First Child	\$268.00	\$1072.00
Two Children	\$494.00	\$1976.00
Three Children	\$588.00	\$2352.00
3year old Kindergarten	\$210.00	\$840.00
Kindergarten	\$243.00	\$976.00
Pre Primary	\$268.00	\$1072.00

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

IMPORTANT NOTES:

- 1** *All fees become due on or before 30 days from date of Invoice*
- 2** *Upon completion of enrolment forms there is a \$50.00 non-refundable fee*
- 3** *Fees include some resources and consumables*
- 4** *There is no GST on tuition fees*
- 5** *Pensioner discounts will be considered on application in writing*
- 6** *Membership fees are charged on the 1st day of Term 1, and due 30 days from date of Invoice*

CLEANING LEVY:

A GST-free cleaning levy of \$78.00 per family **per term** is applicable from 1st Term 2016 and will be included on the term invoices.

BUILDING LEVY:

A GST-free building levy of \$154.00 per family **per year** is applicable from 1st Term 2016 and will be included on the 1st Term invoices.

ANNUAL TEXT HIRE FEE:

\$24.00 per child – Kindy
 \$47.00 per child – Pre-Primary/Primary
 Text Hire Fee will be reviewed each year.

HELPER/VOULNTEER FEE:

An amount of \$71.00 will be charged to your account per term for a helper/volunteer fee. Should you be able to help in any way with school needs each term this fee will be waived for the next term.

MEMBERSHIP FEES: (Paid in addition to Tuition Fees and including GST)

Full Membership	<i>(Must be in regular Christian fellowship)</i>
	\$38.00 per annum married couple
	\$26.00 per annum single
Associate Membership	\$26.00 per annum married couple
	\$20.00 per annum single

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.



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 and ensure that all school fees are paid in full by the end of each term;	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 and will demonstrate my/our respect for the community by using courteous language at all times;	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. Will work co-operatively with the teachers in sharing responsibility for educating my/our child/ren;	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. 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"/>
9. Will support the Christian ethos, principles and practices of the School;	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. 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