



# EARLY LEARNING CENTRE APPLICATION FORM



WILDERNESS  
SCHOOL

ALWAYS *True*



A young girl with brown hair, wearing a blue and white striped long-sleeved shirt, is painting on a white canvas. She is holding a paintbrush and dipping it into a jar of brown paint. On the table, there are various art supplies including a palette with blue and green paint, a jar of yellow paint, and a white star-shaped object. The background is a dark wooden table.

# GIVING GIRLS A LOVE OF LEARNING.

Three simple steps to a successful application

**1**  
Read the conditions  
of enrolment

**2**  
Complete the  
application section

**3**  
Tear off and post your  
completed form and non  
refundable application  
fee of \$100 or scan and  
email the form with the  
payment receipt number



# EARLY LEARNING CENTRE POLICY

## MAMIE BROWN HOUSE ENROLMENT

### VALUES

This policy applies to all children of preschool age enrolling at this centre. This school is committed to equal access for all children within the guidelines of the Priority Placement System.

### REQUIREMENTS

- Children will have turned three by the date of entry to the Mamie Brown Centre.
- Children will be toilet trained prior to commencement.
- Parents are required to complete a Medical History Form and any additional medical documentation as required by Wilderness School, prior to commencement.
- All applications will be on the standard Application Form.
- All applications must be accompanied by an application fee as determined by Wilderness School. This is non-refundable and does not guarantee a place.
- Wilderness School reserves the right to withdraw any offer made if it determines that the Terms and conditions have not been met.

### PROCEDURE OF PLACEMENTS

The following placement procedures apply to all children attending the Mamie Brown House.

- All children will be allocated a commencement date determined by their chronological age.
- All children who turn three years of age during the first three weeks of Term 1 or 2 are able to start the week after their birthday.
- All children who turn three years of age within weeks 4-11 of Term 1 or 2 will commence the following Term.
- All children are expected to progress into the Annie Brown House the following academic year. Parents of children with additional needs whose academic and social development is assessed by Wilderness School will be contacted in Term 4 to discuss their child's year of entry to the Annie Brown House.
- Children who turn three during the months of July, August or September may be eligible to enrol in the Early Mamie Program during Terms 3 & 4 of that year subject to availability. This program is run during school Term on a Monday morning. Children attending the Early Mamie Program will commence in the Mamie Brown House in the following academic year.

### APPLICATION PROCEDURES

- A parent wishing to seek a placement for their child in the Mamie House must submit their Application Form. All registration forms are then considered in accordance with the Priority Placement System.
- During Term 1 in the year prior to the child's commencement date, parents will be sent a request form asking families to request the days they wish their child to attend.
- Parents will have 10 days to return this form with all sections completed.
- Parents are then requested to make an appointment time to meet with the Deputy Head of Early Years.
- Once completed, Wilderness School will send an official confirmation of the place and sessions.
- All other applications received after this time will be offered placements where there is availability; however the Priority Placement System will no longer apply.

### SESSIONS

- Sessions must be selected by parents upon registration. These can be negotiated prior to commencement, where places are available.
- Children can attend a minimum of two sessions a week.

### PRIORITY PLACEMENT SYSTEM

- During Term 1, the Placement Panel, which includes the Principal, Head of Junior School, Deputy Head of Early Years and Academic Registrar, shall meet to allocate and prioritise placements.
- Preference in respect of applications is given in the following order: 1. Girls who have/had siblings attend Wilderness School. 2. Girls who have enrolled in the Reception class at Wilderness School.
- Any other eligible applicant will join the waiting list in the order of applications received. Wilderness School reserves the right to vary the Priority Placement System as required. Any such variation will be undertaken with the approval of the Principal.

### BILLING PROCEDURE

- Each family will be billed at the beginning of each Term based on the sessions placed for each child.
- If sessions increase from those originally scheduled, then the billing will increase accordingly when the change is effective. If however, a session/s is no longer required, an adjustment will not take effect until the following Term, when the parent will be billed at the revised session bookings.
- A credit will not be given for sessions no longer required within the Term. Refunds for leaving the Mamie Brown House part way through a Term are not given, including holiday leave.
- Once notification of sessions has been confirmed by Wilderness School, families will be required to give one Term's notice should the session requirements change.

## ANNIE BROWN HOUSE ENROLMENT

### VALUES

This policy applies to all children enrolling at this centre in the year before they commence in Reception class. This school is committed to equal access for all children within the guidelines of the Priority Placement System.

### REQUIREMENTS

- Children will attend the Annie Brown House in the year prior to commencement in Reception class, as determined by Wilderness School.
- If the child has previously attended the Mamie Brown House and is already registered for Reception class, then they are already allocated a placement in the Annie Brown House provided they accept their placement one Semester before commencement.
- If the child has not attended the Mamie Brown House then parents are required to complete a Medical History Form and any additional medical documentation as required by Wilderness School, prior to commencement.
- All applications will be on the standard Application Form.
- All applications must be accompanied by an application fee as determined by Wilderness School. This is non-refundable and does not guarantee a place.
- Wilderness School reserves the right to withdraw any offer made if it determines that the Terms and conditions have not been met.

