



## Reddam ELS Lindfield - Application for Enrolment

Dear Parents and Guardians,

Thank you for your interest in Reddam Early Learning School, Lindfield. We are pleased to hear you wish to enrol your child and we are looking forward to welcoming you. To provide you with a response as quickly as possible, please ensure the below items are completed prior to returning your application forms to the school.

### Application Pack Checklist (Please return the below documents)

- ☐ Completed Application Form including signatures on the back page (A3 page, double sided).
- ☐ Signed and dated General Agreement (on page 5 of this document).
- ☐ Completed Application Fee Payment Form (on page 6 of this document).
- ☐ A copy of your child's Birth Certificate.
- ☐ A copy of **both** parents/guardians Driver Licences or Passports for identification purposes.
- ☐ A photograph of your child that clearly shows their face, for identification purposes.
- ☐ If you are a non-Resident of Australia, please provide us with your Visa documents and a copy of your passport and your child's passport.

### How Can I Return My Documents?

1. Via email to the Enrolment Officer – enrol.lindfield@reddamels.com.au. Please attach all above documents.
2. In person, at Reddam ELS Lindfield campus. Please ask for the Enrolment Officer upon arrival.

### Reddam ELS Lindfield - 2024 Fee Information

<b>Stage 1 (1-2 years)</b>	<b>\$206 per day</b>
<b>Stage 2 (2-3 years)</b>	<b>\$202 per day</b>
<b>Stage 3 (3-4 years)</b>	<b>\$197 per day</b>
<b>Stage 4 (4-5 years)</b>	<b>\$197 per day</b>

#### Fee Inclusions

- A comprehensive educational curriculum for your child, including a school readiness program.
- Subsidised fees in the form of the Child Care Subsidy (for families who have been assessed by Centrelink).
- Longer hours of 8am to 6pm weekdays, to accommodate for our working families.
- Hot lunch, morning and afternoon teas and late snack.
- Nappies, wipes and bed linen.
- Extra-curricular activities including music, yoga, language lessons, drama and physical education.
- Operating 50 weeks of the year (closed for two weeks over Christmas and New Year and Public Holidays).

#### Other Charges

##### Linen fee

- \$50 per year per child will be levied to your account at the start of the year, or a pro-rata amount on commencement of enrolment if mid-year. This covers the cost of purchasing and maintaining bed linen, bibs, wash cloths, soft toys, dramatic play dress up clothes, spare clothing etc.

##### Late Fee

- Children collected after 6pm will be charged a late fee of \$100 on each occasion which covers additional staff costs for those who are required to remain on the premises until your child is collected.



## **Reddam ELS Lindfield - Frequently Asked Questions**

### **What happens after I submit my documents?**

#### **1. Offer of Enrolment/Confirmation of Wait List Position**

Your application will be processed by our Enrolment Officer and they will be back in contact with you via email to advise of either a confirmed enrolment or a confirmed wait list position. Please allow up to five to seven business days for a response, particularly during peak enrolment periods.

A confirmed enrolment is offered based upon availability at your preferred commencement date and guarantees your child a position, subject to the completion of additional documentation. Should we not be able to offer you an immediate position for your child, and/or your preferred commencement date is more than 8 weeks in advance, we will place your child on our wait list. You will be contacted as soon as position becomes available for your child.

#### **2. Receive Your Offer of Enrolment**

If your child has been placed on our waitlist, when a position becomes available, you will receive a formal offer of enrolment from the school, along with an online registration link to complete prior to your child's first day. We will also coordinate orientation sessions for you and your child, to meet your child's classmates and teachers and familiarise yourself with our school.

### **How can I contact the school?**

Please contact the Enrolment Officer on (02) 9415 8099 or [enrol.lindfield@reddamels.com.au](mailto:enrol.lindfield@reddamels.com.au)

### **Do fees increase during the course of the year?**

No, there is only a fee increase at the commencement of each calendar year, in line with most other early childhood services.

### **Which class is my child likely to enrol in?**

Placement of your child is determined by many factors including the age they'll be when they enrol, their developmental needs, as well as taking into account the year you intend to send them to Kindergarten. This ensures they're placed in the most appropriate class for their individual needs.

