

ROSE BAY EARLY YEARS CENTRE
ENROLMENT INFORMATION



The Scots College
Sydney Australia



Quality educational long day care for 3 to 5 year old boys in a play-based learning framework informed by the Reggio Emilia philosophy.



Your son can learn and play at Rose Bay

As the pioneers of introducing the Reggio Emilia early childhood education philosophy in Sydney's Eastern suburbs, The Scots College opened its new Early Years Centre in Rose Bay in January 2013. The Centre specialises in the nurture and education of 3, 4 and 5 year old boys in a play-based learning framework informed by the Reggio Emilia philosophy whilst offering a longer day care option for working parents.

At Scots' Early Years Centre, each boy will be an active discoverer of his new and expanding world. The Reggio Emilia education philosophy models a partnership with children, teachers and parents in which learning occurs in a happy, fun, loving, caring and homely environment rich in opportunities for boys' discovery and learning.

Harnessing a boy's natural curiosity and energy, the educational day care program encourages each boy to explore and discover his world. Through the power of play, boys discover letters and numbers, words and counting, forming the foundations of literacy and numeracy.

In the Early Years Centre's supportive and active learning environment, every boy will learn to explore new ideas with confidence. The Centre's activities cater to growing boys' needs harnessing their natural curiosity, eagerness to learn and their love of communication with others. The Centre's facilities include an outdoor play area with soft fall areas, open and undercover play areas, sandpits and age relevant climbing and play equipment where boys can run, play and dance and explore their world and potential.

Scots' Early Years Centre offers world class opportunities with fully qualified specialist staff and the opportunity to secure long term enrolment at The Scots College guaranteeing the chance for your son to be a fine Scots boy.

Enrolment Process at the Early Years Centre

Parents enquire about enrolment



Enrolment information is sent



Parents return enrolment application
and other required information



College undertakes interviews



Application is processed and
enrolment decision is made



College makes offer or advises that
application was unsuccessful



Parents accept or decline offer

Two forms of enrolment are offered:

Short Term Enrolment – Upon offer and acceptance of a place, the payment of the refundable Short Term Enrolment Fee is a confirmed entry to the Rose Bay Early Years Centre campus only.

Long Term Enrolment – Upon offer and acceptance of a place, the payment of the non-refundable Long Term Enrolment Fee allows for ongoing enrolment into The Scots College, Bellevue Hill campus (K-12).



Application for Enrolment - Rose Bay Early Years Centre

Please attach one current passport sized photo of the student (except for infants)

Parent Details

Father

Surname: Title:

Given name(s):

Residential Address:
 Post Code:

Mailing Address: (if same as residential, write SAME)
 Post Code:

Industry:

Name of Company/Employer:

Position:

Telephone: (H)
(W)
(M)

Email:

Mother

Surname: Title:

Given name(s):

Residential Address:
 Post Code:

Mailing Address: (if same as residential, write SAME)
 Post Code:

Industry:

Name of Company/Employer:

Position:

Telephone: (H)
(W)
(M)

Email:

Student Details

Student's Surname: Given Names:
(Please underline preferred name to be used)

To Commence Year Level: In Calendar Year: Long Term Enrolment Short Term Enrolment

Transition Cubs: 2 Days 3 Days 5 Days Transition Lions: 2 Days 3 Days 5 Days

Date of Birth: / / Nationality: Country of Birth:
Day Month Year

Australian Citizen Yes No Will you be claiming the Child Care Benefit/Rebate? Yes No

Permanent Resident of Australia Yes No If so, please provide the following information:

but not an Australian Citizen Yes No *Child CRN Number

Aboriginal Yes No *Parent CRN Number

Torres Strait Islander Yes No Parent Date of Birth (CRN Number): / /
Day Month Year

Is the student a son of a Minister of Religion? Yes No

Religious Denomination

Language spoken at home

If you do not have a CRN number and wish to claim the Child Care Benefit/Rebate you will need to register with Centrelink.
*Customer Reference Number (CRN)

Name(s) of brother(s) presently enrolled at the College: Year Group: House:

Name(s) of brother(s) presently enrolled at the College: Year Group: House:

Name(s) of brother(s) on future enrolment register(s): Future Year Group: Future Calendar Year:

Siblings Not Currently Attending The Scots College

Student's Siblings Name: Age: Year: School:

Student's Siblings Name: Age: Year: School:

Divorced/Separated Families

The College is unable to involve itself in any family matters. Where natural parents are not living together, **both** parents will receive all communication from the College (regardless of financial responsibility) unless furnished with court orders that specify otherwise. Where relevant, please attach copies of family court or other court orders.

