



### EARLY LEARNING – APPLICATION FOR ENROLMENT

Child's surname:	Given name/s: (English)	Hebrew name/s:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth: (copy of birth certificate to be attached)	Hebrew Birthday: (if unknown: time of birth including AM or PM)
Proposed year of entry:	<input type="checkbox"/> Less than One Year Old Room <input type="checkbox"/> One Year Old Room <input type="checkbox"/> Two Year Old Room	<input type="checkbox"/> Three Year Old Room <input type="checkbox"/> Four to Five Year Old Room

Please tick one attendance option required:

Full time – 5 days per week    Part time – Please circle which days (Minimum of 2 days):   Monday   Tuesday   Wednesday   Thursday   Friday

\* Part time attendance is not offered in the ECC for 4-5 years of age

Does the child have any siblings?    Yes    No

If yes   How many? .....   Siblings current age(s): .....

Is the student of Aboriginal or Torres Strait Islander origin? (Please tick)   (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No    Yes, Aboriginal    Yes, Torres Strait Islander

In which country was the student born?    Australia    Other (please specify) .....    Nationality? .....

Is the child an Australian Citizen?    Yes    No   Permanent Australian Resident?    Yes    No   Temporary Australian Resident?    Yes    No

Does the child speak a language other than English at home?

No (English only)    Yes (please specify) .....   Which language is most often spoken at home? .....

Does the **mother/guardian 1** speak a language other than English at home?

No (English only)    Yes (please specify) .....

**Mother/Guardian's 1 Name** .....

Does the **father/guardian 2** speak a language other than English at home?

No (English only)    Yes (please specify) .....

**Father/Guardian's 2 Name** .....

Is the student's immunisation schedule up to date?    Yes    No   \* Please provide Immunisation History Statement (provided by Medicare)

Please give a brief summary of the student's general health and If there is any particular health matter, which should be brought to the attention of KTC, please include details.

Does this student have any disability, medical condition or special needs which might:

- restrict her/his ability to participate in educational or co-curricular activities at preschool;
- mean that KTC will need to provide special services or facilities for him/her so that he/she can participate in educational or co-curricular activities; or
- endanger her/his health or safety at school, or the health or safety of others?

Has the child received, or is s/he currently receiving –

- occupational therapy
- speech therapy
- other therapy

- If you have ticked any of these boxes, please give details on a separate page and attach it to this form with any relevant supporting documents.

- KTC may require Medical evidence relating to the health of the child and/or any issues identified above.



**NOTES**

- This form should be completed, signed, dated and sent or given to the KTC office along with a non-refundable Registration Fee of \$50 per child.
- Please complete a separate form for each child.
- If KTC offers your child a place, you must accept this offer in writing and pay a Commitment Deposit of \$500 within 14 days, or the offer will lapse. (If the \$500 is not readily available, please contact the Enrolments Administrator to make arrangements for a payment plan.) Subject to our Enrolment Policy and Conditions, this deposit will also secure your child's place in Year K at KTC. The Commitment Deposit will be refunded to you when your child leaves KTC if your child has completed at least one year of Primary School at KTC. It will not be refunded if your child leaves KTC before that point.
- If your child's proposed year level is full, your child may be placed on a waiting list. At this stage a Commitment Deposit is not charged. As places in the year level become available, they will be offered to children on the waiting list.
- Enrolment is subject to KTC's Enrolment Policy and Conditions (see next page)

Mother/Guardian 1	Father/Guardian 2
Are you the natural mother of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the natural father of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please define your relationship .....	If no, please define your relationship .....
Surname:	Surname:
Title & given name:	Title & given name:
Date of Birth:	Date of Birth:
Hebrew name:	Hebrew name
Marital Status:	Marital Status:
Religion:	Religion:
Name of the Synagogue at which you were married:	Name of the Synagogue at which you were married:
City in which Synagogue you were married in is located:	City in which Synagogue you were married in is located:
Name of the Rabbi who officiated over wedding:	Name of the Rabbi who officiated over wedding:
Name of Synagogue(s) with which you are currently affiliated:	Name of Synagogue(s) with which you are currently affiliated:
Home address:	Home address:
Home phone:	Home phone:
Mobile:	Mobile:
Occupation:	Occupation:
Work address:	Work address:
Email address:	Email address:
Work phone:	Work phone:
Are you an Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you an Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No

**TO PROCESS THIS APPLICATION: THE FOLLOWING REQUIREMENTS MUST BE PROVIDED WITH THE RETURN OF THIS FORM**

- |   |  |
|---|--|
| <input type="checkbox"/> Non refundable application fee of \$50.00 (see below)  | <input type="checkbox"/> If not an Australian Citizen, a copy of the child's passport and Visa details |
| <input type="checkbox"/> A copy of the child's Birth Certificate  | <input type="checkbox"/> A copy of the child's Immunisation History (provided by Medicare)             |
| <input type="checkbox"/> A copy of the parent's Kesuva  | <input type="checkbox"/> Any relevant medical/diagnostic reports                                       |
| <input type="checkbox"/> If the parent has undergone a conversion to Judaism, please supply the Orthodox conversion certificate | <input type="checkbox"/> Both parents/guardians to sign and date where indicated                       |