### **Notice Period for Changes to, or Cancellation of Enrolment**

One term's notice period (8 weeks) applies for all requests to amend your child's attendance, or for cancellation of your child's enrolment. Any requests for amended attendance patterns is subject to availability. All requests for changes or cancellation of enrolment must be made in writing to the Enrolments Officer via email on [enrol.lindfield@reddamels.com.au](mailto:enrol.lindfield@reddamels.com.au)

### **Does Reddam charge a bond?**

No. In lieu of a bond, we request that you provide us with 8 weeks' written notice for any changes to your child's enrolment, or withdrawal of your child from Reddam ELS.



### **What forms of parent communication does Reddam offer?**

We offer a variety of parent communication, including:

- Daily observations and photos via our secure app (Tapestry).
- A weekly newsletter discussing our educational program in detail.
- Teacher/parent information evenings.
- Emails from our Principal
- Direct access to your child's Core Teacher for personalised communication through emails.

Further information pertaining to each of these forms of communication are available in the *Registration Pack* which you will receive upon your offer of enrolment.

### **Why do children in Stage 3 and Stage 4 wear uniforms at Reddam?**

Reddam is an independent school, renowned worldwide for its strong sense of community. Our uniforms are designed to promote a sense of inclusion and belonging for your child, whilst still maintaining their sense of individuality through our 'mix and match' options. Further information about the uniform is available in the *Registration Pack* which you'll receive upon your offer of enrolment.

### **Does Reddam offer orientation sessions prior to my child starting?**

Yes, we offer one to two comprehensive orientation sessions, which run for one hour and are usually held in the week prior to commencement (or in December for January commencement). More information about orientation sessions can be found in your *Welcome to Reddam Information Pack*, upon your offer of enrolment.

### **What is the billing frequency?**

Fees are payable in advance on a monthly basis, for the following 4 week period and can be paid by either card or direct debit from your bank account.

### **Do I have to pay for days when my child is absent?**

If your child is absent due to holidays, sickness or a public holiday, fees will still apply if they are enrolled to attend that day. The Child Care Subsidy (CCS) will usually be paid for absences, unless your initial 42 absence days have already been used. Fees are not payable over the Christmas/New Year closure.

### **Why do I have to pay for public holidays?**

The reason we need to charge on public holidays is because we have every day costs that take place, regardless of whether children are present at the campus or not. Some early childhood services absorb these running costs into their fees making their daily rate higher for all families, whereas we prefer a transparent approach. The Child Care Subsidy (CCS) will usually be paid for public holidays, unless your initial 42 absence days have already been used.

### **What Government subsidies are available to families?**

There is one main subsidy offered by the Australian Government for which you may be eligible, known as the Child Care Subsidy (CCS). The CCS is a payment by the Australian Government that offers fee relief to approved families. The CCS is income tested and families are required to undergo an eligibility test upon application. Your CCS payment is made directly to your child's service provider and is applied against the cost of your child's fees, so you only pay the balance. For further information visit:

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>



## Reddam Early Learning School Terms and Conditions of Entry

- Upon receipt of this offer and allocation of a place at Reddam ELS Lindfield, should you elect not proceed with this offer of enrolment *prior* to commencing, you are required to provide the School's Enrolment Officer with a minimum of 4 weeks' notice, in writing. Should a minimum of 4 weeks' notice not be received, one term's notice charge (8 weeks) will be payable, relative to your approved enrolment pattern. Once enrolment has commenced, one term's notice charge (8 weeks) is required, for any changes to your child's attendance pattern, or termination of enrolment.
- All families must supply an updated ACIR Immunisation History Statement prior to enrolment and supply Reddam ELS Lindfield with an updated Statement when additional vaccinations take place.
- All families are expected to pay the standard fees in accordance with the Fee Schedule.
- All families must ensure your account is regularly up to date.
- The details on the Fee Payment Selection Form must correlate with your offer.
- Continuation of enrolment for each successive year is conditional on fees for current and past years being paid in full.
- The School Enrolment Officer must be given at least one term's notice (8 weeks), in writing, prior to the removal of a student. In the absence of such notification a fee equivalent to 8 weeks' fees will be payable.
- On termination of enrolment, outstanding school fees are due and payable immediately.
- If payments are not made or are in arrears and no alternative arrangement agreed, a reminder notice will be issued.
- A late fee of \$25 per month will be added to your account if your fees have not been paid on time. This fee incorporates an 8% interest charge along with any administration costs for reminder letters, emails and phone calls from our finance team. In addition, any returned direct debits will incur an additional \$15 fee.
- Failure to respond to reminder letters, emails and phone calls may result in the matter being referred for recovery action and continued enrolment being placed under consideration by the School Principal and Managing Director.
- Any costs of recovery action being taken by the school will be charged to the outstanding account.
- Late payment of fees may result in cancellation of enrolment.



