

Please return this form to Port Douglas Community Kindergarten
On the Grounds of Port Douglas State School

Form SO:05.02. F1 Branch Kindergarten wait list application



Policy – Enrolment

Area – Service Operations

Kindergarten name (please nominate service name): Port Douglas Community Kindergarten
4 Endeavour St, Port Douglas, Phone: 4098 5811.

This wait list form is for **C&K Kindergarten services only**.

Please read before completing this form

1. Lodgement of this form does not guarantee your child will be offered a place.
2. This form is a wait list application only. If your child is offered a place, we will ask you to complete an enrolment form to formalise the enrolment for your child.
3. Please submit a separate form for each child.
4. Please write BLOCK LETTERS. info@portdouglasskindergarten.com.au 4 Endeavour St, Port Douglas
5. Once completed, you can submit this form by email (enrolments@candk.aqn.edu.au), by mail (~~Attention: C&K Central Enrolments, 237 Gympie Road, Kedron QLD 4031~~) or hand deliver to the service.
6. A range of information is gathered for legislative and statistical purposes. Please complete all sections of this form to help us process your application as soon as possible.
7. Please indicate whether this form is a new application or an amendment to an existing application by ticking the applicable box below:

New application

Amendment to an existing application

Child

First name: _____ Last name: _____

Date of birth: _____ Gender: Male Female Child's CRN* (if known): _____

Home address: _____

Suburb: _____ State: _____ Postcode: _____

Year of commencement – please tick the relevant year according to your child's date of birth

- | | |
|---|---|
| <input checked="" type="checkbox"/> 2018 (born 1 July 2013 – 30 June 2014) | <input type="checkbox"/> 2021 (born 1 July 2016 – 30 June 2017) |
| <input type="checkbox"/> 2019 (born 1 July 2014 – 30 June 2015) | <input type="checkbox"/> 2022 (born 1 July 2017 – 30 June 2018) |
| <input type="checkbox"/> 2020 (born 1 July 2015 – 30 June 2016) | <input type="checkbox"/> 2023 (born 1 July 2018 – 30 June 2019) |

Parent / guardian

First name: _____ Last name: _____

Gender: Male Female Relationship to child: _____

Parent's CRN* (if known): _____

Phone (mobile preferred): _____

 Email address: _____

Are you a C&K employee? Yes No If yes, please provide your payroll / staff no: _____

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Do you or your child identify as:

- | | |
|---|--|
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Aboriginal and Torres Strait Islander |
| <input type="checkbox"/> Torres Strait Islander | <input type="checkbox"/> South Sea Islander |
| <input type="checkbox"/> Not Indigenous | <input type="checkbox"/> Decline to Answer |

Does your child have an additional need or medical condition? YES NO

If YES, please provide details below. This information will be used to support your child if an enrolment offer is made.

How did you find out about C&K?

- | | | |
|---|---|--------------------------|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> C&K website | <input type="checkbox"/> |
| <input type="checkbox"/> Existing C&K service | <input type="checkbox"/> Internet search | <input type="checkbox"/> |
| <input type="checkbox"/> Yellow pages | <input type="checkbox"/> Social Media (please specify): _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Flyer / brochure | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> |

Waitlist application agreement

- I have provided correct information and agree to notify C&K if my circumstances change.
- I understand that the information I have provided will be used for the purposes of being considered for a place in a C&K service.
- I give permission for my details to be provided to other C&K services / Central office for the purpose of enrolment.
- I understand that C&K regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal guardian of the child and have authority to provide information contained in this form.
- I acknowledge that by completing this wait list application it does not confirm a placement at a C&K service.

Parent / guardian signature: _____ **Date:** _____

What happens next? A Kindy team member ✓

Once your application is received, C&K Central Enrolments may contact you to discuss your application which may include a request for further information and / or clarification. ~~C&K Central Enrolments will contact you when a position becomes available.~~ For further information regarding your application please contact ~~C&K Central Enrolments (07) 5513 2503 / enrolments@canrk.asn.au~~ Port Douglas Community Kindergarten on 4098 5811.

* Customer reference number obtained from the Family Assistance Office or Medicare.