

## Enrolment Application: Preschool

Please attach with Enrolment Application. Please tick boxes when attached.

- A recent photograph of your child       A copy of the birth certificate or passport for your child  
 Any educationally relevant reports you may have

### STUDENT

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: / /       Male       Female (Please tick)

Proposed Year: _____	Preferred Days:	2 Days:	3 Days:	Please indicate:	
		Mon/Tue <input type="checkbox"/>	Mon/Tue/Wed <input type="checkbox"/>	Aftercare	<input type="checkbox"/>
		Thur/Fri <input type="checkbox"/>	Wed/Thur/Fri <input type="checkbox"/>	Holiday Care	<input type="checkbox"/>
		Flexible <input type="checkbox"/>	Flexible <input type="checkbox"/>		

### Parents applying for child care assistance:

Child's DOB: \_\_\_\_\_ Child's CRN: \_\_\_\_\_

Parent DOB: \_\_\_\_\_ Parent CRN: \_\_\_\_\_ Parent Name: \_\_\_\_\_

**FAMILY DATA** Contact details for both parents/guardians are required. In the case of sole parenting, please attach details.

PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Family Name:	
Given Names:	
Title (eg Mr / Mrs / Ms/ Dr):	
Address:	
Suburb:	
Postcode:	
Email Address:	
Telephone (home):	
(work):	
(mob):	
Occupation:	
Employer:	

### Billing Address for Accounts (if different from above)

Address: \_\_\_\_\_

In the case of separate parenting, Please indicate who should receive general school correspondence including information about events and the school newsletter: PARENT1  PARENT2  BOTH

**GLENAEON PRESCHOOL**

118 Sydney Street  
Willoughby 2068  
Ph: 02 9412 4457  
Fax: 02 9412 4696

Email [admin@glenaeonpreschool.nsw.edu.au](mailto:admin@glenaeonpreschool.nsw.edu.au)  
Website [www.gleaneonpreschool.nsw.edu.au](http://www.gleaneonpreschool.nsw.edu.au)

## AGREEMENT

I/We agree to the conditions of enrolment outlined in this form; in the school prospectus; in the school fees schedule; I/We agree to contact with and the release of records from my/our child's previous school.

**Signature of both Parents/Guardians required:**

	<b>PARENT/GUARDIAN 1</b>	<b>PARENT/GUARDIAN 2</b>
Signature:		
Date:		

## TO BE COMPLETED BY PARENT/GUARDIAN

1. How did you hear about Glenaeon? (Please provide details)

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2. Why did you choose Glenaeon?

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3. Please refer to the priority lists on Page 4 and circle your child's priority status appropriately:

<b>Dept of Community Services:</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>
Please give further information regarding these priorities:			

Does your child attend a Steiner playgroup or daycare, or have a Steiner education background? Y / N

Please provide details:

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4. Identify any specific needs your child may have which may impact on his/her education or participation in preschool activities:

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5. Please describe the essential qualities of your child including his/her strengths and weaknesses:

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6. Parental/Marital status:

7. Is the residential address of the child different from the parent? If so, please provide residential address of child. With whom does the child reside? Please attach details of visit arrangements and any other blended family details you would like to include:

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8. Are there any court orders affecting custody or access to the child? No  Yes  (please attach)

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9. Is your child an Australian Citizen or Resident? Yes  No

If no, please provide visa details:

### ADDITIONAL DATA REQUIRED

PLEASE NOTE: The following data collection is a directive of the Australian Government. Please ensure all fields are completed to facilitate enrolment.

### STUDENT

Country of birth:

Does the student speak a language other than English at home? Yes  No   
(Please specify)

Is your child of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, Both

### PARENTS/GUARDIANS Details of both parents/guardians are required.

PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Country of Birth:	
Nationality:	
Do you speak a language other than English as your first language?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please specify:	

### APPLICATION FEE: \$55.00 incl GST Please indicate payment method:

<input type="checkbox"/> Eftpos	<input type="checkbox"/> Direct transfer:	NAB Bank A/c Name: Glenaeon Rudolf Steiner School Ltd. BSB: 082 057 A/c#: 18 946 8693 Swift Code: NATAAU 3303M <b>Please ensure your child's name is in the narrative</b>
<input type="checkbox"/> Credit Card	<b>Visa &amp; MasterCard incur a 1% surcharge.</b> Please phone office on 9412-4457 to pay by Visa/ MasterCard.	

CARDHOLDER NAME: \_\_\_\_\_ CARD TYPE:  VISA  M/Card

CARD NUMBER:

EXPIRY DATE:   /   CSV:    AMOUNT: \$ \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

CONTRIBUTION TO BUILDING FUND:  NO  YES \$ \_\_\_\_\_

OFFICE USE ONLY: Tour Date: \_\_\_\_\_ Fee received: \_\_\_\_\_ Entered: \_\_\_\_\_ Letter: \_\_\_\_\_

## TERMS AND CONDITIONS: PRESCHOOL APPLICATIONS

**A non-refundable application fee of \$55 per child is payable at the time this form is lodged.**

A separate application form must be completed for each child seeking entry to the preschool.

Entry into Glenaeon School requires a separate application, which is available at the preschool or on the school website. The school will then contact families for their independent interview and enrolment process.

The preschool is obliged by the Department of Community Services to follow the following guidelines for levels of priority when offering places:

- Priority 1:** a child at risk of serious abuse or neglect.
- Priority 2:** a child of a single parent who satisfies or, of parents both of whom satisfy the work/training study test under Section 14 of the Family Assessment Act.
- Priority 3:** any other child.

Within these major categories, priority should also be given to the following children:

- Children in Aboriginal or Torres Strait Islander families
- Children in a family which includes a disabled person
- Children in a family with lower income
- Children in a family with non-english speaking background.

In addition, Glenaeon Preschool gives priority waitlist status to those children who:

1. Have siblings already enrolled at Glenaeon.
2. Currently attend Glenaeon or other Steiner based playgroups, family daycares or preschools.

3. Have parents who graduated from a Steiner/Waldorf School.
4. Have parents who work at Glenaeon.

Older children are given priority over younger applicants.

Upon receipt of a completed enrolment application form, together with the required application fee, the child's name is placed on the wait list of the Preschool. The enrolment application in itself does not constitute enrolment.

Confirmation of enrolment is subject to acceptance by the Preschool and receipt of the bond. The bond is equivalent to 4 weeks' fees and is refundable when the child leaves the Preschool, less any fees owing.

All enrolment fees are payable in advance. Preschool fees must be settled in full by the due date indicated on the fee statement.

If any account remains outstanding for 30 days, the parent(s) may be asked to remove their child forthwith.

Any parent(s) experiencing temporary financial hardship should contact the Preschool (on 9412 4457) to discuss the matter.

Four weeks' written notice in term time is required for the withdrawal of a child from the Preschool.

**This policy includes all new enrolments.**

[admin@glenaeonpreschool.nsw.edu.au](mailto:admin@glenaeonpreschool.nsw.edu.au)  
[www.glenaeonpreschool.nsw.edu.au](http://www.glenaeonpreschool.nsw.edu.au)