



Student/Family Details Enrolment and Annual Update Form

Welcome to River City Christian College. We appreciate you taking the time to complete this enrolment/annual information update form. As an Independent School based in Victoria, we are required by law to collect, record and report some information/data. For more information on how we collect, store, and report the data collected, please contact our principal or reception. Additional children will be completed on Appendix B. Please complete the eldest child below.

For new enrolments, there are some documents you must to supply our office, including;

- Birth certificate/change of name
- Immunisation certificate
- Applicable concession cards
- Applicable student health records/reports
- Previous school records (for students transferring from another school)
- Applicable legal documentation pertaining to the child, including court or access restriction orders
- Applicable diagnosis/disability documentation and/or allied health support documentation

If you would like to, and are able to, volunteer at our wonderful school, you will need to supply a copy of your

- Current Working With Children Check

You may bring the original documents into the office for verification and scanning. If you need assistance in completing this form, we are here to help. Please phone during school hours on 5482 4594 or email reception@rccc.vic.edu.au.

Does this form include a new student starting at RCCC?

Enrolment or Family Update:

- New Student Enrolment Included
- Updating Family Information only

Total number of your children attending this school:

- 1
- 2
- 3
- 4
- 5
- 6

Form Completed By (Full Name):

Date Form Completed:

Name/s of Child/Children attending:

Photography Release for my child

- (Option 1) All school publications including newsletter, promotional material, local newspaper, RCCC school website and social media.
- (Option 2) All school publications as noted in (1) except social media (Facebook). I understand by selecting this option my child/ren may be removed from photos and/or have their faces hidden with cartoon characters or blurred in group photos.
- (Option 3) Photos of my child are not authorised for any use outside the direct school environment/classroom. I understand my child may subsequently be removed from all group photographs where the intention is to use the images for options (1) and (2). I also understand by choosing this option, I will discuss the reasons for the exclusion with my child/ren so that they may understand why they may be excluded at times.

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Parent/Guardian 1 – Default First Contact for the child – (PG1)

PLEASE NOTE: Parent/Guardian 1 is, and will be, the first point of contact.

Emergency Contact PG1

- Please use my details as an emergency contact
- I am not an emergency contact

Contact Details PG1

Relationship to Child/ren PG1:

- Parent – Mother
- Parent – Father
- Grandparent
- Legal Guardian
- Foster Parent
- Carer
- Aunt/Uncle

Title PG1:

- Mrs
- Miss
- Mr
- Mx

Gender PG1:

- Male
- Female
- Other

Date of Birth PG1:

First Name PG1:

Surname PG1:

Home Street Address PG1:

Home Suburb PG1:

Home State PG1:

Home Postcode PG1:

Please note your postal address if different to the above PG1:

Mobile Phone Contact PG1:

Please indicate your availability during school hours for phone contact PG1:

Home Phone Contact PG1:

- Home phone call
- Work phone call
- Mobile phone call
- Please only SMS
- Please only E-Mail
- Please do not contact during school hours unless it is for an emergency

Work Phone Contact PG1:

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Country of Birth PG1:

- Australia
- Outside Australia

Main Language Spoken at Home PG1:

- English
- Other

Note Country of Birth if outside Australia PG1:

Please list other languages spoken PG1:

Indigenous Status PG1:

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- Neither

Eligible Concessions PG1:

- Pension Card
- Health Care Card
- Other Concession Card
- No Concession Held

Concession Card Number PG1:

Concession Card Expiry PG1:

Faith PG1

Faith PG1:

- Christian (All denominations)
- Agnostic
- Other

Please note your Church PG1:

Employment and Study Details PG1

What is your highest level of school PG1?

- Year 9 or below
- Year 10
- Year 11
- Year 12

What is your highest qualification achieved PG1?

- Bachelor Degree or above
- Advance Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No Non-School qualification

What is your occupation PG1?

