

# EARLY LEARNING CENTRE ENROLMENT APPLICATION FORM



Please complete & submit the below form to apply for a place at our ELC. All information is collected and stored in accordance with our Privacy Policy which can be accessed on our website. All paperwork (including additional evidence) must be received before the application will be assessed. Places will not be held for an enrolment application to be submitted. For any assistance completing the form, please contact our ELC Staff.

## 1. Session Details

Requesting to start at ELC from: Date  /  /

Program:  3 Year Old  4 Year Old

Preferred days of attendance: (tick all preferred options):

2 Days:  Monday & Friday  Tuesday & Thursday

3 Days:  Monday, Wednesday & Friday  Tuesday, Wednesday & Thursday

5 Days:  Monday to Friday (5 days)  No preference

## 2. Child's Details (Please use BLOCK LETTERS)

Applying for admission to  Officer  Springvale

Family name / Surname                      Gender:  Male

Given name(s)                       Female

Preferred Name                      Date of birth  /  /   
(attach birth certificate)

Address

Postcode

Religious Affiliation  Sunni  Other (please specify)

The child lives with:

Both parents  Mother  Father  Other


Does the child have a sibling at Minaret College?  Yes  No

If yes, please include sibling names and DOB below:

Sibling Names	Date of Birth

Is there any court order or parenting agreement in relation to this child?

 Yes No

(Please attach documentation if order/agreement is in place translated into english) 

Main language spoken at home

Is your child of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal & Torres Strait Islander origin, please tick both boxes)

 No Aboriginal Torres Strait Islander

Country of birth:  Australia


 Other

Specify

Cultural Background

Residency status:  Australian citizen

 New Zealand citizen Australian visa

If your child is not an Australian citizen, please complete the following where applicable and attach a copy of the visa and/or passport as proof of records 

 Permanent resident Temporary resident Bridging Visa

Date of arrival in Australia

Visa subclass

Visa number

Visa expiry date

Passport number

Country of Passport

### 3. Learning Support

It is important that you disclose information relating to your child's learning needs so that the ELC can plan appropriately. Failure to disclose this information may jeopardise the ability to continue with enrolment.

Child with special/additional needs

 Yes No

Details

Behavioural support

 Yes No

Details

Other relevant information

## 4. Medical Information

It is important that the ELC is aware of all medical conditions your child may have so that it can provide an appropriate level of support. Please disclose all relevant information.

Has your child been diagnosed with Asthma?  Yes  No

Has your child been diagnosed with Anaphylaxis?  Yes  No

If your child's enrolment application is successful, further information will be required from your doctor to create a medical or risk minimisation plan. The information will be required before your child is permitted to attend ELC.

Are you aware of any other medical conditions your child may have?  Yes  No

If yes, please provide details and attach relevant medical management plan.

Other, including allergies

Does your child take any other prescribed medication regularly?  Yes  No

If yes, please provide details

Does your child have any cultural/religious/additional dietary needs?  Yes  No

If yes, please provide details

Has your child been immunised?  Yes  No

If yes, a copy of the Immunisation History Statement from the Australian Childhood Immunisation Register must be included with the application form.

For an enrolment to be accepted, one of the following must apply:

- the child is up to date with their immunisation for their age;
- the child is on a recognised vaccine catch-up schedule; or
- evidence of a medical condition preventing the child from being vaccinated must be provided from a GP.

Also note, if a child has not yet received a vaccination and an outbreak occurs at the ELC, the child will be excluded from ELC as per the period of exclusion recommended by the National Health and Medical Research Council.

Tick if your child has attended any of the below:

- |  |   |
|--|---|
| <input type="checkbox"/> Counsellor/Psychologist | <input type="checkbox"/> Speech Therapy |
| <input type="checkbox"/> Specialist              | <input type="checkbox"/> Dietician      |
| <input type="checkbox"/> Occupational Therapy    | <input type="checkbox"/> Paediatrician  |
| <input type="checkbox"/> Other                   |   |

If yes, provide details:

Do you give permission for the ELC to:

Apply sunscreen  Yes  No

Perform headlice checks  Yes  No

Seek medical treatment and/or ambulance transport for the child (only in case of emergency)  Yes  No

