



# Preschool

ST JOSEPH'S HINDMARSH

56 Albemarle Street

West Hindmarsh SA 5007

Ph: 8424 6400

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## APPLICATION FOR PRESCHOOL ENROLMENT

***PLEASE NOTE: Acceptance for Preschool enrolment does NOT guarantee a place in the school Reception class.  
If you wish your child to proceed to Reception please complete a separate school  
'Application for Enrolment' form.***

***Please complete the details on this form to enrol your child in the preschool program.***

_____	
Family Name	Christian Name
<i>To begin:</i>	
Term: _____ Year: _____	Date of Birth: _____

Refer to the occupation groups listed below when completing the questions on pages 5 and 6.

Group 4 Other Occupations	Group 3 Trades and advanced/ intermediate clerical, sales and service staff	Group 2 Other business managers, arts/media/sportspersons and associate professionals	Group 1 Senior management in large business organisation, government administration and
<p><b>Drivers</b> mobile plant production/processing machinery other machinery operators.</p> <p><b>Hospitality staff</b> hotel service supervisor receptionist waiter bar attendant kitchenhand porter housekeeper</p> <p><b>Office assistants</b> typist word processing data entry business machine operator receptionist office assistant</p> <p><b>Sales assistants</b> sales assistant motor vehicle/caravan/parts salesperson checkout operator cashier bus/train conductor ticket seller service station attendant car rental desk staff street vendor telemarketer shelf stacker</p> <p><b>Assistant/aide</b> trades' assistant school teacher's aide dental assistant veterinary nurse nursing assistant museum/gallery attendant usher home helper salon assistant animal attendant</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> other ranks below senior NCO not included above</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> farm overseer shearer, wool/hide classer farm hand horse trainer nurseryman greenkeeper gardener tree surgeon forestry/logging worker miner seafarer/fishing hand</p>	<p><b>Tradesmen/women</b> Generally have completed a 4 year Trade Certificate, usually by apprenticeship All tradesmen/women are included in this group</p> <p><b>Clerks</b> bookkeeper bank/PO clerk statistical/actuarial clerk accounting/claims/audit clerk payroll clerk recording/registry/filing clerk betting clerk stores/inventory clerk purchasing/order clerk freight/ transport/shipping clerk bond clerk customs agent customer services clerk admissions clerk</p> <p><b>Skilled office staff</b> secretary personal assistant desktop publishing operator switchboard operator</p> <p><b>Skilled sales staff</b> company sales representative auctioneer insurance agent/assessor/loss adjuster market researcher</p> <p><b>Skilled service staff</b> aged/disabled/refuge/childcare worker nanny meter reader parking inspector postal worker/ courier travel agent tour guide flight attendant fitness instructor casino dealer/supervisor</p>	<p><b>Owner/manager</b> farm construction import/export wholesale manufacturing transport real estate business</p> <p><b>Specialist manager</b> finance Engineering Production Personnel industrial relations sales/marketing</p> <p><b>Financial services manager</b> bank branch manager finance/investment/insurance broker credit/loans officer</p> <p><b>Retail sales/services manager</b> shop petrol station restaurant/ club hotel/motel cinema theatre agency</p> <p><b>Arts/media/sports</b> Musician/ actor/ dancer/ painter/ potter/ sculptor Journalist/ author media presenter photographer/ designer/ illustrator proof reader sportsman/woman coach/ trainer sports official</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional</p> <p><b>Business/administration</b> recruitment/employment/ industrial relations/ training officer marketing/ advertising specialist market research analyst technical sales representative retail buyer office/project manager</p> <p><b>Defence Forces</b> senior Non-Commissioned officer</p>	<p><b>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</b></p> <p><b>Public service manager</b> (Section head or above), regional director health/education/police/fire services administrator</p> <p><b>Other administrator</b> school principal faculty head/dean library/museum/gallery director research facility director</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> management consultant business analyst accountant auditor policy analyst actuary valuer</p> <p><b>Air/sea transport</b> aircraft/ship's captain officer/pilot flight officer flying instructor air traffic controller</p>
<p><b>Parent's education, qualification and occupation</b></p> <p>The questions about each parent/guardian's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's Index of Educational Disadvantage (IED), which is linked to funding levels.</p> <p>In the future this information may be used to determine resource allocations to Preschools.</p>			

