



# 2020 Enrolment Form Consents

CONFIDENTIAL

## Consents

### Late Collection of Children

I/we have read the Delivery and Collection policy of St Johns Kindergarten as outlined in the 2020 Parent Information Handbook, and understand that it is my/our responsibility to deliver and collect my/our child/children by the advertised session start and finish times. I understand that a late fee may be collected if I am late to collect my child on three occasions.

I/we also give permission, in case of an emergency, when I/we and/or our emergency contacts cannot be contacted and our child has not been collected after a period of two hours after the session has ended for a person from the St Johns Kindergarten Committee and/or member of staff to take care of my child at the kindergarten.

*A full copy of the Delivery and Collection Policy is available for viewing.*

Signed:  
(Parent / Guardian)

Dated:

### Fee Payment Agreement

I/we have read the Fees Policy as outlined in the 2020 Parent Information Handbook and agree to pay fees by the due date on the invoice. *A full copy of the Fees Policy is available for viewing.*

I/we acknowledge that if fees are not paid within 28 working days of the due date the committee has the authority to implement the late fees procedure. I understand non-payment of fees may result in cancellation of my child's place at St Johns Kinder.

I/we agree that if I/we are unable to pay fees as agreed, we will notify the Finance Manager to request payment arrangements.

Signed:  
(Parent / Guardian)

Dated:

## Code of Conduct Acknowledgement

I/we acknowledge that I received a copy of the Code of Conduct for St Johns Kindergarten as outlined in the 2019 Parent Information Handbook. *A full copy of the Code of Conduct Policy is available for viewing.*

I/we have read the Code of Conduct Policy and agree to abide by the principles, practices and consequences set out within.

I/we understand that any serious breach will be dealt with by the Committee and could lead to the withdrawal of my child(ren)'s place at the kindergarten or withdrawal of my volunteer time at the centre.

Signed:  
(Parent / Guardian)

Dated:

## Declaration

I, \_\_\_\_\_ (Print Full Name)

A person with lawful authority (see below) of the child referred to in this enrolment form, declare that the information in this enrolment form is true and correct and undertake to inform St Johns Kindergarten in the event of any change to this information.

Signed:  
(Parent / Guardian)

Dated:

## Lawful Authority

### Parents

All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. The *Children's Services Regulations 1998* refer to those powers and responsibilities as "Lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married.

A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

### Guardians

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of a "guardian" under the *Children's Services Act 1996* also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

**Required attachments:**

	Document	Staff use:	
		Requirement	Y/N
<input type="checkbox"/>	Copy of proof of date of birth (birth certificate)	Must be attached	
<input type="checkbox"/>	Child Health Record	Must be sighted	
<input type="checkbox"/>	Copy of Medicare Immunisation Record (AIR statement)	Must be attached	
<input type="checkbox"/>	Copy of Concession / Health Care Card	Attached where applicable	
<input type="checkbox"/>	Information about additional needs of the child (where applicable)	Attached where applicable	
<input type="checkbox"/>	Copy of Court Orders, parent orders or parenting plans relating to the child (where applicable)	Attached where applicable	
<input type="checkbox"/>	Medical management plans (where applicable)	Attached where applicable	
<input type="checkbox"/>	Other: <ul style="list-style-type: none"> <li>• Child Questionnaire</li> <li>• Fees Acknowledgement (from fees policy)</li> <li>• Enrolment Deposit - \$50 Cheque made payable to St John the Baptist (Sandringham) Kindergarten Incorporated or direct deposit to BSB 633 000 Account Number: 160390100</li> <li>• Parental Education and Occupation form</li> </ul>	Must be attached Must be attached Must be attached  Must be attached	

Thank you for your assistance and we look forward to a great year in 2020.

Committee of Management  
St Johns Kindergarten

<b>Office use only – checked by SJK educator</b>	
This form has been accepted and checked by SJK educator:	
Name:	
Signature:	Date: