



APPLICATION TO ENROL IN HOLY FAMILY (CORPUS CHRISTI PARISH) Early Learning and Care Centre

INFORMATION PACKAGE

INTRODUCTION

In 2009 the Catholic Education Office of the Archdiocese of Canberra and Goulburn will open a pilot preschool and care centre at Holy Family Primary School, Gowrie. The establishment of this centre will be the first time the CEO has offered care and education to preschool age children. In all likelihood, this concept will be extended to other schools throughout the Archdiocese, subject of course, to the success of this pilot and to identified community need.

GENERAL INFORMATION

1. The Centre will be known as the Holy Family (Corpus Christi Parish) Early Learning and Care Centre, and will cater for children who would be entering Kindergarten (the first year of school) in the following year.
2. The Centre will offer both long day care and preschool programs.
3. The Centre will operate five days per week for 50 weeks per year from 7:30am until 6:00pm.
4. The first day of operation will be **Monday 2 February 2009**.
5. Fees and charges will be comparable with local early care centre fees.

ENROLMENT INFORMATION

1. Generally preference will be given to families seeking early learning and full day care and enrolment priority will be determined in accordance with The Catholic Education Office Early Learning and Care Policy.
2. The minimum enrolment age is 4 years by 30 April in the year of enrolment.
3. A non-refundable enrolment application fee of \$50 is payable on acceptance of a place.
4. Enrolments for 2009 will open **3 September 2009** and will close on **24 September 2009**.
5. Application Forms may be lodged in person at the Front Office of Holy Family Primary School or mailed to Holy Family Primary School Castleton Crescent Gowrie ACT 2904.
Enrolment interviews will be held at Holy Family Primary School on a date to be arranged.
6. Advice regarding success or otherwise of enrolment applications will be forwarded by mail to families no later than **24 October 2008**.

CURRICULUM

The preschool program will be based on the Every chance to learn Curriculum framework for ACT schools - Preschool to Year 10 and will be taught by qualified Early Childhood teachers.

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ENROLMENT INFORMATION COLLECTION NOTICE

1. The Early Learning and Care Centre ("The Centre") will collect personal information, including sensitive information, about children and parents or guardians before and during the course of a child's enrolment. The primary purpose of collecting this information is to enable care to be provided for your son/daughter.
2. Some of the information collected is to satisfy the Centre's legal obligations, particularly to enable the discharge of its duty of care.
3. Certain laws governing or relating to the operation of care centres require that certain information be collected. These include Public Health and Child Protection Laws.
4. Health information about children is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The Centre requires medical reports about children from time to time.
5. From time to time personal and sensitive information is disclosed to others for administrative and educational purposes. This includes disclosure to government departments, Catholic Education Offices and schools, the Catholic Education Commission, your local Archdiocese and the parish, medical practitioners, Centacare and people providing services to the school, including specialist visiting teachers, carers, coaches and volunteers.
6. If the information referred to above is not obtained, enrolment or continued enrolment of your son/daughter may not be able to continue.
7. Personal information collected from children is regularly disclosed to their parents or guardians. On occasions information such as student activities and other news is published in school, college or Archdiocesan newsletters and magazines.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting The Centre. 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 Centre's/ Archdiocese's duty of care to the child, or where children have provided information in confidence.
9. From time to time Catholic schools within the Archdiocese engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in The Centre's and the Archdiocese's fundraising activities. Your personal information will not be disclosed to third parties for their own marketing purposes without your consent.
10. Your contact details may be included in The Centre's/Archdiocesan contact lists and directories. If you do not agree to this you must advise The Centre now.
11. If you provide the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information and why, that they can access that information if they wish and that the information is usually not disclosed to third parties.

FOR FURTHER INFORMATION CONTACT

Catholic Education Office
PO Box 3317 Manuka ACT 2603
Phone (02) 6234 5455
Email: reception@cg.catholic.edu.au

or

Holy Family Primary School Gowrie
Phone (02) 62921222
Email: office@hfpps.cg.catholic.edu.au