## Site details

St Joseph's Preschool, Hindmarsh

Previously / also enrolled at:

## Child personal details

Surname/  
Family name:

Gender:

Male

Female

First name:

Date of birth:

Middle name:

Date of birth (estimated)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Preferred name:

Main Contact  
Number:

Contact  
Type:

Mobile  
Home Phone

Religion:

## Address

### Child's residential address 1

Address:

Suburb/Town:

Postcode:

### Child's residential address 2 (If in shared care)

Address:

Suburb/Town:

Postcode:

## Cultural background

In which country was the child born?

Australia

Other

Please specify

If other, on what date did the child arrive in Australia?

If the child speaks a language other than English at home, what languages (including English) does the child speak?

Main language:

Other language/s:

What is the child's cultural background?

Does the site need to be aware of any cultural or religious requirement?

Yes

No

More information can be provided on page 8

Details:

Is the child of Aboriginal or Torres Strait Islander origin?

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Not Aboriginal or Torres Strait Islander

Not Stated

## Parental status

Select one option that best describes the child's family type

Two parents home

Sole Parent / Male

Guardian(s)

Shared parenting

Sole Parent / Female

Other

## School details

When will the child start school?

Month/Term:

Year:

Or date (if known)

Which school do you intend to send the child to?

## Custody

Is the child under the guardianship of the Minister for Education and Child Development (goM) or in alternative care?

No

Yes

If Yes, further details must be obtained from the confidential Families SA-DECD Information sharing form as supplied to the preschool site leader by the child's Families SA caseworker.

This form will provide the necessary information for data input.

Are there any current court-sanctioned residency, parental responsibility or contact orders relating to the child?

No

Yes

If Yes, On what date was the order issued?

Please attach a copy of the order for the preschool's records.

Details: More information can be provided on page 8

## Medical Conditions

**Does the child have a diagnosed medical condition that may require support?** Yes  No

If Yes, please tick relevant condition/s and provide details

(eg. inhaler for asthma, blood glucose monitoring for diabetes, Adrenaline auto-injector for anaphylaxis)

- Asthma
- Diabetes
- Continence
- Medication
- Oral drinking/eating
- Other (specify)

Details:

**Are there any health related dietary restrictions?** Yes  No

Details: *More information can be provided on page 8*

Medicine:

## Allergies

**Does the child have any allergies?** Yes  No

If Yes, please tick relevant allergy and provide details

- Bees
- Dairy Products
- Gluten
- Nuts
- Penicillin
- Other (specify)

Details:

**Are there any allergy related dietary restrictions?** Yes  No

Details: *More information can be provided on page 8*

Medicine (eg. Adrenaline auto-injector (Epi-pen) for anaphylaxis)

## Details of child's Doctor / Clinic

Doctor /Clinic name

Address:

Phone number:

Suburb/Town:

Postcode:

## Immunisations

Has the child received all scheduled immunisations?

Yes  No

(Note: Schedule as determined by Medicare National Immunisation Program, available from <http://www.medicareaustralia.gov.au/provider/patients/acir/schedule.jsp>)

**Note: If not, the child may need to be excluded from the site during outbreaks of some infectious diseases.**

## Health Care / Medical Management / Medication Plan

**If the child has any individual emergency or routine health care / medical management needs (e.g. seizure management, toilet support, diabetes management, supervision of medication, anaphylaxis first aid) the site will need a health care / medical management / medication plan from the treating doctor / health professional.**

Health care / Medical management plan attached

Yes  No

If not, it **MUST** be provided.

## Additional Needs & Diagnosed Disabilities

**Does the child have an additional need or diagnosed disability?**

Yes  No  If Yes, please provide details

- Autistic Disorder
- Significant challenging behaviour
- Global developmental delay
- Speech and language impairment
- Hearing impairment
- Visual impairment
- Physical impairment
- Undiagnosed significant need

Details:

*More information can be provided on page 8*

Agencies involved:

Contact person:

Phone number:

Email address:

Support received:

**Do you have any concerns about the child's development?**

Yes  No

(eg. behaviour, personal care needs, language skills)

If Yes, please provide details.