**Payment of the \$50.00 Application Fee**

Cash     Cheque (**Payable to Kesser Torah College**)     Visa     MasterCard

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name on Card \_\_\_\_\_ CVC \_\_\_\_\_



# ENROLMENT POLICY AND CONDITIONS (Early Learning Centre)

1. Kesser Torah KTC ('KTC') offers places to Jewish students who it considers will contribute positively to the KTC community. Both acceptance into KTC and continued enrolment at KTC are at KTC's discretion.
2. KTC assesses applicants taking into account a range of factors, which generally include:
  - (a) the student's:
    - respect for KTC's ethos as an Orthodox Jewish day school;
    - commitment to and ability to participate in the KTC's educational program;
    - commitment to and ability to participate in the KTC's co-curricular program; and
    - all-round character; and
    - complying with such rules and directions as given by teachers and Senior Managers from time to time
  - (b) the student's family's commitment to enrolling their child for the duration of the KTC program. For example, due to the limited spaces available in the KTC Early Childhood Centres, KTC may reserve vacancies to be filled by students whose families are committed to sending their child to our Primary School.
3. Depending on the circumstances, KTC may also offer places to non-Jewish students who are working towards Orthodox Jewish conversion.
4. KTC seeks to meet the individual learning and other needs of all its students. Accordingly:
  - (a) KTC will only accept a student if it considers that its resources and facilities will be reasonably able to meet the student's needs;
  - (b) KTC may refuse to enrol a student who has special needs, if the accommodation of those needs would impose an unjustifiable hardship on KTC;
  - (c) KTC may review a student's enrolment from time to time and may cancel the enrolment if KTC considers that it can no longer appropriately meet the student's needs or to do so would impose an unjustifiable hardship on KTC; and
  - (d) If KTC may not otherwise be able to appropriately meet a student's needs, KTC may consider accepting an offer from the parents of the student to make payment (in addition to KTC's usual fees) for special programs or services, which are designed to meet those needs.
5. All families enrolling a child at KTC for the first time must provide a copy of the parents' or maternal grandparents' Kesuva (Marriage Certificate). This condition does not apply to parents who already have a child enrolled at KTC. Different conditions apply to adopted children.
6. Students must be assessed by KTC as being school-ready before they may progress from KTC Education and Care Centre to its Primary School. KTC will make its assessment based on its own information, and (if it considers this appropriate) an external assessment.
7. Enrolment is conditional on students and their families providing accurate relevant information to KTC, both before and after enrolment, including but not limited to, information about the student's immunisation status in accordance with government requirements from time to time.
8. If there is an outbreak of disease at KTC, KTC may without notice temporarily exclude any student who is not relevantly immunised.
9. Students in the Primary School and High School must:
  - (a) abide by KTC's rules in effect from time to time; and
  - (b) demonstrate satisfactory standards of effort, attitude and behaviour in order to continue at KTC and progress to the next year level. KTC considers that a student is deficient in any of these areas, KTC may require the student to be counselled, to repeat a year level, or to leave KTC.
10. Continuing enrolment is also conditional on a student's family:
  - (a) abiding by KTC's rules in effect from time to time;
  - (b) supporting KTC in its endeavours to deliver education to the student;
  - (c) complying with KTC fees policies and/or fees agreements; and
  - (d) generally cooperating with KTC in the interests of the student and the KTC

KTC may suspend and/or withdraw enrolment of any student if a member of the student's family has breached any of these conditions.
11. If a family wishes to remove a student from Kesser Torah College, the family must give KTC one term's notice in writing, or pay the equivalent of a term's fees in lieu of notice (irrespective of any fee assistance received by the family). Commitment Deposits paid will only be refunded on withdrawal if your child has completed at least one full year of Primary School at KTC. Commitment Deposits will not be refunded if your child leaves KTC before that point.
12. KTC may, at its discretion, vary this Enrolment Policy and Conditions from time to time without notice.

*I/we understand and accept the above policy and conditions of enrolment at Kesser Torah College. I/we understand that all information I/we have Provided on this form is accurate and that I/we have discussed everything relevant to my/our child's potential enrolment at KTC.*

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**Full name of parent/guardian 1 [circle one]**

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**Full name of parent/guardian 2 [circle one]**

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**Signature of parent/guardian 1**

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**Signature of parent/guardian 2**

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**Date**

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**Date**