## Reddam ELS Lindfield - General Agreement

**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

**Parent(s)/Guardian(s),**

- I/We have correctly entered the details of my/our child at the top of this form.
  - I/We have checked Reddam's records of my/our child's medical, dental & immunisation information and can verify that they are current and correct.
  - I/We agree to supply an updated ACIR Immunisation History Statement prior to enrolment and supply Reddam ELS Lindfield with an updated Statement when additional vaccinations take place.
  - I/We have checked Reddam's records of our contact details and can verify that they are current and correct.
  - I/We are the parent(s)/guardian(s)/caregiver(s) of this student.
  - I/We hereby grant permission for this child to participate in educational tours, school excursions, sports and cultural activities and outings as arranged and sanctioned by Reddam ELS ('activities').
  - I/We understand that for each external excursion I will be required to sign a permission form allowing my child to attend.
  - I/We consent to Reddam ELS or its representative authorising any emergency treatment that may be considered necessary for this student.
  - I/We agree that I/we will be held liable for the payment for all emergency treatment authorised by Reddam ELS or its representative/s or arising in the course of the activities.
  - In consideration for providing the activities, I/We hereby unconditionally indemnify Reddam ELS and each of its employees and agents ('indemnified persons') against any claim by the student or by myself/ourselves, or by any person on behalf of the child, which may arise against an indemnified person for any loss or injury of any nature whatsoever which may be sustained by the child or by myself/ourselves, whether upon the school premises or otherwise, and whether in the course of the activities or otherwise.
  - I/We give permission for our telephone numbers and email addresses to be given to the class parent list under the provision that this information is not passed on to parties outside my child's year group.
  - Following confirmation of enrolment by Reddam ELS, and allocation of a place at the school, please note that one term's notice charge (8 weeks) will be payable, based on your approved enrolment pattern, should you not proceed with this enrolment and not provide the school with a minimum of 4 weeks' prior notice, in writing.
  - Once enrolment has commenced, one term's notice charge (8 weeks) is required, for any change to enrolment, or termination of enrolment.
  - I/We give permission for my child's image to be included in the following documentation:
    - Reddam Early Learning School Newsletter
    - Documentation of child's Learning Outcomes
    - Documentation of Early Learning School Program
    - Tapestry App
- If you do not give permission for your child's image to be included in any or all of the above documentation, please contact the Enrolment Officer, via email, to opt out. For more information about the documentation we use, please speak with the Enrolment Officer.

**Signed:**

_____ <b>Parent/Guardian Name</b>	_____ <b>Parent/Guardian Signature</b>	____ / ____ / ____ <b>Date</b>
_____ <b>Parents/Guardians Name</b>	_____ <b>Parent/Guardian Signature</b>	____ / ____ / ____ <b>Date</b>



## Reddam ELS Lindfield - 2023 Application Payment Form

Parent/Guardian Name \_\_\_\_\_

Child's Name/s \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Preferred Attendance Pattern

(Please circle relevant days)

Monday

Tuesday

Wednesday

Thursday

Friday

Preferred Start Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

(DD/MM/YYYY)

Application Fee

\$250 per child

Payment Method

Visa

☐

Mastercard

☐

Name of Cardholder \_\_\_\_\_

Card Number

\_\_\_\_\_

Expiry Date

\_\_\_\_ / \_\_\_\_

(MM/YYYY)

Signature of Cardholder \_\_\_\_\_

Amount to be deducted \$ \_\_\_\_\_ 250

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_