*More information can be provided on page 8*

**Parent 1 / Guardian 1**  
(Birth or Adoptive parent)

Relationship to child:

Religion:

Main caregiver

Contact priority

Contact details must be provided

Account payee

If someone other than Parent 1/ Guardian 1 or Parent 2 / Guardian 2 is the account payee, please complete the section on page 7

It will be presumed that persons listed as parents/guardians will be also be Emergency Contacts and are Authorised to collect the child unless otherwise stated.

**Name**

Mr/Mrs/Ms/Other

First name:

Surname/  
Family name:

Gender:

Male

Female

**Correspondence**

If Parent 1/ Guardian 1 does not reside with the child, please indicate the type of correspondence this person wishes to receive:

Child reports

Site information (e.g. newsletters)

Preferred method of receiving this correspondence

In writing

Email (provide email address)

**Employment**

Current Employment Status

- Employed (casual)  
 Employed (full-time)  
 Employed (parental leave)  
 Employed (part-time)  
 Homemaker (not employed in paid workforce)  
 Other  
 Pension or benefit recipient  
 Self-employed  
 Student  
 Unemployed

What is the occupation group of Parent 1 / Guardian 1?

Please select the appropriate parental occupation group from the list on page 2.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' above

**Contact Details**

Mobile phone:

Home phone:

Work phone:

Email address:

**Education**

What is the highest year of primary or secondary school Parent 1 / Guardian 1 has completed?

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent or below

(For persons who have never attended school, select 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent 1/ Guardian 1 has completed?

- Bachelor Degree or above  
 Advanced Diploma / Diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

Refer to page 2 for more information about these questions and how the information is used.

**Address**

**Residential address**

Same as child's residential address 1 recorded on page 3

Same as child's residential address 2 recorded on page 3

If Parent 1/ Guardian 1 does not reside with the child please provide

Address:

Suburb/Town:

Postcode:

**Mailing address** (if different from residential address)

Address:

Suburb/Town:

Postcode:

**Languages spoken & Cultural background**

If Parent 1 / Guardian 1 speaks a language other than English at home, what is the main language spoken?

Does Parent 1 / Guardian 1 require an interpreter? No  Yes

What is the cultural background of Parent 1/ Guardian 1?

**Parent 2 / Guardian 2**  
(Birth or Adoptive parent)

Relationship to child:

Religion:

Main caregiver

Contact priority

Contact details must be provided

Account payee

If someone other than Parent 1/ Guardian 1 or Parent 2 / Guardian 2 is the account payee, please complete the section on page 7

It will be presumed that persons listed as parents/guardians will be also be Emergency Contacts and are Authorised to collect the child unless otherwise stated

**Name**

Mr/Mrs/Ms/Other

First name:

Surname/  
Family name:

Gender:

Male

Female

**Correspondence**

If Parent 2 / Guardian 2 does not reside with the child, please indicate the type of correspondence this person wishes to receive:

Child reports

Site information (e.g. newsletters)

Preferred method of receiving this correspondence

In writing

Email (provide email address)

**Employment**

Current Employment Status

- Employed (casual)
- Employed (full-time)
- Employed (parental leave)
- Employed (part-time)
- Homemaker (not employed in paid workforce)
- Other
- Pension or benefit recipient
- Self-employed
- Student
- Unemployed

What is the occupation group of Parent 2 / Guardian 2?

Please select the appropriate parental occupation group from the list on page 2.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' above

**Contact Details**

Mobile phone:

Home phone:

Work phone:

Email address:

**Education**

What is the highest year of primary or secondary school Parent 2 / Guardian 2 has completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

(For persons who have never attended school, select 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent 2/ Guardian 2 has completed?

- Bachelor Degree or above
- Advanced Diploma / Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

Refer to page 2 for more information about these questions and how the information is used.

**Address**

**Residential address**

Same as child's residential address 1 recorded on page 3

Same as child's residential address 2 recorded on page 3

If Parent 2/ Guardian 2 does not reside with the child please provide

Address:

Suburb/Town:

Postcode:

**Mailing address** (if different from residential address)

Address:

Suburb/Town:

Postcode:

**Languages spoken & Cultural background**

If Parent 2 / Guardian 2 speaks a language other than English at home, what is the main language spoken?

