

Waitlist Application Form



Cairns Early Years Centre Kindergarten

I am interested in enrolling my child in Cairns Early Years Centre Kindergarten. **Please tick** which year you would like your child enrolled:

<input type="checkbox"/> 2024 if your child is born between 1 July 2019 & 30 June 2020	<input type="checkbox"/> 2027 if your child is born between 1 July 2022 and 30 June 2023
<input type="checkbox"/> 2025 if your child is born between 1 July 2020 & 30 June 2021	<input type="checkbox"/> 2028 if your child is born between 1 July 2023 and 30 June 2024
<input type="checkbox"/> 2026 if your child is born between 1 July 2021 & 30 June 2022	<input type="checkbox"/> 2029 if your child is born between 1 July 2024 and 30 June 2025

Please complete the following (Note: kindly advise the Kindergarten should any of your details change in future):

Child's name			
Child's Date of birth		Sex (M or F or Non Gender specific)	
Parents or Carers name			
Phone number (Mobile and landline if possible)			
Address			
Email			
How did you hear about us?			
Does your child identify as Aboriginal or Torres Strait Islander or both?	<input type="checkbox"/> Yes If Yes, which <input type="checkbox"/> No		
Does your child have an allergy/medical/additional need which may require support during their enrolment at kindergarten?	This information is requested to assist with planning, and will not be used to deny or delay your child's position on our Waiting List Register.		
Session Preference (If choice, I would prefer my child to attend on):	<input type="checkbox"/> Group A (Monday, Tuesday, alternate Wednesday) 22 places only	<input type="checkbox"/> Group B (Thursday, Friday, alternate Wednesday) 22 places only	<input type="checkbox"/> Either

Fees as at 1st January 2024 are **FREE** for eligible aged children to attend Kindergarten due to government subsidies received. Children not eligible for funding or attending a second group would pay a **full rate of \$50 per day**. Contact the Kindy to determine which is applicable to you. A once-off **Enrolment Fee of \$20 also applies**. No other extra fees apply.

Wait List & Enrolment Protocol Extract (see office for full copy of protocol):

- No child's name will be entered on the Waiting List Register until this form is returned to the centre
- Enrolment will depend on places available and offers will be made strictly in date order of receipt of this form
- Lodgement of this form does not guarantee enrolment
- Priority is given to eligible age children (i.e. children who turn 4 by June 30 in the year they attend kindergarten) and families for re-enrolment of a child that attended the year before. Furthermore, in an effort to allow equity of access to disadvantaged families, some places across both groups are prioritised for children of Aboriginal or Torres Strait Islander or both descent and for children who have additional needs.
- Placements are offered in Term 3 of the year before your child is due to enrol. If accepted, you will be required to come in at this time to pay the Enrolment Fee to secure your child's position and complete necessary paperwork.

I have read and understood the above terms and conditions:

Name:		Signature:		Date:	
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Please return completed form via email, in person or by post as per details below.

Office Use Only					Date Accepted	Date Declined	Staff Name
Date Rcvd		Staff Name	Wait List No.		Reasons/Comments		

Cairns Early Years Centre Kindergarten
Borrowdale Close, via McLaughlin Road
Bentley Park QLD 4869

PO Box 284, Edmonton Qld 4869
Email cairnskindy@benevolent.org.au

Phone 07 4034 6888
Fax 07 4045 6855

Registered Office
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Glebe NSW 2037

PO Box 257, Broadway NSW 2007
T 1800 236 762
F 02 8568 7943

www.benevolent.org.au
ABN 95 084 695 045

Privacy Statement

The Benevolent Society is committed to protecting the health and safety of our people and communities.

Who is collecting your personal information?

Your personal information is being collected by The Benevolent Society ABN 95 084 695 045.

What personal information is being collected?

We are collecting your name, contact details (contact number or email address) and time and date of entry and exit on our premises. In some cases, we may also be collecting information about your vaccination status against COVID-19. This is sensitive information, which is a category of personal information.

Why is your personal information being collected?

For safety and security reasons, it's part of our normal business practices to collect your name and time and date of entry and exit on our premises. Currently, due to the COVID-19 pandemic, we may be required by public health orders or have another lawful basis to collect information about your vaccination status against COVID-19, contact and other related details. This is to assist with controlling and reducing the spread of COVID-19.

Who will we disclose your personal information to?

We will not disclose your personal information unless it is permitted or authorised by law. Specifically, contact tracing is done by state health authorities. If we need to disclose your personal information for contact tracing purposes, we will only disclose your personal information to the relevant health authority when they request it.

How will we manage your personal information?

Access to your personal information will be restricted only to our staff who need to see it and will be stored confidentially and securely. Your personal information will be disposed of securely when no longer legally required. We will not disclose your personal information overseas.

What would happen if we don't collect your personal information?

By providing your personal information to us, including information about your vaccination status against COVID-19, you consent to The Benevolent Society collecting and handling your personal information in accordance with this Privacy Statement. If you do not consent, for safety and security reasons, we may not be able to permit you to enter onto our premises. We will need to assess this on a case-by-case basis.

Our privacy policy

You can find out more about accessing and/or correcting your personal information with us, making a complaint and about our approach to managing personal information via our privacy policy which you can find at www.benevolent.org.au. If you have any specific questions, please contact privacy@benevolent.org.au or call 1800 236 762 and ask for our privacy officer.

Thank you for your understanding and cooperation.