Father

Is the student a son of an Old Boy? Yes No

If Yes: House: _____
Alumni Year: _____

Is the grandfather an Old Boy? Yes No

If Yes: Name: _____
House: _____
Alumni Year: _____

Other family members who are Old Boys:

Relative: _____
House: _____ Alumni Year: _____
Relative: _____
House: _____ Alumni Year: _____

Mother

Is the student a grandson of an Old Boy? Yes No

If Yes: Name: _____
House: _____
Alumni Year: _____

Other family members who are Old Boys:

Relative: _____
House: _____ Alumni Year: _____
Relative: _____
House: _____ Alumni Year: _____

Does the student have any specific needs or disabilities that may impact on his ability to fully participate in the curricular or co-curricular programs provided by the College or any special talents which the College may need to accommodate? **These must be disclosed to ensure the College is able to meet your son's educational needs.** If you answered Yes, please detail in a separate statement. Yes No

In the past three years, has your child received, or is he currently receiving any of the following professional services:

Speech Therapist Psychologist Occupational Therapist
 Pediatrician Physiotherapist Others (please state) _____

I/We:

1. Apply to have the boy named in this application enrolled at The Scots College;
2. Understand that submitting an application form is not a guarantee that a place at the College will be offered in due course;
3. Acknowledge that, if an offer of a place is made, I/we will have to agree to the Conditions of Enrolment then in force and pay a non-refundable Entrance Fee;
4. Acknowledge that I/we have fully completed all relevant information and have supplied all necessary supporting material with this application.

Name of person(s) responsible for payment of fees: _____

Father's signature: _____ Mother's signature: _____

Guardian's signature: (if applicable) _____ Date: _____ / _____ / _____
Day Month Year

Signatures of both parents (or all guardians) are normally required. If this is not possible, please contact the Admissions Office.

Please return the following with your completed Application for Enrolment Form. Please note: The College requires, at the time of application, an Immunisation History Statement issued by the Australian Childhood Immunisation Register to be attached with the student's Application for Enrolment Form.

- Registration Fee (refer to Annual Fees Schedule) A copy of Birth Certificate
 Any information relevant to the child's education A copy of Immunisation Record
 Any medical diagnostic reports, details of medication and so forth relevant to the child's education at Scots

Please return your Application for Enrolment Form via email to admissions@tsc.nsw.edu.au.

**To: Admissions Office
The Scots College
Locked Bag 5001
Bellevue Hill NSW 2023
Australia**

Registration Fee – Credit Card Form

Credit Card Mastercard Visa Amex

Card No. _____

Cardholder Name _____

Expiry Date _____ CVC _____ Amount \$ _____

Signature _____



The Scots College
Sydney Australia

Conditions of Enrolment

These conditions are to be agreed to by parents or guardians when they accept an offer of a place for a boy at the College.

Fees

1. We agree to pay to the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Council and as published in the Fees Schedule – Early Years Centre Rose Bay.
2. The College may refuse entry to, or terminate the enrolment of a student whose fees are TEN weeks' in arrears.
3. All fees are payable in advance and **four** full weeks' notice must be given in writing to the Coordinator of the Early Years Centre and the Admissions Office before any student is withdrawn.
 - 3.1 **Short-Term Enrolment:** Should a Short-Term Enrolment fail to give the required notice (**four** weeks) for withdrawal, we agree and understand that the refundable Entrance Fee is no longer refundable and will be retained in lieu of notice.
 - 3.2 **Long-Term Enrolment:** Should a Long-Term Enrolment fail to give the required notice for withdrawal, **four** full weeks fees in lieu of notice will be payable. Please note the Entrance Fee remains non-refundable and non-transferable irrespective of whether the student commences at the College or not.
4. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. We authorise the school to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the College considers necessary.
6. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
7. We acknowledge that the Principal may exclude a student if they consider that a mutually beneficial relationship of trust and cooperation between a parent/ guardian and the College has broken down to the extent that it adversely impacts on that relationship.
8. Requests for leave from the Early Years Centre Rose Bay must be applied for in writing to the Coordinator of the Early Years Centre.
9. We understand that students must follow conventional standards of dress and appearance in accordance with what the College believes is the expectation of the College community.
10. We accept the College's discipline policy contained in the Early Years Centre Rose Bay Handbook for Parents. We agree to support the administration of the College's discipline policy. In particular, we accept that the Principal may in his absolute discretion suspend or dismiss the student for breaches of rules of discipline.
11. We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place.
12. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.
13. We understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during Early Years Centre Rose Bay opening hours and that we only make contact through the Early Years Centre Rose Bay reception.
14. We acknowledge that the student's personal property is not insured by the College, which does not accept any responsibility for loss.
15. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's functions or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development.
16. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College has a Privacy Policy dealing with the confidentiality of such information.
17. We understand that Academic reports, accessible through Pipeline, will be sent to the address notified by the parents or guardians. When parents are separated or divorced, reports will be sent to each parent (separate logins to be provided) unless there is an order of a court or an agreement which provides that reports are to be sent to one parent.
18. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We understand that if we have failed to disclose or not fully disclosed any material matter, either in the application form or subsequently, the College may, if the student is not enrolled, withdraw the offer or, if enrolled, terminate the enrolment without notice.
19. We also agree to complete the student's medical form accurately and provide annual updates for the Coordinator of the Early Years Centre.
20. We acknowledge the College requires, at the time of application, an Immunisation History Statement issued by the Australian Childhood Immunisation Register to be attached with the student's Application for Enrolment Form.
21. These Conditions of Enrolment apply to the Early Years Centre Rose Bay only and do not guarantee a place for the student at College.

General Conditions

Scots boys grow into fine men



The Scots College
Sydney Australia

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Phone: +61 2 9391 7600
admissions@tsc.nsw.edu.au
www.tsc.nsw.edu.au

CRICOS Provider
Code: 02287G
Name: The Presbyterian Church
(New South Wales) Property Trust