

Enrolment Checklist

Dear Parent/Carer

Please find below a checkbox list of all of the requirements and documentation to be handed in with your enrolment forms:

[Original documents to be sighted - photocopies of items will be made by the school office]

- Birth Certificate
- Passport and/or Visa (*if applicable*)
- Passport and/or Visa for both parents (*if applicable*)
- Proof of residency – current rates notice or 12 month rental agreement with name present
- Immunisation Certificate
 - issued by Australian Childhood Immunisation (Phone: 1800 653 809) stating “*This child has received all vaccines required by 5 years of age*”
 - international immunisations must be provided and verified by an Australian doctor
- Does your child speak English as a second language?
- Custody Court Orders
- Are there any medical alerts? Have you completed your Medicare number?
- Names and phone numbers of emergency contacts
- Has your child attended kinder? If so, name of kinder _____
- Has your child attended school? If so, name of school _____
- Recent copy of local or international kinder / school report
- Signatures on enrolment form
- Information you would like to share with us form
- Consent forms:
 - Head lice
 - Consent to release information
 - Newsletter / media consent
 - Local walking permission
- Other _____

If you require assistance, please the office on 9379 3979.

Thank you

1 March 2020