



Early Learning Centre Enrolment Package Contents

- Application for Enrolment Form
- Authorisation to Release Confidential Information Form
- Consent Form for use of Student's Image and/or Work
- Acceptable Use Agreement Form
- Catholic Education Survey
- CRN Form

To be returned with Application:

- Application for Enrolment Form and Supporting documents
- Authorisation to Release Confidential Information Form
- Consent Form for use of Student's Image and/or Work
- Acceptable Use Agreement Form
- Catholic Education Survey
- CRN Form
- Copy Birth Certificate
- Copy of Updated Immunisation Record

Interviews are only booked once all of the documents required are lodged. If you have any questions please contact the school office on

admin.mtcps@nt.catholic.edu.au or on

08 7969 5600



MOTHER TERESA CATHOLIC PRIMARY SCHOOL

Phone 08 7969 5600

16 Ginger Street, Zuccoli NT 0832

PO Box 1125 Palmerston NT 0831

Email admin.mtcps@nt.catholic.edu.au

Website www.mtcpsnt.catholic.edu.au

EARLY LEARNING CENTRE APPLICATION FOR ENROLMENT

CONFIDENTIAL

**This application should be completed and returned to
the Principal.**

A separate application is required for each child.

**This is an application for enrolment, not an acceptance
of enrolment.**

Preferred Commencement Date: _____

Student Name: _____

Please tick below the sessions your child will be attending the Service each week	Please list time/days your child will be Attending:	
	Arrival	Departure
<input type="checkbox"/> Daily Session 7.00am – 6.00pm	Monday	_____
<input type="checkbox"/> Full Time Session 7.00am – 6.00pm	Tuesday	_____
	Wednesday	_____
	Thursday	_____
	Friday	_____

Office Use only	Date	Yes/No	Initial
Application sent and returned			
Interviewed & record of interview completed			
Verbal enrolment offer made			
Written offer sent			
Placed on waiting list			
Offer cancelled			

CHILD'S INFORMATION

Surname			
First Name			
Second Name			
Preferred Name			
Home Address			
Gender	Male/Female (Please circle)	Date of Birth	
Place of Birth		Country of Birth	
Nationality		Indigenous Status (Please circle)	Not Stated Aboriginal and TSI Aboriginal not TSI Not Aboriginal nor TSI TSI not Aboriginal
Language Spoken at home			
Family CRN:	Mother's CRN	Father's CRN	Child's CRN
Hours at this Service		No. of Children at This Service:	No. of Children at all services:

Are you aware of any support your child may require to cater for their needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please tick in the appropriate boxes that applies to your child.	<input type="checkbox"/> English and Language dialect <input type="checkbox"/> Disability <input type="checkbox"/> Toilet Trained <input type="checkbox"/> Social/Emotional <input type="checkbox"/> Mental health or behaviour issue (e.g. Depression, ADHD) <input type="checkbox"/> Other (Please specify below)
Please provide further details of the above:	

The supply of all reports and supporting documentation is crucial in ensuring effective student care and is a necessary component of our partnership with families. Any offer of enrolment is conditional on you having given the School full details of any special needs (educational, medical, social, physical or psychological) that your child might have. If you have not done so, Mother Teresa Early Learning Centre reserves the right to terminate the enrolment. Please provide copies of all reports and supporting documentation relevant to your child, such as; speech pathology, psychologist, psychiatrist, specialist reports and diagnosis records.

MEDICAL INFORMATION			
I consent to commence First Aid or Medical Treatment (please circle)	Yes No	Signature:	
Doctor's Name		Clinic Name	
Address		Phone Number	
Child's Medicare Number			
Specific Health Care Needs or Conditions		Details of any allergies	
Has your child been diagnosed as at risk of anaphylaxis?		Details of any dietary restrictions	
Details of any Medical Management Plan			
Health Record Sighted	YES/NO	Immunization Status Up-to-Date	Please supply up-to-date copy of immunisation record

SPECIAL INTERESTS
<p>All children are unique and have particular interests, talents and needs. Please share the insights you have of your child.</p> <p>.....</p> <p>.....</p> <p>.....</p>

CURRENT SIBLINGS ATTENDING SCHOOL		
Name	Year Level	School

FAMILY INFORMATION

Does the child live with this family:
Permanently / Occasionally (Please Circle)

MOTHER		FATHER	
Title	Mrs/Ms/Miss/Dr	Title	Mr/Dr
First Name		First Name	
Surname		Surname	
Date of Birth		Date of Birth	
Occupation		Occupation	
Nationality		Nationality	
Country of Birth		Country of Birth	
Language		Language	
Employer		Employer	
Religion		Religion	
Business Phone		Business Phone	
Mobile Phone		Mobile Phone	
Correspondence via email	Yes / No	Correspondence via email	Yes / No
Email Address		Email Address	
Family Parish		Family Parish	
Joint Carer		Joint Carer	
Home Address			
Home Phone			

CUSTODY Details/ parenting Orders or plans (of which to be aware)

Name of Person(s) with legal guardianship of the student:			
If applicable a copy of any parenting or restraint order attached			YES/NO
Any other conditions enforced at Law?			YES/NO
Details:			

EMERGENCYCONTACT

I give the following emergency contacts authorization to, either one, any or all of the following, if I cannot be contacted:

1. Collect child
2. Consent to medical treatment
3. Consent to seek treatment from registered medical practitioner/ hospital/ ambulance
4. Consent to seek transportation of the child by an ambulance service
5. Authorise an educator to take the child out of the centre
6. Authorise, if relevant, for regular transportation of the child by the service

Full Name	Relationship to Child	Mobile	Consent Given to: (Please Circle)
			1 2 3 4 5 6
			1 2 3 4 5 6
			1 2 3 4 5 6
			1 2 3 4 5 6
			1 2 3 4 5 6
Parent Name		Signature	

It is essential for your child's safety that you notify if your child is to be absent. Please ring 08 7969 5600

GENERAL CONSENTS

EMERGENCY

In the event of any accident or illness, I authorize such medical or hospital treatment as my child may require and agree to meet any expenses attached thereto.

In the case of emergency I agree for my child to be transported by private vehicle / ambulance. I agree to pay expenses incurred for medical treatment.

PROGRAM

I am willing for my child to participate in all activities offered. I agree it is my responsibility to familiarise myself with the program and to advise the Service in writing if I do not wish my child to participate in a particular activity.

LOCAL EXCURSIONS

I hereby give permission for my child to participate in excursions into Mother Teresa Catholic Primary School, including under-cover areas, library/computer room, classrooms and grounds. I agree it is my responsibility to familiarize myself with the area and manner of the excursion and to advise the Service in writing if I do not wish my child to participate in a particular excursion.

FEE PAYMENT

Fees may be paid to the School Office on a weekly or fortnightly basis by credit card, EFTPOS or bank electronic transfer. Credit payments may be taken over the phone.

Fees will be paid (*please tick whichever is applicable*)

Weekly Fortnightly

I/We agree to undertake this commitment to pay my/our Fee Account as stated above. Should there be any changes for any reason whatsoever to the Agreement, I/We will notify the Finance Officer immediately. Failure to pay fees will result in your child losing their position in the Early Learning Centre and that for the recovery of fees a debt collection agency will be used and you will be liable for the debt recovery commission. Permanent bookings are secured by payment of weekly fees in advance.

LATE PICK UP FEE

Please note that late pick up fee of \$50.00 will be charged to your account if you have not collected your child before 6:00PM. You will be then charge \$1.00 per minute after 6:00PM until your child has been collected.

CHANGE OF BOOKING/END OF CARE

Written notification is required 2 weeks in advance. If not given charges will apply.

PHOTOGRAPHS

I/We give my child permission to have their photograph taken and displayed in the Early Learning Centre, School or local media.

PRIVACY ACT

I/we have read and agree / disagree (please delete) with the provisions listed in the Privacy Act (refer to last page) for children enrolment at Mother Teresa Early Learning Centre.

Please note that if you disagree with any of the provisions listed, written notification is required by the School.

I/We understand that in making this application that electronic data currently held at Catholic Schools and Learning Centers in the Northern Territory on students/families may be transferred to Mother Teresa Catholic Primary School.

I/We have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

PRIVACY ACT

1. The School collects personal information, including information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection)* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, (Catholic Education Office, the Catholic Education Commission, your local diocese and the Parish)* medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School Newsletters, Magazines and on our website.
8. 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 them. 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.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. 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 that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

*if appropriate

SIGNATURES OF PARENT(S)/GUARDIAN(S)

.....
Parent or Guardian / /20

.....
Parent or Guardian / /20

.....
Parent or Guardian / /20

.....
Parent or Guardian / /20



Mother Teresa
CATHOLIC PRIMARY SCHOOL



CONSENT FORM FOR USE OF STUDENT'S IMAGE AND/OR WORK

Mother Teresa Catholic Primary School seeks your consent on behalf of the School, the Catholic Education Office NT (CEONT) school families and media organisations to take and use photographs or video of your child/ren.

Mother Teresa School also seeks your consent to use material created by your child/ren (known in copyright law as 'Works') for the purpose of promoting the School or the CEONT.

Please complete the information below and return to the school office.

I/We, _____
(Parent/guardian name – please print)

Address: _____

Child's Name: _____

- consent to photographs, audio or video images and recordings of my child/ren and their 'Works' as defined in the Copyright Act 1968 being used in hard copy or digital form for any of the following purposes:

- the promotion and communication of school, Catholic, and education activities and programs (e.g. Caritas, Diocesan Development Fund)
- training materials, and
- the following additional use(s):

(the use');

- acknowledge that the use of my child/ren's Work(s) is an authorised use of the Work(s) under the *Copyright Act 1968*
- understand and agree that any photographs, video footage or other images of my child/ren may be publicly displayed, or disclosed to third parties (e.g. on a school or CEONT website or publication);
- consent to printed or digital copies of my child/ren's images and their Works to be used by other schools or educational institutions that are parties to the National Educational Access License for Schools Agreement (NEALS);
- consent to the use of the Work(s) by the school and CEONT and other parties to NEALS for free; and

- understand that whilst reasonable efforts will be made to protect the identity of my child/ren (other than where their identity is relevant to the use of their image/work – e.g. in reporting academic achievements and other school news), the School, CEONT and Catholic agency cannot guarantee that my child will not be able to be identified from the image or work.

