



OUR LADY OF
THE VISITATION

433 VICTORIA ROAD
TAPEROO SA 5017
82482480
info@olv.catholic.edu.au

Family Name	First Name	Other Names

Date of Birth	Year Commencing

Intended School

Preschool Enrolment Application

Please note: This Preschool Application should accompany a separate Enrolment Application for school.

<i>Please provide copies of these documents if applicable</i>	
Birth Certificate	
Baptism Certificate	
Child or Parent/Guardian Entry Visa Documents	
Child's Passport (if one parent was born overseas)	
Family Court Order	
Immunisation sheet	
Medical Action Plan	

STUDENT DETAILS

Family Name	
Given Names	
Preferred Name	
Date of Birth	
Gender	
Address	

Religion		Parish	
Sacraments	Baptism	YES / NO	

Country of Birth			
Cultural Background			
Languages other than English spoken at home			
Visa/Passport	YES / NO		NB: If a child is born to a parent born overseas, the Preschool requires a copy of the child's Passport.
	Visa Type		
	Visa Number		
	Date granted		
	Passport Number		

Is the child	Aboriginal	YES / NO
	Torres Strait Islander	YES / NO
	Guardian of the Minister	YES / NO

Medical Practitioner Name	
Medical Practitioner Address	
Medical Practitioner Phone	
Medicare Number	

Special Considerations

Has your child received all scheduled immunisations?	YES / NO	
Does your child have any serious medical conditions?	YES / NO	
Does your child have any allergies?	YES / NO	
Does your child have any cultural or religious requirements?	YES / NO	
Does your child have any special dietary requirements?	YES / NO	
Does your child have any special needs? (e.g. speech, hearing, learning needs, disability)	YES / NO	
Is your child the subject of a Family Court Order?	YES / NO	
Is there any other information about your child the Preschool needs to be made aware of?		

PARENT / GUARDIAN DETAILS

This is a legal document, all enrolling parents/guardians must sign this form

	Parent / Guardian 1	Parent / Guardian 2
Title		
Family Name		
Given Name		
Relationship to Student		
Student Resides with	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time

Address		
Home Phone Number		
Mobile Phone Number		
Work Phone Number		
Email		

Religion		
Country of Birth		
Cultural Background		
Main language at home		
Languages other than English spoken at home		
Visa	YES / NO	YES / NO

Occupation		
Occupation Group Number (please see enclosed information sheet)		
Employer		
Highest Education	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trades) <input type="checkbox"/> No qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trades) <input type="checkbox"/> No qualification
Parental School Education	<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 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 below

Names of other children		Age			Age	
		Age			Age	
		Age			Age	
		Age			Age	

Signature		
Date		

PRIVACY AND RELEASE OF INFORMATION

1. Our Lady of The Visitation Preschool collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Our Lady of The Visitation Preschool. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Our Lady of The Visitation Preschool to provide schooling to the student and to enable them to take part in all the activities of Our Lady of The Visitation Preschool.
2. Some of the information we collect is to satisfy Our Lady of The Visitation Preschool's legal obligations, particularly to enable Our Lady of the Visitation Preschool to discharge its duty of care.
3. Laws governing or relating to the operation of Our Lady of The Visitation Preschool require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. Our Lady of The Visitation Preschool from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another Preschool. This includes to other schools, government departments, the Catholic Education Office, the South Australian Commission for Catholic schools, the School's local diocese and the parish, schools within other dioceses, medical practitioners, and people providing services to Our Lady of The Visitation Preschool, including specialist health professionals.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of Our Lady of The Visitation School to release school reports to the enrolling parents upon request. However, Our Lady of The Visitation School will abide by any court orders which prevent the release of such information.
8. Our Lady of The Visitation School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. In the event of default of payment of fees, Our Lady of The Visitation School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
10. Our Lady of The Visitation School's Privacy Policy sets out how parents or students may seek access to personal information collected 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 Our Lady of The Visitation School's duty of care to the student, or where students have provided information in confidence.
11. Our Lady of The Visitation School's Privacy Policy also sets out how you may complain about a breach of privacy and how Our Lady of The Visitation School will deal with such complaint.
12. On occasions information and photographs regarding student activities and similar news is published in Our Lady of The Visitation School newsletters, websites and on social media. Permission for this will be sought at the beginning of each year.
13. If you provide Our Lady of The Visitation Preschool 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 Our Lady of The Visitation Preschool and why, that they can access that information if they wish and that Our Lady of The Visitation Preschool does not usually disclose this information to third parties.

PARENT / GUARDIAN DECLARATION

- In applying to enrol my child at Our Lady of The Visitation Preschool I/we accept that the Preschool operates under the guidance and is accountable to the OLV School Board. The School Principal is responsible for the administration of the Preschool.
- I/we accept that support of preschool staff and cooperation concerning preschool activities is essential.
- I/we accept that we will abide by preschool policies as amended from time to time.
- I/we accept responsibility for the payment of fees and other costs associated with the education of my/our child as determined and amended from time to time by Our Lady of The Visitation School.
- I/we understand that Our Lady of The Visitation Preschool does have Ambulance Cover; however, this is void if a child has pre-existing health conditions (e.g. Asthma).
- I/we accept that Our Lady of The Visitation Preschool does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.

	Parent / Guardian 1	Parent / Guardian 2	Date
Signature			