

Nunawading Christian College

ELC & OSHC

Enrolment/Orientation Requirements



Terms and Conditions of Enrolment

1. Parents/Guardians must divulge, with appropriate documentation, all relevant details regarding medical or other conditions that may be required. Such information must be based on all current information available to the parents or guardian at the time of application.
2. During the period that the child is enrolled at the Centre, parents/guardians must, as soon as practicable, bring to the Centre's attention, with appropriate documentation, any new medical or other conditions affecting the child that may impact upon the Centre's ability to properly care for the child, and to enable consideration of any extra services and facilities that may be required.
3. All children enrolled at the Centre are required to take part in all Centre activities.
4. Fees and charges are subject to amendment by the Centre Management and are payable in advance, ie. within seven days of receipt of account.
5. The Centre reserves the right, which may be reserved at any time, to refuse to allow a child to continue their education at the Centre while any fees remain unpaid. Only in exceptional circumstances, at the discretion of the Centre Management, will a child be permitted to enter a new term if the fees of the previous term are unpaid.
6. Two weeks' notice must be given in writing for all changes to your child's permanent booking or for the withdrawal of a child from the Centre. If two weeks notice is not provided, two weeks fees in lieu will be chargeable.
7. The Centre Management is authorised to take such steps as they may find necessary, on behalf of the Centre, to recover unpaid fees.
8. Where there is more than one parent/guardian of the child at the time of enrolment, all stakeholders must sign the Application for Enrolment form and accept for payment of all fees and charges levied by the Centre from time to time.
9. Your child must be toilet trained to attend the 3 or 4 year old kindergarten program.

Privacy Policy

1. The Centre collects personal information, including sensitive information, about enrolled children and parents/guardians before and during the course of a child's enrolment at the Centre.
2. "Sensitive Information" includes health information (in the form of medical reports or otherwise) about children within the terms of the Privacy Principles under the Privacy Act 1988
3. The primary purpose of collecting this personal information and sensitive information is generally to enable the Centre to provide education for your child and to enable the Centre to discharge its legal duty of care. The collection of some information by the Centre is required by law, including but not limited to laws regulating public health and child protection.