Amendments to Consent: The parent/guardian wishes to amend their consent in the following way:

Signed by: _____ Date: _____
(Parent/ guardian)



SUPPLEMENTARY INFORMATION

Student Copyright Material

A student's copyright material includes works created by them, or those to which they have contributed. It is not limited to work they create in the course of their studies while they are enrolled at the school. A student's copyright material may include written work, artwork, digital content, audio visual work as well as music and performances. The CEONT understands that a student generally owns the intellectual property rights in the material they create and that this Consent Form is not meant to transfer that ownership. It gives a license to use the material.

National Educational Access License for Schools Agreement (NEALS)

The CEONT and its schools are parties to an agreement between almost all educational institutions in Australia that allows each party to use another party's copyright material for free. The CEONT must obtain consent to allow other parties to use student copyright material under NEALS.

Personal Information

Personal Information is information which is about a person whose identity can be reasonably known. This can include a photograph, video or digital image of a student. Schools should protect the privacy of students in the collection, storage and display of their images.

The purposes for collecting student images/works by schools and CEONT include:

- Recording of student participation in school and in school events,
- Celebrating student effort and achievement, and
- Promoting the schools and CEONT and their activities.

Consent

The use of digital media means that once personal information is collected and put on line, the school cannot control how it is used. The school must be mindful of this when collecting and using information and take reasonable care to ensure that the information is of a nature that it may not be exploited. The consent form is one way in which the school ensures that parents are fully informed about how the information may be used, and the consequences of their consent.

References

Catholic Education Northern Territory Privacy Policy

<http://www.ceont.catholic.edu.au>

National Catholic Education Commission

<http://www.ncec.catholic.edu.au/>



Acceptable Use Agreement

The following agreement covers the student's use of Internet, Intranet, Student Profiles, Network and email.

Mother Teresa School provides all enrolled students at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments. The resources provided include computers and peripherals, access to network resources, e-mail, and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below.

To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

Conditions of Use

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security are to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use portable drives or discs to transfer work between the school network computers and computers outside the network, discs must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or unassociated with school activities is not permitted unless approval is sought from a school staff member.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research

purposes only:

Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP3's, MPEG's and other large files. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.

Acceptable Use Agreement for Students

Inappropriate language or harassing others when communicating online is not permitted.

Privacy and ownership of others' work and materials from web sites must be respected at all times. The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe Internet practices must be applied.

Personal details of students may only be provided online if permission is given by a teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.

By signing this agreement and using the equipment and resources of MOTHER TERESA CATHOLIC PRIMARY SCHOOL, the student agrees to abide by these conditions for the length of his/her enrolment.

Parent

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name: _____

Address: _____

Signature: _____

Student

I understand the conditions outlined in the school's Acceptable Use Agreement. This document has been explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please Print (Student) Name: _____

Signature: _____ Class: _____

Agreement signed this _____ day of _____, 20____



Mother Teresa
CATHOLIC PRIMARY SCHOOL



AUTHORISATION TO RELEASE CONFIDENTIAL INFORMATION

I, _____ (Name of parent/caregiver) authorise
_____ (Name of previous school)

to release information about my child's learning needs such as:

- NAPLAN results (most recent)
- Most recent school reports
- Speech reports
- Hearing reports
- Vision reports
- Occupational therapy reports
- Reading assessments
- Paediatrician reports
- Behaviour management plans
- Psychological assessments
- Recent PAT test results or other school-based assessments
- IEP

Any other information you think will help his/her schooling needs.

Student's name: _____

Date of Birth: _____

To:

Mother Teresa Catholic Primary School

Po box 1125

Palmerston NT 0831

admin.mtcps@nt.catholic.edu.au

Signature of Parent/Caregiver: _____

Parent/Caregiver Print Name: _____

Contact Number: _____

Date: _____

INCLUSION SUPPORT COORDINATOR AT RECEIVING SCHOOL: Mrs Margie Talbot

CONTACT PERSON AT PREVIOUS SCHOOL: _____



EARLY LEARNING CENTRE AND OSHC PARENTS

The following information is needed to ensure your invoices are correct from the start. These details are requested throughout the enrolment paperwork however this document goes straight to finance department.

Childs Name: (exactly how he/she is registered with Centrelink)

Childs CRN:

Name and DOB of Parent claiming the rebate: (exactly how you are registered with Centrelink)

Parents CRN:

Parents Email:

Thank you,
Finance Team