**ELC - PreK Enrolment Application**

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1. Log on to**: https://canberrachristianschool.hubworks.com.au**
2. Select **“Enrol”** and complete all details as applicable.

***IMPORTANT: if you are eligible for the Government child care subsidy (CCS) you must enter as Parent 1, the parent who the child is linked with at Centrelink – if unsure please call us.***

1. Click **SUBMIT –** this will then send a notification to our system

## Once submitted, send an email to: admin@ccs.act.edu.au stating the commencement date and preferred days of attendance each week. Without this we cannot schedule them to start.

## Complete and sign each section of this form where indicated and return to the office along with copies of (or staff will copy for you) your child’s:

 birth certificate

 immunisation records

 $200 enrolment deposit which will be credited to your account

**Once all are received, your application will be submitted for approval and you will be advised via email.**

#  PERMISSION TO PUBLISH

I give CCS Pre Kindy / ELC permission to publish my children/rens photographs and/or video recordings in the following school publications or promotional materials:

(Photos will be published without names or with first name only).

School Prospectus Newsletters Brochures Website (photos) Website (video) Year book

Newspapers/ Magazines

Billboards **Signed by Parent/Guardian:** ..................................................................................

#  HANDBOOK AND POLICIES

I/We have sighted a parent handbook, read and I/We understand CCS Pre Kindy / ELC policies.

I/We agree to abide by the conditions and I/We are aware that I must give a 2 week notice in writing if my child is withdrawn from the centre.

I/We understand that the staff will seek to contact myself to notify me if my child/ren falls ill. In agreement with the parent/guardian, staff is allowed to administer one (1) dose of Panadol or Paracetamol. My child will be collected from the centre within 30 minute period following the administration of medication. I understand that this Panadol is not for an illness pre-existing their attendance on the day.

I/We will be jointly and separately responsible for the payment of fees charged and understand that non payment of fees will be passed on to our debt collector. I\We understand that the cost of debt collection will be added to the my fees

I/We have seen and completed the Parent Checklist.

I/We are prepared to cooperate with the CCS Pre Kindy / ELC in education and management of our child/ren.

**Signed by Parent/Guardian:** .................................................................................. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed by Parent/Guardian:** .................................................................................. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#  SIGNING IN AND OUT - ELECTRONICALLY

I understand that ……………………………………..must be signed in and out of the ELC each day. The Federal Government deems this to be a key component to Quality Childcare and for each breach of this the ELC will be fined by the Federal Department of Education.

#  PAYMENT OF FEES

## Person/Persons Responsible for payment of fees

Canberra Christian School ELC requires the details of at least one parent/guardian who will take full responsibility for the child(ren)s and (if applicable) guarantee payment.

This agreement shall constitute an unconditional and continuing guarantee and indemnity and accordingly shall be irrevocable and remain in full force and effect until the whole of the monies owing to Canberra Christian School Early Learning Centre (CCS ELC) by the Parent/Guardian and all obligations herein have been fully paid, satisfied, and performed. I/We will be jointly and separately

responsible for the payment of fees charged and understand that non-payment of fees will be passed on to the debt collector. Any fees and charges incurred from the debt collector will be my responsibility. If I/We execute this agreement as the person/s responsible for payment on behalf of the Parent/Guardian, I guarantee the due and punctual payment of all monies payable under this agreement. I/ We also give CCS ELC permission to automatically debit my credit card with any outstanding fees.

Name ................................................................................................................................... SIGNATURE OF PAYER ................................................................................................................

Date .............. / .............. / ..............

## PLEASE NOTE: Fees are due and payable two weeks in advance. Invoices will be prepared and emailed out at the beginning of each applicable billable fortnight. If your account falls into arrears, Canberra Christian School reserves the right to charge your credit card until your account is paid. NOTE: We do not automatically deduct your regular fortnightly payments.

Credit Card No Exp ............. / ..............

Signature ........................................................................... CVV

**Direct Deposit Details Bank:** Westpac **BSB:** 032 719 **Acc:** 543 635 **Reference:** *Your Surname*

#  LATE FEE & ARREARS FEE

The Canberra Christian School Pre Kindy and Early Learning Centre is open from 8:00 am until 18:00pm - as indicated on [www.ccs.act.edu.au.](http://www.ccs.act.edu.au/) It is closed on Public holidays. A $10.00 late fee applies for late pick up after the centre is closed, with additional charge of $3.00 per minute after that (per child). This will be charged to your account. If your account with Canberra Christian School Early Learning Centre falls into arrears an Arrears fee of $25.00 per week in arrears applies.

I agree to this. Signed ..................................................................................

#  FEE RELIEF AND TAX REBATE – CCS (Child Care Subsidy)

If applicable and you do not already have CRN numbers, please contact Centrelink (MyGov) to register for a Claim for Child Care Subsidy. When you receive the CRN numbers (each family member will be allocated their own number) please either email to: **admin@ccs.act.edu.au** or bring it into the office so we can update your child’s file and your CCS fee relief claims can be processed.

When applicable the CCS rebate is automatically applied by Centrelink to your account leaving only the balance to be paid by you each fortnight.