ENROLMENT PROCESS

The process whereby Parents/Caregivers who wish their child to attend Coolum Beach Christian College Early Learning Centre is that the parents/guardians:-

1. Parents complete an Application for Enrolment form for each child, completing all sections as requested.

2. Parents return the completed Application for Enrolment form to the main College office with a copy of your child’s Birth Certificate, Immunisation records and Health Care Card if applicable. Include any other necessary documents or reports and the non-refundable registration fee of $25 per child.

3. The Principal reviews the application and verifies a place.

4. Confirmed Offers will be mailed as soon as the opening date is confirmed.

5. Parents need to sign and return the accepted offer with a confirmation fee to accept the place for their child.

6. When offers are declined, the enrolment application and any other records are then stored for 2 months before disposal. Deferred Waiting List enrolments are stored in the files for the next appropriate year.

7. Children attend an orientation day on the Wednesday prior to opening.

8. Parents collect a starter pack from ELC administration on their orientation day, which includes the child’s hat, an ELC t-shirt, a set of sheets, library folder, lunch box, clothes bag. The cost of this pack is included in the confirmation fee. Parents will also receive further information including a Parent Handbook, account and direct debit form.

9. We welcome children on their first day. Parents are encouraged to stay until the child settles.

10. Parents are sent a short survey approximately 2 months after enrolment.

Please note that until all sections of the application are received, we cannot proceed with the application for enrolment process to the CBCC Early Learning Centre. Completing an Application for Enrolment does not offer automatic entry into Coolum Beach Christian College. A separate Application for Enrolment for Prep to Year 12 is required.