

## TERMS OF ENROLMENT

*Dubbo Christian Preschool seeks to provide foundational, play-based learning, filled with Christ's love and teaching.*

### 1. AIMS

Dubbo Christian Preschool is a community committed to working with parents in developing and nurturing the God given abilities of each child.

The Preschool aims to provide a play-based program with experiences that develop gross and fine motor skills, social skills and spiritual development. In addition, it aims to extend these experiences to provide children with opportunities that grow them as individuals and developing members of a community in preparation for formal education.

### 2. SCOPE AND LIMITS OF THIS CONTRACT

We understand that this Letter of Offer is valid for a period of four weeks from the date of the letter. We understand that if we do not return the signed Letter of Offer including Consent Forms within four weeks, the Offer of a Place will expire. In this case, we understand that our child's position at Dubbo Christian Preschool will be offered to another family and our child will be placed on the Waitlist.

We understand that this enrolment contract applies to the Dubbo Christian Preschool Program only and does not imply acceptance into Kindergarten at Dubbo Christian School at the end of Preschool. We understand that a separate application process is required for entry into the K-12 program, and acknowledge the right of Dubbo Christian School to apply its enrolment policies and priorities to all K-12 applications.

### 3. COMPLYING WITH THE PRESCHOOL'S REQUIREMENTS OF CHILDREN AND THEIR FAMILIES

We agree to uphold the policies and procedures of the Preschool and other requirements as communicated to us from time to time.

#### ***Parents' support for the Preschool's policies***

We agree to support all Preschool policies and to cooperate with teachers and administrators in this regard and to support the principles, ethics and aims of the Preschool. Where possible, we will participate in parent activities.

#### ***Appearance and Preschool uniform/clothing***

We will support the Preschool Clothing and Footwear and Sun Protection Policies and ensure that our child's clothing is kept in good repair.

### 4. COMMUNICATION BETWEEN PARENTS AND THE PRESCHOOL

#### ***Preschool communications***

We acknowledge that under Australian law where this is relevant, both parents must receive information and be involved in decision-making about our child's education unless the courts have indicated otherwise.

We understand that the Preschool will send communications (such as newsletters and reports) to us at the address or addresses we supply on the Application to Enrol.

#### ***If our child has additional needs not disclosed at enrolment***

Additional Needs positions are allocated based on the needs of the child and as such are limited. This is so the Preschool can provide the best care for our child. We agree that we have disclosed any additional needs, diagnosis or pathway to diagnosis for our child and we

understand that if Dubbo Christian Preschool deem that our child falls into the category of Additional Needs and we have not disclosed this information, our child's position may be reviewed or changed.

***Advising the Preschool of changes***

We will inform the Preschool as soon as possible about anything that could affect our child's participation in the program and activities, including health issues or family circumstances. We will advise the Preschool of any matter which affects our child attending the Preschool, including our child's absence from the Preschool for any reason including illness, accident or travel.

We will advise the Preschool of any changes to contact details or residential addresses.

***Privacy***

We acknowledge that the Preschool will use the personal information it holds about our child and our family for any lawful activity and in keeping with the Preschool's Privacy & Confidentiality Policy as updated from time to time.

**5. MEDICAL MATTERS**

When necessary, and when the Preschool requests it, we will provide current health and medical information that is relevant to our child participating in and attending Preschool. We understand that the Preschool reserves the right to send a child home from the Preschool or require the child to be collected if he or she is too ill to remain at the Preschool, and that the Preschool can decide if this is the case.

***Medical emergencies***

In the event that our child needs urgent hospital or medical treatment of any nature and the Preschool is unable to contact us after making reasonable efforts, we authorise the Preschool to obtain ambulance and other emergency assistance. We indemnify the Preschool, its employees and agents in respect of such action.

**6. PRESCHOOL FEES**

***Paying fees***

We acknowledge that in enrolling our child at Dubbo Christian Preschool we have committed to paying Preschool Fees for the period of the Program and that we have carefully considered the financial commitment involved.

We understand that Preschool fees are charged on an annual basis. If our child is absent from Preschool we acknowledge that fees remain applicable, so long as our child remains enrolled.

We agree to pay the Preschool Fees, in accordance with the timetable set out in the Fee Schedule. We acknowledge that if the Preschool Fees are not paid within the period specified then the Preschool's procedures for recovery of outstanding debt as outlined in the Fees Policy will be commenced.

We acknowledge that if the Preschool Fees are not paid at the end of any term to which those fees apply the Director has the right to suspend or terminate our child's enrolment for the next term.

***Withdrawing our child from Dubbo Christian Preschool after accepting the offer of a place but before starting at the Preschool***

We acknowledge that if, after paying the Preschool Family Bond, we withdraw our child from Preschool at the start of the term and do not notify the Preschool of our intention at least two term weeks before the start of the term, two (2) term weeks of Preschool Fees will be payable.

***Withdrawing our child from Dubbo Christian Preschool after they have started attending the Preschool***

We acknowledge that if, after our child has started attending Preschool we decide to withdraw our child from Preschool we will give at least two (2) term weeks' notice in writing addressed to the Director before withdrawing our child. We understand that if we do not give this notice, two (2) term weeks' Preschool Fees will be payable.

***If our child is absent from Dubbo Christian Preschool for an extended period***

We acknowledge that Preschool Fees will not be refunded if our child is absent from the Preschool for extended periods due to sickness or injury. However, in this case, we may approach the Preschool to be considered for fee relief.

We also acknowledge that if we wish our child's place to be held open for reasons such as overseas travel, we will still be liable to pay the normal Preschool Fees.

We acknowledge that if we terminate the enrolment of our child within the last five (5) weeks of Term Four for any reason, we will still be liable to pay the Fees required for the remainder of the term.

***If the Preschool ends its relationship with us***

We acknowledge the Preschool's right to require us to remove our child from Dubbo Christian Preschool if the Preschool should conclude that the necessary relationship of trust and cooperation between us and the Preschool is irreparably damaged or if there is a risk of harm to others or our child. We understand that in these circumstances the Preschool Fees already paid for the term in which my child is required to leave will not be refunded. If Preschool Fees are still outstanding for the term during which we remove our child, we acknowledge these fees will remain payable.

**7. JOINT AND SEVERAL LIABILITY**

We understand that both parents in signing the Enrolment Confirmation and in accordance with the Terms of Enrolment accept joint and several responsibility for paying all Preschool Fees and ancillary charges.

We understand that "joint and several" responsibility for payment means that both parents are responsible to pay Preschool Fees. Accordingly, if one parent fails to pay the Preschool Fees the other parent can be held responsible, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. We accept that the Preschool will not enter into disputes arising from disagreements between parents over responsibility for paying Preschool Fees.

**8. INDEMNIFYING THE PRESCHOOL**

We agree to indemnify the Preschool against any claim, cost, damage or suit which another party brings against the Preschool arising out of our child failing to comply with the Preschool Policies and Procedures or any reasonable direction of a Preschool employee while at the Preschool.

We agree to be responsible for the cost of any damage our child causes to Preschool property.

**9. CHANGES TO TERMS OF ENROLMENT**

We understand the Preschool may amend the Terms of Enrolment from time to time and that any changes will be communicated to the Preschool community and will apply after 14 days from the date on which they are communicated in accordance with Regulation 172.