### PROCEDURE OF PLACEMENT

The following placement procedures apply to all children attending the Annie Brown House:

- All children will be allocated a commencement date determined by their chronological age.
- All children who turn 4 years of age prior to June 30 of the school year of attendance will commence in Week 1 of Semester 1.
- All children are expected to progress into the Reception class at the end of the academic year.
- All children enrolled in the Annie Brown House are required to attend a minimum of two sessions per week.

### Application Procedures for Parents of Children Who Have Attended the Mamie Brown House

- A child with a completed and signed Application Form for attending the Mamie Brown House will not be required to complete another Application Form or pay another non-refundable application fee.
- All application forms are considered in accordance with the Priority Placement System.
- During Term 1 of the year prior to commencement parents will be sent a request form asking families to request the days they wish their child to attend.
- Parents will then have 10 days to return this form with all sections completed.
- Once received, Wilderness School will send an official confirmation of the place and sessions.
- All other applications received after this time will be offered placements where there is availability; however the Priority Placement System will no longer apply.
- Late applications will not be considered in accordance with the **Priority Placement System**.
- Any outstanding fees from the Mamie Brown House will be paid in full prior to commencement at the Annie Brown House; otherwise the offer of placement may be withdrawn.

### Application Procedures for Parents of Children Who Have Not Attended the Mamie Brown House

- A parent wishing to seek a placement for their child in the Annie Brown House must submit their Application Form. All application forms are then considered in accordance with the Priority Placement System.
- During Term 1 in the year prior to the child's commencement date, parents will be notified of an offer of placement, where availability permits.
- Parents will then have 10 days to return this form with all sections completed.
- Parents are then requested to make an appointment time to meet with the Deputy Head of Early Years.
- Once completed, Wilderness School will send an official confirmation of the placement.
- All other applications received after this time will be offered placements where there is availability; however the Priority Placement System will no longer apply.

### DAYS OF ATTENDANCE

Children can attend a minimum of two days a week in the Annie Brown House, which is open from 8.30-3.25pm Monday to Friday.

### PRIORITY PLACEMENT SYSTEM

- All children progressing into the Annie Brown House from the Mamie Brown House shall be offered a placement where places are available. In a case where there is not a place available for all then priority will be given as below.
- Preference in respect of all other applications is given in the following order: 1. Girls who have/had siblings attend Wilderness School. 2. Girls who have enrolled in the Reception class at Wilderness School.
- Any other eligible applicant will join the waiting list in the order of applications received. Wilderness School reserves the right to vary the Priority Placement System as required. Any such variation will be undertaken with the approval of the Principal.

## SPECIAL ENROLMENT PROCEDURES

All decisions relating to a child deferring a year of entry to Reception are:

- Made by an Academic Panel in consultation with the child's parents. This panel may include the Principal, Head of the Junior School, Deputy Head of Early Years, Annie Brown House Coordinator, School Counsellor and Learning Support Coordinator.
- Subject to enrolment numbers.

### BILLING PROCEDURE

- Each family will be billed at the beginning of each Term based on the days placed for each child.
- If days increase from those originally scheduled, then the billing will increase accordingly when the change is effective. If however, a day is no longer required, an adjustment will not take effect until the following Term, when the parent will be billed at the revised day bookings.
- A credit will not be given for days no longer required within the Term. Refunds for leaving the Annie Brown House part way through a Term are not given, including holiday leave.
- Once notification of days has been confirmed by Wilderness School, families will be required to give one Term's notice should the day requirements change.

### RECEPTION PLACEMENT

Any outstanding fees from the Annie Brown House will be paid in full prior to commencement in Reception; otherwise the offer of placement may be withdrawn.

### PRIVACY POLICY – STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools
  - government departments
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
  - medical practitioners
  - people providing administrative and financial services to the School
  - people providing educational, support and health services to the School, including specialist visiting teachers, counsellors and sports coaches
  - providers of learning and assessment tools
  - recipients of School publications
  - students' parents or guardians
  - anyone individuals authorise the School to disclose information to
  - anyone to whom we are required to disclose the information by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Further details about the collection of personal information is set out in the School's Privacy Policy, which is available on the School's website [www.wilderness.com.au](http://www.wilderness.com.au) or from Wilderness School email [info@wilderness.com.au](mailto:info@wilderness.com.au) or phone 8344 6688.

# APPLICATION FORM

Please send your application along with the non-refundable \$100 fee to:

The Registrar  
Wilderness School  
PO Box 93  
Walkerville, SA 5081  
OR registrar@wilderness.com.au

If you prefer to make payments electronically:  
ANZ Bank  
13 Grenfell Street, Adelaide  
BSB: 015 010  
Account No: 4017 36393  
  
\*Please ensure to identify payment with student surname and given name.