Does Parent 2 / Guardian 2 require an interpreter? No  Yes

What is the cultural background of Parent 2/ Guardian 2?

# Emergency contacts if parent or guardian cannot be contacted

Note: Includes authority to collect the child and permission to provide overnight care  
(at least one emergency contact must be provided)

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

## Account payee

If other than Parent 1/ Guardian 1 or Parent 2 / Guardian 2

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

## Authority to collect child only

Note: Authorised to collect the child but not to be contacted in an emergency  
(e.g. child care centre staff)

Relationship:  Contact priority:

Name:

Gender:  Male  Female

Mobile phone:

Home phone:

Work phone:

Address:

Suburb/Town:  Postcode:

## Other children in the family

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/Female (please circle) School/Occupation if applicable: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/Female (please circle) School/Occupation if applicable: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male/Female (please circle) School/Occupation if applicable: \_\_\_\_\_

Please state your reasons for choosing this Catholic Preschool for your child's education:

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Please name other child care/education experiences and date attended: \_\_\_\_\_

**OTHER RELEVANT INFORMATION**

Additional Details - 1

This information relates to:

- Cultural or religious requirements
- Medical conditions
- Additional needs
- Custody
- Allergies
- Developmental concerns

Additional Details - 2

This information relates to:

- Cultural or religious requirements
- Medical conditions
- Additional needs
- Custody
- Allergies
- Developmental concerns

Any other information

**FAMILY – PRESCHOOL RELATIONSHIPS**

The Preschool operates under the auspices of, and is accountable to, the School Board. The School Principal is responsible for the administration of the Preschool and because of the important place that family/Preschool relationships occupy in your child’s development the Catholic Preschool undertakes to –

- Support the continuing faith development of your child.
- Provide the conditions for regular and close liaison between the child’s family and Preschool staff.
- Build on the child’s family experiences by offering a variety of play and social experiences.
- Offer parents/caregivers opportunities to meet, socialise and support each other.
- Provide information to parents/caregivers about community support services.
- Provide opportunities for parent/caregivers to increase their knowledge about how children develop and learn.

**PARENT/GUARDIAN DECLARATION**

- In enrolling my child at this Preschool I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
- I/we accept that support of school staff and co-operation concerning school activities is essential.
- I/we accept that we will abide by school polices as amended from time to time.
- I/we accept the importance of the family/Preschool relationship as outlined.
- I/we accept that the Preschool reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School.
- I/ we accept responsibility for the payment of tuition fees and other costs associated with the education of my/ our child as determined and amended from time to time by the Preschool
- I/we accept that the Preschool does not accept liability for damage or loss of any personal possessions of students and that insurance for students’ personal possessions is my responsibility.

**Parent/ Guardian Signatures**

I / We understand that the entitlement to DECD funded preschool is for an average of 15 hours per week over 40 weeks of the year.

I / We declare that the child I am / we are enrolling is not already accessing a DECD funded preschool program with an entitlement of 15 hours per week from another service provider.

If the child is accessing another DECD funded preschool program, please provide details:

I/ We authorise education and care staff to seek:

- medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- transportation of the child by ambulance service.

**I / We certify that all information given is true and accurate. I acknowledge and accept all of the terms and conditions.**

Signature of Parent 1 / Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent 2 / Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Preschool Enrolment Form are incorporated into and form part of the Enrolment Contract.

Please attach a copy of the following documents (if applicable)

- \* A copy of the birth certificate or extract from it
- \* Baptismal certificate
- \* Any court order or related information
- \* Documentation relating to special needs (any reports, action plans, etc)



## COLLECTION OF INFORMATION - PRIVACY STATEMENT

The Department for Education and Child Development (DECD), on behalf of the South Australian and Australian Governments, provides our service with funding to support the provision of a preschool program for children in their year before full time schooling. As part of this arrangement, DECD requires this service to provide information about your child for funding assessment and reporting purposes. Personal information that we are required to submit to DECD for children accessing the preschool program is as follows:

- Full Name of Child
- Child's Gender
- Child's Date of Birth
- Usual Residential Address of Child
- Full Name of Child's Parent(s)/Guardian(s)

### INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by this service about children and their parent(s)/guardian(s), for example, information requested on child enrolment forms.

