

OFFICE USE ONLY

Parent Code: \_\_\_\_\_ Student Code: \_\_\_\_\_  
Year of Entry: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Waiting List Fee: \_\_\_\_\_ Ack: \_\_\_\_\_  
Receipt No: \_\_\_\_\_  
Enrolment Notes: \_\_\_\_\_



# Waiting List Application Form

Please complete this form and send (with a non-refundable fee of \$45.00 (incl GST) per student) to:  
Flinders Early Learning Centre – 144 Ballinger Road, Buderim QLD 4556

**P:** (07) 5477 2999 **F:** (07) 5477 2929 **W:** [www.mfac.edu.au](http://www.mfac.edu.au) **E:** [earlylearning@mfac.edu.au](mailto:earlylearning@mfac.edu.au)

Please note: Each student is to be registered separately.

## STUDENT DETAILS

Surname of Child: \_\_\_\_\_

First Name/s (please indicate name by which he/she is usually known): \_\_\_\_\_

Residential Address of Student: \_\_\_\_\_

\_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address of Student: \_\_\_\_\_

\_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Religious Affiliation: \_\_\_\_\_

Is the student an Australian Citizen?  Yes  No (please attach evidence of visa status) Preferred Year of Entry: 20\_\_\_\_

## PARENT/GUARDIAN DETAILS

### Parent/Guardian 1

Relationship to Student: \_\_\_\_\_

Surname (Dr/Mr/Mrs/Other): \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address (if different from student's residential address above): \_\_\_\_\_

\_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Position held: \_\_\_\_\_ Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

### Parent/Guardian 2

Relationship to Student: \_\_\_\_\_

Surname (Dr/Mr/Mrs/Other): \_\_\_\_\_ First Name: \_\_\_\_\_

## Parent/Guardian 2 (continued)

Home Address (if different from student's residential address above): \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Position held: \_\_\_\_\_ Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

*Please note that any change of address must be conveyed to the Centre. Failure to notify a change of address will render this application void.*

## FAMILY CIRCUMSTANCES

### Siblings

Please note that sibling preference is just one of several factors used when consulting the Flinders Early Learning Centre waiting list. Siblings do not have automatic right of entry to the Centre. Please indicate siblings who are currently enrolled, or on the waiting list at Matthew Flinders Anglican College.

Name: \_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_ House: \_\_\_\_\_

Please list below any special family circumstances of which the College needs to be aware (eg. parent/s deceased, parents separated or divorced, family court orders, child living with guardians, etc):

\_\_\_\_\_

Please indicate if one or more parents are past students of Matthew Flinders Anglican College and if so what House:

\_\_\_\_\_

Reasons for choosing Flinders Early Learning Centre: \_\_\_\_\_

\_\_\_\_\_

## INTENDED PLACEMENT

Please indicate your preferences for placement for your child in \_\_\_\_\_ (state year)

- |   |                              |                              |                              |                                 |
|---|------------------------------|------------------------------|------------------------------|---------------------------------|
| <input type="checkbox"/> Kindergarten Program | <input type="radio"/> 2 days | <input type="radio"/> 3 days | <input type="radio"/> 4 days | <input type="radio"/> 5 days    |
| <input type="checkbox"/> Pre-Kindergarten     | <input type="radio"/> 2 days | <input type="radio"/> 3 days | <input type="radio"/> 5 days |                                 |
| <input type="checkbox"/> Before Program Care  | <input type="radio"/> 5 days | <input type="radio"/> Always | <input type="radio"/> Never  | <input type="radio"/> Sometimes |
| <input type="checkbox"/> After Program Care   | <input type="radio"/> 5 days | <input type="radio"/> Always | <input type="radio"/> Never  | <input type="radio"/> Sometimes |

Preferred Days:  Monday  Tuesday  Wednesday  Thursday  Friday

Program Session Times: 8:30am - 3:30pm

Before Session Times: 7:30am - 8:30am

After Session Times: 3:30pm - 6:00pm

Full Day Care: 7:30am - 6:00pm

## ENROLMENT POLICY FOR FLINDERS EARLY LEARNING CENTRE

Parents who wish to apply for a child to be admitted to Flinders Early Learning Centre should return this completed form with **copies** of any supporting evidence, including family emergency, work and study commitments, together with the **\$45.00** (including GST) per child non-refundable Waiting List Fee. The child's name will then be added to the waiting list. Several factors are taken into consideration prior to offers being made. These factors include registration date, sibling connection at either Flinders Early Learning Centre or Matthew Flinders Anglican College, supporting evidence of parents' commitments as above, the ability to meet the child's needs, and the balance of male and female children in a year level. The payment of the non-refundable fee does not guarantee placement or the opportunity for an interview. Enrolment offers are mailed to the successful candidates. At the time of acceptance of an offer, a non-refundable confirmation fee of **\$150.00** is payable to secure the place. The enrolment policy may be varied at any time at the Director's discretion.

## ENROLMENT PROCESS FOR MATTHEW FLINDERS ANGLICAN COLLEGE

Being enrolled or on the waiting list at Flinders Early Learning Centre does not guarantee or provide automatic waiting list placement or enrolment at Matthew Flinders Anglican College. If you wish your child to be considered for placement at Matthew Flinders Anglican College you will need to complete a separate Application for Registration form for the College. You can request a copy of this application by emailing [enrolments@mfac.edu.au](mailto:enrolments@mfac.edu.au) or telephoning the College 5477 3200. It is also available on the College website at [www.mfac.edu.au/enrolments/how-to-enrol](http://www.mfac.edu.au/enrolments/how-to-enrol).

### APPLICATION FEE PAYMENT DETAILS (\$45.00 PER STUDENT GST incl.)

*Please note that a 1% surcharge applies to all credit card payments.*

Please find enclosed payment of \$ \_\_\_\_\_

Cheque / Money Order (Payable to MFAC)

Visa Card     Master Card

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Name on Card: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CW: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FLINDERS EARLY LEARNING CENTRE – PRIVACY NOTICE

1. The Centre collects personal information, including sensitive information about children and parents or guardians, before and during the course of a child's enrolment at the Flinders Early Learning Centre. The primary purpose of collecting this information is to enable the Centre to provide responsive early education for your son/daughter.
2. Some of the information we collect is to satisfy the Centre's legal obligations, particularly to enable the Centre to discharge its duty of care.
3. Certain laws governing or relating to the operation of early learning centres require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the *Privacy Act*. We ask you to provide medical reports about pupils from time to time.
5. The Centre, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Anglican Schools Office, medical practitioners, and people providing services to the Centre, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from children is regularly disclosed to their parents or guardians. On occasions, information (text and/or photographs) such as children's activities and other news is published in the College's and Centre's newsletters, magazines, social media and on the College website [www.mfac.edu.au](http://www.mfac.edu.au)

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the Centre. 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 the Centre's duty of care to the child or where children have provided information in confidence.
9. Flinders Early Learning Centre, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the Centre's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and in the Osprey's Nest (a directory of FELC families' addresses and contact details). If you do not agree to this you must notify the Director of Flinders Early Learning Centre immediately.
11. If you provide the Centre with the personal information of others, such as doctors or emergency contacts, we recommend that you inform the relevant persons that you have provided the Centre with their personal information and the reason this information has been provided to the Centre. These persons should also be informed that they can access the personal information that the Centre holds in relation to them if they wish. The Centre will hold this information in accordance with the National Privacy Principles.

## DECLARATION

- I/We have read and understood the information applicable to registration for the waiting list at Flinders Early Learning Centre and declare our responses to be true and correct.
- I/We undertake to advise you of any changes to our child's circumstances as described in this application.
- I/We apply for my child to be added to the waiting list at Flinders Early Learning Centre.
- I/We support all Centre policies and undertake to cooperate with teachers and administrators.
- I/We will require our child to uphold the rules of the Centre.
- I/We acknowledge and understand that being enrolled at Flinders Early Learning Centre does not guarantee waiting list placement or enrolment at Matthew Flinders Anglican College. A separate Application for Registration form is required to be completed and lodged with the College if you wish your child to be considered for placement at Matthew Flinders Anglican College.**
- I/We acknowledge and understand that the Centre reserves the right to remove any child whose behaviour for any reason is deemed by the Director to be unacceptable.

### Parent/Guardian 1:

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Print Name

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Signature

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Date

### Parent/Guardian 2:

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Print Name

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Signature

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Date