## STUDENT DETAILS

Family Name	
Given Names	Preferred Name
Home Address	
	Postcode
Postal Address	
	Postcode
Date of birth	Nationality
Country of birth	Language/s spoken at home

## PARENT/GUARDIAN DETAILS

PARENT/GUARDIAN 1	
Title	
Family Name	Preferred Name
Given Name	
Home Address	
	Postcode
Postal Address	
	Postcode
Phone (Home)	
(Mobile)	
(Work)	
Email	
Occupation	
Employer	
Nationality	
Language spoken at home	

PARENT/GUARDIAN 2	
Title	
Family Name	Preferred Name
Given Name	
Home Address	
	Postcode
Postal Address	
	Postcode
Phone (Home)	
(Mobile)	
(Work)	
Email	
Occupation	
Employer	
Nationality	
Language spoken at home	

## ADMISSION DETAILS

Name of other Pre-school or Child Care Centre currently attending or attended:			
Proposed Year Level Entry: <input type="checkbox"/> Mamie Brown (3 year olds) <input type="checkbox"/> Annie Brown (year prior to Reception)			
Year of Entry:			
Please indicate your preference for sessions:			
<input type="checkbox"/> Mamie Brown - Minimum 2 days per week		<input type="checkbox"/> Annie Brown - Minimum 2 days per week	
8:30am - 12:00 noon	Full Day (8:30 - 3:00pm)	All day sessions (8:30am - 3:25pm)	
<input type="checkbox"/> Monday	<input type="checkbox"/> Monday	<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday	<input type="checkbox"/> Friday		

FAMILY LINK

Names of close relative(s) who are attending or attended Wilderness School (Sister, Mother, Grandmother)

Name:		Maiden Name (if applicable):	
Relationship:		Year of completion:	House:
Sister/s Link at Wilderness School			
Name:	<input type="checkbox"/> Current Student at Wilderness	<input type="checkbox"/> Prospective Student	
Name:	<input type="checkbox"/> Current Student at Wilderness	<input type="checkbox"/> Prospective Student	

SPECIAL NEEDS AND CONDITIONS

Does your child have a known disability or any additional needs? ☐ Yes ☐ No

If 'yes' please specify ☐ Emotional ☐ Social ☐ Physical ☐ Medical ☐ Academic

Name of Disability/ Needs Diagnosed by:

Has your child been assessed by a specialist psychologist, occupational therapist, speech therapist?  
If so please provide recent report from relevant professionals (attach copies with application)

Are there any particular circumstances (e.g. special needs, school based support programs, custody orders) of which the Principal should be aware? (If you do not wish to give details on this form, please forward a covering personal, confidential letter to the Principal.) Please also include appropriate reports/ assessments with this application.

METHOD OF PAYMENT

☐ EFT - Receipt Number: ☐ Cheque ☐ Credit Card

Credit Card Details

☐ MasterCard ☐ VISA (\* All credit card payments incur a 1% surcharge)

Card holders name as it appears on the card:

Card Number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ CCV Number \_\_\_\_ Expiry Date \_\_/ \_\_

Signature:

PARENT/ GUARDIAN SIGNATURE

☐ I/ We acknowledge that by placing the student's name on the School's Register, a place is not guaranteed.

☐ I/ We have read and accept the Terms and Conditions of Enrolment.

Parent/ Guardian 1 Signature: Date:

Parent/ Guardian 2 Signature: Date:

PARENT / GUARDIAN FEEDBACK

There is no obligation to complete the next step, however your feedback will assist us in improving our services and will be greatly appreciated.

What factors prompted you to enrol your daughter at Wilderness School?	How did you hear about Wilderness School?
<input type="checkbox"/> Reputation of Wilderness	<input type="checkbox"/> Advertisement (we would be grateful to know where you saw us advertised)
<input type="checkbox"/> Single Sex Education	<input type="checkbox"/> Bus Shelter <input type="checkbox"/> Advertiser <input type="checkbox"/> SA Life <input type="checkbox"/> Other
<input type="checkbox"/> Continuing Family Tradition	<input type="checkbox"/> Field Days/ Shows <input type="checkbox"/> Internet Search
<input type="checkbox"/> School Values and Ethos	<input type="checkbox"/> School Tour <input type="checkbox"/> School Website
<input type="checkbox"/> ELC Teaching Philosophy	<input type="checkbox"/> Social Media <input type="checkbox"/> Word of Mouth
<input type="checkbox"/> School Size	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Geographically Convenient	
<input type="checkbox"/> Other (Please specify)	





WILDERNESS  
SCHOOL

ALWAYS *True*

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[www.wilderness.com.au](http://www.wilderness.com.au)

Cricos Provider Code: 00375B