Doctor's name and number

Doctor's address

Child's medicare number & expiry date

Child's healthcare or pension card number & expiry date

## 5. Family Details

	<b>Primary Contact 1 Details</b> <small>(Parent/Guardian 1)</small>	<b>Primary Contact 2 Details</b> <small>(Parent/Guardian 2)</small>
Title	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Family name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Given name(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Relationship to child	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Country of birth	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

	<i>Continued</i> <b>Primary Contact 1 Details</b> <i>(Parent/Guardian 1)</i>	<i>Continued</i> <b>Primary Contact 2 Details</b> <i>(Parent/Guardian 2)</i>
Home telephone		
Work telephone		
Mobile		
Email		
Cultural Background		
Main language spoken at home*		
Highest year of schooling completed* <i>(Tick 1)</i> <i>(For persons, who have never attended school, tick year 9 or equivalent or below)</i>	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or Equivalent or below	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or Equivalent or below
Highest qualification* <i>(Tick 1)</i>	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <i>(Including trade certificates)</i> <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <i>(Including trade certificates)</i> <input type="checkbox"/> No non-school qualification
Occupation group* <i>Please select the appropriate occupation group from the attached list on the last page</i>  <i>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the past 12 months, please use their last occupation held</i>  <i>If the person has not been in paid work for the last 12 months, tick the last box.</i>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Not in paid work for the last 12 months	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Not in paid work for the last 12 months
Preferred method of communication	<input type="checkbox"/> Phone (SMS/Call) <input type="checkbox"/> Email <input type="checkbox"/> Face-to-face <input type="checkbox"/> OWNA App	<input type="checkbox"/> Phone (SMS/Call) <input type="checkbox"/> Email <input type="checkbox"/> Face-to-face <input type="checkbox"/> OWNA App
Pension number		
Job title		

*\*These questions are asked as a requirement of the government for statistical purposes and all schools across Australia are required to collect the same information.*

## 6. Emergency Contacts *(must be someone other than a parent/guardian)*

Given Name	Contact 1	Contact 2
Family Name		
Contact Number		
Relationship to Student		
Please tick what permission this contact has for your child	<input type="checkbox"/> Pick up student <input type="checkbox"/> Notify in case of emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit ELC to administer medication <input type="checkbox"/> Permit ELC to take the child out of premises	<input type="checkbox"/> Pick up student <input type="checkbox"/> Notify in case of emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit ELC to administer medication <input type="checkbox"/> Permit ELC to take the child out of premises

## 7. Additional Information

Is your child attending any other funded kindergarten program?  Yes  No

Has your child previously attended any kindergarten or child care service?  Yes  No

If yes, please provide details.

Please detail anything else that is important for us to know your child (eg. Likes/dislikes, abilities and interests, family traditions/routines and parenting strategies)

Photo Permission:

Do you permit your child's photo to be shared on OWNA ?(ELC Parents and Staff Only)  Yes  No

Do you permit your child's photo to be used publically? (e.g. Facebook, promotional materials, display at ELC)

Only if part of a group  Individual photos  None

Do you give permission for ELC to take the child on short outings? (eg. School library/playground, local park)

Yes  No

## 8. Reason for Choosing Minaret ELC

What are your reasons for seeking entrance to Minaret ELC? *(You may choose more than one option)*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Academic Excellence              | <input type="checkbox"/> Family connection with school | <input type="checkbox"/> School's Reputation |
| <input type="checkbox"/> Exceptional Staff                | <input type="checkbox"/> ELC s Philosophy & Values     | <input type="checkbox"/> ELC Reputation      |
| <input type="checkbox"/> Islamic Education                | <input type="checkbox"/> Islamic Knowledge/values      | <input type="checkbox"/> Exceptional staff   |
| <input type="checkbox"/> Family Connection to ELC/Minaret | <input type="checkbox"/> Kinder Philosophy & Values    | <input type="checkbox"/> Other               |

How did you hear about Minaret College? *(you may choose more than one option)*

- Facebook  ELC Website  ELC Tour  Family Members Attended  Advertisement  
*(newspaper, signage, flyers etc)*  
 Friends / Colleagues Referral / Word of Mouth  
 Other (please specify)



## 12. How to submit your Enrolment Application form.

### 1. In Person:

Officer Campus  
67 Tivendale Road, Officer  
T: #613 5943 2058

Springvale Campus  
71 Whitworth Avenue, Springvale  
T: #613 8549 8669

### 2. By email to: [yali@minaret.vic.edu.au](mailto:yali@minaret.vic.edu.au) (Springvale applications) or [skaur@minaret.vic.edu.au](mailto:skaur@minaret.vic.edu.au) (Officer applications).