- Senior Management in a large business or organisation, government administration and defence and other qualified professionals.
- Other business managers, arts/media/sportspersons and associate professionals.
- Tradespeople, clerks and skilled office, sales and service staff. (Tradespersons who have completed a certificate)
- Machine operators, hospitality staff, assistants, labourers and related workers. (Tradespersons who have not completed a certificate)
- Not in paid work (including during the last 12 months)

Please see the Appendix A for occupation codes.

Your occupation code PG1:

- Occupation Code 1
- Occupation Code 2
- Occupation Code 3
- Occupation Code 4
- Occupation Code 8

Current Employment Status PG1:

- Self-Employed
- Employee
- Voluntary Worker
- Stay at Home Parent
- Carer
- Other

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Please state your occupation PG1:

Please state your employer/business name PG1:

Volunteer Details/Opportunities PG1

Please indicate your current interest level PG1:

- I would like to volunteer on occasion
- I am unable to volunteer due to other commitments

Please indicate your current involvement PG1:

- I currently volunteer with the SES
- I currently volunteer with the CFA
- I currently volunteer with another emergency service
- I do not volunteer with any emergency services

Please indicate if you would like to volunteer at our school in any of the following areas PG1:

- Event/School photography
- In-Class reading support
- School camps/excursions
- Bus Driving/transport
- Playgroup Support
- Hands on Learning trade skills
- Not able to volunteer

Fees and Charges PG1

Responsibility of payment of fees PG1:

- I am solely responsible for payment of fees
- I am equally responsible for payment of fees with PG2
- I am equally responsible for payment of fees with another person (Please Name)

Is there a second parent?

- Yes there is a second parent – Please complete section PG2
- No – Please skip PG2 and commence the form at the section for child 1 (CH1)

Parent/Guardian 2 – Second Contact for the child/ren – (PG2)

PLEASE NOTE: Parent/Guardian 1 is, and will be, the first point of contact.

Emergency Contact PG2

- Please use my details as an emergency contact
- I am not an emergency contact

Contact Details PG2

Relationship to Child/ren PG2:

- Parent – Mother
- Parent – Father
- Grandparent
- Legal Guardian
- Foster Parent
- Carer
- Aunt/Uncle

Title PG2:

- Mrs
- Miss
- Mr
- Mx

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Gender PG2:

- Male
- Female
- Other

Date of Birth PG2:

First Name PG2:

Surname PG2:

Home Street Address PG2:

Home Suburb PG2:

Home State PG2:

Home Postcode PG2:

Please note your postal address if different to the above PG2:

Mobile Phone Contact PG2:

Please indicate your availability during school hours for phone contact PG2:

Home Phone Contact PG2:

- Home phone call
- Work phone call
- Mobile phone call
- Please only SMS
- Please only E-Mail
- Please do not contact during school hours unless it is for an emergency

Work Phone Contact PG2:

Country of Birth PG2:

- Australia
- Outside Australia

Main Language Spoken at Home PG2:

- English
- Other

Note Country of Birth if outside Australia PG2:

Please list other languages spoken PG2:

Indigenous Status PG2:

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- Neither

Eligible Concessions PG2:

- Pension Card
- Health Care Card
- Other Concession Card
- No Concession Held

Concession Card Number PG2:

Concession Card Expiry PG2:

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Faith PG2

Faith PG2:

- Christian (All denominations)
- Agnostic
- Other

Please note your Church PG2:

Employment and Study Details PG2

What is your highest level of school PG2?

- Year 9 or below
- Year 10
- Year 11
- Year 12

What is your highest qualification achieved PG2?

- Bachelor Degree or above
- Advance Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No Non-School qualification

What is your occupation PG2?

- Senior Management in a large business or organisation, government administration and defence and other qualified professionals.
- Other business managers, arts/media/sportspersons and associate professionals.
- Tradespeople, clerks and skilled office, sales and service staff. (Tradespersons who have completed a certificate)
- Machine operators, hospitality staff, assistants, labourers and related workers. (Tradespersons who have not completed a certificate)
- Not in paid work (including during the last 12 months)

Please see the Appendix A for occupation codes.

Your occupation code PG2:

- Occupation Code 1
- Occupation Code 2
- Occupation Code 3
- Occupation Code 4
- Occupation Code 8

Current Employment Status PG2:

- Self-Employed
- Employee
- Voluntary Worker
- Stay at Home Parent
- Carer
- Other

Please state your occupation PG2:

Please state your employer/business name PG2:

Volunteer Details/Opportunities PG2

Please indicate your current interest level PG2:

- I would like to volunteer on occasion
- I am unable to volunteer due to other commitments

Please indicate your current involvement PG2:

- I currently volunteer with the SES
- I currently volunteer with the CFA
- I currently volunteer with another emergency service
- I do not volunteer with any emergency services

Please indicate if you would like to volunteer at our school in any of the following areas PG2:

- Event/School photography
- In-Class reading support
- School camps/excursions
- Bus Driving/transport
- Playgroup Support
- Hands on Learning trade skills
- Not able to volunteer

Fees and Charges PG2

Responsibility of payment of fees PG2:

- I am solely responsible for payment of fees
- I am equally responsible for payment of fees with PG1
- I am equally responsible for payment of fees with another person (Please Name)

Please continue to complete child/ren details.

General Details Child (CH1)

What gender does this child identify with:

- Female
- Male
- Non-Binary
- Transgender
- They use a different term
- Prefer not to answer

Title:

- Miss
- Master
- Mx

Date of Birth:

First Name:

Surname:

Preferred Name:

Usual Living Arrangements

General Parent/Child Living Arrangement

- Single Parent Situation - No details for second parent to be recorded
- Two Parent One Home
- Two Parent Multiple Homes
- Other Arrangements/Changes Often

During School Term Residential Arrangement

- Child/ren usually live with PG 1 during school terms
- Child/ren usually live with PG 2 during school terms
- Child/ren Live between both homes during school terms
- Child/ren usually live with other (Grandparent or other) during school terms

During School Holidays Residential Arrangement

- Child/ren usually live with PG 1 during school holidays
- Child/ren usually live with PG 2 during school holidays
- Child/ren Live between both homes during school holidays
- Child/ren usually live with other (Grandparent or other) during school holidays

Home Street Address:

Home Suburb:

Home State:

Home Postcode:

Please note if your child changes home (residential) address with another parent/carers on a regular basis:

Frequency

- Weekly Change of home address
- Fortnightly Change of home address
- Other Arrangement
- Not applicable to CH1

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2nd Street Address:	2nd Suburb:	2nd State:	2nd Postcode:
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Does this affect the child's transport to and from school?

- Transport is different when residing at each address (i.e. bus route changes or other changes)
- Transport is not affected (i.e. parent drop off from both locations or same bus route applies)
- Not Applicable

Indigenous Status:

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- If you have
- Neither

Have you applied for ABSTUDY for this child?

[\(Check eligibility at this link or go to MyGov Abstudy page for information\)](#)

- We have applied and are approved
- We have applied and are waiting for approval
- We have not applied – We would like more information about this funding assistance
- Our child is not eligible for this funding assistance

Country of Birth:

- Australia
- Outside Australia

Main Language Spoken at Home:

- English
- Other

Note Country of Birth if outside Australia:

Please list other languages spoken:

Has this child ever changed their name?:

- Yes (Name change certificate attached)
- No name change has occurred

Is this child an Australian Citizen?

- Yes
- No

Legal Matters

Any legal matters pertaining to this child:

Please note any orders/restrictions details below:

- Family Court Orders
- Access Restrictions
- Other

Please provide copies of relevant documents to the office with completed form.

School Details

Current Kinder/School Level:

- Kindergarten
- Primary School Prep-Year 6
- Secondary School Years 7-10

Current Primary Level:

- Prep
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

Current Secondary Level:

- Year 7
- Year 8
- Year 9
- Year 10

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Primary Year Sought at RCCC:

- Prep
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Not Seeking Primary

Secondary Year Sought at RCCC:

- Year 7
- Year 8
- Year 9
- Year 10
- Not Seeking Secondary Yet

Victorian School Number (VSN), if known:

Is this CH1 transferring from another school:

- Yes transferring from Kindergarten
- Yes transferring from primary school
- Yes transferring from secondary school
- Home Schooling
- Has never been schooled before

Type of previous schooling:

- Government
- Independent
- Catholic
- Other
- Hasn't attended school before

Previous school name:

Date of entry sought at RCCC:

Describe some of your child's interests and hobbies:

Describe some of your child's strengths and the things they do really well:

Child Behaviour

Has child been suspended from a previous school?

Please explain:

- Yes
- No

Has child been expelled from a previous school?

Please explain:

- Yes
- No

Has child been dismissed from a previous school?

Please explain:

- Yes
- No

Has child been refused admission to a previous school?

Please explain:

- Yes
- No

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Medical Details

Family Medicare card #:

Position of this child on card:

Health cover for this child:

Health Cover Membership #:

- Private Health Cover
- Public Health Cover

Health Care Provider GP Name:

GP Practice Phone:

GP Practice Address:

Ambulance Cover CH1: (The school will call an ambulance if there is an emergency in order to support your child's wellbeing. Any costs associated with this will be incurred by the family)

- No Ambulance coverage is held for child
- Ambulance Membership is covered for child (State Membership #)

Family Dental Provider Name:

Dentist Phone #:

Medical conditions affecting this child:

Regular Medication:

- Autism Spectrum Disorder
- Epilepsy
- Asthma
- Anxiety Disorder
- Allergies
- Anaphylaxis
- Drug Reactions
- Diabetes
- Phobias
- Hearing Difficulties
- Bleeding Disorder
- Frequent Blood Noses
- Cognitive Delays
- Frequent Headaches
- Cognitive Disability
- Physical Impairment
- Other
- None of the Above

- My child takes regular medication
- My child does not take regular medication
- My child uses Panadol regularly for pain

Medication Note:

Please note if medication may need to be administered at school on occasion, please see the office manager for a consent form and further details the school will require.

Disability Details/Diagnosis

Is there a diagnosed or suspected disability:

Please state one or multiple disabilities:

- Suspected Disability
- Diagnosed Disability
- No Disability suspected or diagnosed
- Other (Please note)

- 1. _____
- 2. _____
- 3. _____

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Learning development/support currently in place:

- Occupational Therapy
- Speech Therapy
- Psychological Support
- Counselling Support
- In-Class Aide Support
- Other Support (Please detail)

Allied Health Appointments in place:

- These occur at different times and locations which may interrupt school attendance
- These usually occur outside school attendance times
- I would like these to occur at school to minimize attendance disruptions
- Not currently required

Are Allied Health Reports available:

- Yes
- Not Yet
- Not Applicable

Is there a current ILP in place:

- Individual learning plan is in place (attach)
- No individual learning plan in place yet

Please bring copies to the office of any and all relevant reports, diagnosis documentation, allied health contacts and other pertinent information to help us best support your child and work with allied health recommendations. RCCC staff will meet to discuss in detail your child's individual needs and any support needed.

Other Information about my Child

Please note any further details that may help us to support their learning and development:

Please complete further sections for each child enrolment at RCCC as shown in Appendix B.

Signatures

I agree to abide by the school procedures and policies and support my child to do the same, including:

- privacy and safety policies
- mandatory reporting obligations
- bus code of conduct (where applicable to bus transport)
- head lice consent
- medication consent
- behaviour policies

I further give consent for supervised excursions from the school and by signing below, I acknowledge I am giving my child permission to participate in these events for the duration of their time at the school.

Signed PG1:

Signed PG2 (if applicable):

Dated:

Dated:

I acknowledge all information provided on this form is true and accurate at this time, and any updates to information are the responsibility of the parent to communicate to the school as soon as practical.

Signed PG1:

Signed PG2 (if applicable):

Dated:

Dated:

Please tick if you would like more details about RCCC Inc. Membership

- I would like further information to become a member of RCCC Inc
- I am already a member of RCCC Inc.
- I am not interested at the moment thank you.