Some of the information requested in this form is to enable DECD to:

- assess and to provide all preschool funding entitlements (under the provisions of Universal Access to Early Childhood Education Funding and Service Agreement);
- collect necessary statistical information and undertake analysis of the composition of the child population; and
- meet reporting requirements, including to the Australian Government.

If organisations are contracted on behalf of DECD to undertake tasks that require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

Only unidentifiable data is reported to the Australian Government. In accordance with the South Australian Government Information Privacy Principles, no personal information is reported publicly that could identify individuals. Further information about the Information Privacy Principles can be found at:

<http://www.archives.sa.gov.au/privacy/principles.html>

The information collected in enrolment forms provided to DECD is stored securely in DECD databases. The management of this information is governed by State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the *'Information Privacy Principles'* (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the *Information Privacy Principles* or in accordance with the information sharing guidelines, DECD will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above:

\_\_\_\_\_  
Parent/ Guardian 1

\_\_\_\_\_  
Parent/ Guardian 2

## INFORMATION PRIVACY STATEMENT - (DECD)

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms. The information requested in this form is to enable DECD to:

- undertake administration and care responsibilities including maintaining emergency contact information communicate with you about important matters
- provide first aid and plan for child/student health support requirements provide all resource entitlements
- collect necessary statistical information and undertake analysis of the composition and performance of the child/student population
- meet reporting requirements, including to other government authorities and funding agencies.

If organisations are contracted on behalf of DECD to undertake tasks that require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

**The Education and Care Services National Regulations require enrolment records to include the information marked with an asterisk (\*) for each child.** Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school/preschool for planning and resourcing decisions.

Only unidentifiable data is reported to the Australian Government. In accordance with State Government privacy principles (<http://www.archives.sa.gov.au/privacy/principles.html>), no personal information is reported publicly that could identify individuals.

The information provided in enrolment forms is stored securely in local school/preschool and DECD databases. While your child is enrolled in a DECD site, other information will be gathered relating to your child's education and wellbeing, for example, records of learning progress, absences from preschool, behaviour, health and social development reports, observations and assessments. The management of this information is governed by State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the information privacy principles (see reference above). Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the information sharing guidelines (see below), DECD will not otherwise disclose the information to others without your consent.

## INFORMATION SHARING STATEMENT - (DECD)

Information concerning you and/or your child/ren can and will be shared in DECD, which includes all preschools and schools. There will be occasions where sharing information with others outside DECD will be important to your child's educational progress, safety or wellbeing. In these circumstances, DECD follows the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. [www.gcyp.sa.gov.au](http://www.gcyp.sa.gov.au). Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- it is unsafe / impossible to gain consent or consent has been refused *and*
- without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/guardians and other agencies/services to achieve that aim. Parents/guardians are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- by using the 'any other information' section of this form, and/or
- in discussion with staff at the time of enrolment
- and/or in discussion with staff at any time in the future.

# INFORMATION PRIVACY AND SHARING STATEMENT

## ST JOSEPH'S PRESCHOOL HINDMARSH

### RELEASE OF INFORMATION

1. The Preschool respects the privacy of personal and sensitive information regarding your family. The Preschool collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the Preschool. The primary purpose of collecting this information is to enable the Preschool to provide schooling for your child. A copy of the School's Privacy Policy is enclosed.
2. In situations where parents are separated, it is the policy of the Preschool to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School will abide by any court orders which prevent the release of such information.
3. Some of the information the Preschool collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The Preschool from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes information being disclosed to other Catholic schools and preschools, government departments, the South Australian Commission for Catholic Schools, Catholic Education Offices, the local parish, medical practitioners and people providing services to the School including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
6. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The Preschool from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information about student activities and other news is published in the School/Preschool newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the Preschool/School. 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 School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the Preschool/School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the Preschool with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

***I have read and understand the Information and Sharing Statements for St Joseph's Hindmarsh Preschool and for the Department for Education and Child Development (DECD)***

\_\_\_\_\_  
Signature of Parent 1/ Guardian 1

\_\_\_\_\_  
Signature of Parent 2/ Guardian 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date