OFFICE USE ONLY

Date of Application received: \_\_\_\_\_

Form received and checked by: \_\_\_\_\_

\*This application places your child on a waiting list and is not a guarantee of a position, until such time an offer of enrolment is made.



## 13. Parent Occupation Groups

The codes outlined below are to be used when providing family occupation details for enrolled students. Minaret College is required to provide this information to the government for funding allocation.

<b>MANAGERS</b>		
Chief Executives, General Managers and Legislators	A	Chief Executives & Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament
Farmers & Farm Managers	A	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers
Specialist Managers	A	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers
Hospitality, Retail & Service Managers	B	Accommodation and Hospitality Managers, Retail Managers
<b>PROFESSIONALS (generally with a bachelors degree or above)</b>		
Arts & Media Professionals	A	Music Professionals, Photographers, Journalists and Other Writers
Business, Human Resource & Marketing Professionals	A	Accountants, Auditors & Company Secretaries, Financial Brokers & Dealers and Investment Advisers, Human Resource and Training Professionals, Information & Organisation Professionals, Sales, Marketing and Public Relations Professionals
Education Professionals	A	Early Childhood Teachers, School Teachers, Tertiary Education Teachers
Health Professionals	A	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals
ICT Professionals	A	Business & Systems Analysts, & Programmers, Database & Systems Administrators, & ICT Security Specialists
Legal, Social and Welfare Professionals	A	Barristers, Judicial & Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion
<b>TECHNICIANS &amp; TRADES WORKERS</b>		
Engineering, ICT & Science	B	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians
Automotive & Engineering Trades Workers	C	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, & Vehicle Body Builders, Trimmers and Painters
Construction Trades Workers	C	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers
Electrotechnology & Telecommunications Trades Workers	C	Electricians, Electronics and Telecommunications Trades Workers
Food Trades Workers	B C	Chefs Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks
Skilled Animal & Horticultural Workers	C	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers
Other Technicians & Trades Workers	C	Hairdressers, Textile, Clothing and Footwear Trades Workers
<b>COMMUNITY &amp; PERSONAL SERVICE WORKERS</b>		
Health & Welfare Support Workers	B	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists
Carers and Aides	D	Child Carers, Education Aides, Personal Carers and Assistants
Hospitality Workers	D	Bar Attendants and Baristas, Cafe Workers, Gaming Workers
Protective Service Workers	B C	Police Defence Force Members - Other Ranks, Fire and Emergency Workers
Personal Service Workers	D	Beauty Therapists, Driving Instructors, Travel Attendants
Sports	C D	Sports Coaches, Instructors and Officials, Sportspersons Fitness Instructors, Outdoor Adventure Guides
<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>		
Office Managers and Program Administrators	B	Contract, Program and Project Administrators, Office and Practice Managers
Personal Assistants & Secretaries	C	Personal Assistants, Secretaries, Legal Secretaries
General Clerical Workers	D	General Clerks, Keyboard Operators

<b>Inquiry Clerks &amp; Receptionists</b>	<b>D</b>	Call or Contact Centre Information Clerks, Receptionists
<b>Numerical Clerks</b>	<b>D</b>	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers
<b>Clerical Office Support Workers</b>	<b>D</b>	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers
<b>Other Clerical &amp; Administrative Workers</b>	<b>B</b> <b>C</b> <b>D</b>	Conveyancers and Legal Executives Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers
<b>SALES WORKERS &amp; MACHINERY OPERATORS, DRIVERS AND LABOURERS</b>		
<b>Sales Agents</b>	<b>C</b>	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents
<b>Sales Representatives, Sales Assistants, Salespersons &amp; Sales Support Workers</b>	<b>D</b>	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator
<b>Machinery Operators, Drivers and Labourers</b>	<b>D</b>	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers