

AFTER HOURS ITALIAN PROGRAM ENROLMENT PROCEDURES FOR PARENTS

ENROLMENT PACKAGE 2012

- Parent/Guardian must collect **one Enrolment Package per child.**
This includes

- ✓ **Enrolment Procedures for Parents** (this page);
- ✓ **Enrolment Form with attached Medical Form and Reduction of Fees Form;** and
- ✓ **Payment Option Form.**

1. Enrolment Form (as pictured):

Parent/Guardian must **sign both sections**. Without this information you will **not be eligible** for the subsidised fees* (see below).

- The Enrolment Form **must** then be **signed by the principal of your child's day school.** **The form must also be stamped with the official school stamp.**

The Department of Education & Training requires this information. Without this information you will **not be eligible** for the subsidised fees* (see below).

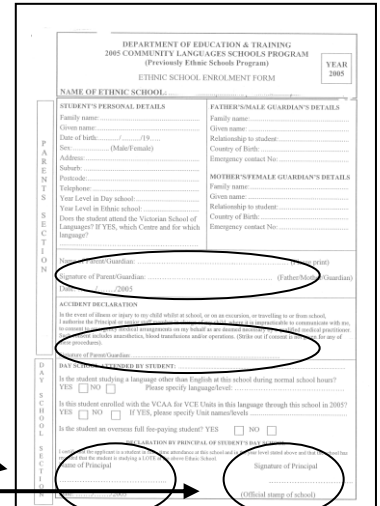
2. Medical Form:

The Medical Form must be completed and **returned to the teacher by the first lesson** that the child attends. **Please attach a current photo of your child in the space provided.** This is very important in the case of any medical emergency as relevant Emergency Contact Numbers, allergies etc. are specified.

3. Payments

Please attach cheque or credit card details to the Payment Form provided.

If paying by cheque, please remember to write your Family name and centre name on back of the cheque.



The image shows a 'DEPARTMENT OF EDUCATION & TRAINING 2005 COMMUNITY LANGUAGES SCHOOLS PROGRAM (Previously Ethnic Schools Program) ETHNIC SCHOOL ENROLMENT FORM'. The form is divided into sections for 'STUDENT'S PERSONAL DETAILS', 'FATHER'S/MALE GUARDIAN'S DETAILS', and 'MOTHER'S/FEMALE GUARDIAN'S DETAILS'. There are also sections for 'ACCIDENT DECLARATION' and 'SIGNATURE BY PRINCIPAL OF STUDENT'S DAY SCHOOL'. Red circles and arrows highlight specific areas: the 'Name of Parent/Guardian' field, the 'Signature of Principal' field, and the 'Official stamp of school' field.

PAYMENTS - FEES - DISCOUNTS

***Subsidised Fees:** The Department of Education and Early Childhood Development (DEECD) allocates to Co.As.It a subsidy per child who has a **correctly completed Enrolment Form.** **THIS DOES NOT INCLUDE VCE SUPPORT CLASSES AND PRE-SCHOOL CLASSES.**

For us to receive this subsidy, Enrolment Forms, Medical Forms and fee payments **must be received no later than 5th March 2012**

***Subsidised Fees for those enrolling by 5th t March 2012:**

Term 1 – end of year (Feb 2012- Dec 2012)

2½ hr classes	\$360*
3 hr classes	\$420*
Preschool classes	\$570 (this fee is not subsidised)

Please note: *The above fees are subsidised by a grant from the DEECD. To be eligible for these subsidised fees students must be enrolled and fees paid by the **5th March 2012.**

Fees for VCE Support Classes:

Term 1 – end of year (Feb 2012- Nov 2012)

2½ hr classes	\$440
3 hr classes	\$520

✓ **Other Discounts may also apply** (see Discounts**)

****Discounts:**

There are further reductions of **\$20 per child** for Pension / Concession / Healthcare Card holders and/or **\$20 per child** for families who enrol more than one child (from the same family) – Family Discount. **Please complete the Reduction of Fees Form if this applies to you.**










































Refunds:

If a class is cancelled by Co.As.It., the fees paid will be refunded in full. If full payment received and processed prior to due date payment, refund shall be issued minus \$50 administration fee. In other cases, **no refunds** will be issued.

WHAT STUDENTS NEED TO BRING TO CLASS:

As all classes have a break during the lesson, please send along a **drink** and **snack** for your child. In Terms 1 and 4 please ensure your child brings a sunhat.

The following is a list of **materials** that is required for each lesson:

PRESCHOOL – CHILD MUST BE TOILET TRAINED	GRADE PREP-2	GRADE 3 –6	SECONDARY SCHOOL
 Scrap book/ A4 lined	 A4 Lined book	 1 A4 size exercise book	 A4 size binder
 Coloured pencils	 Coloured pencils	 Coloured pencils	 A4 ruled refills
 Glue stick	 Rubber	 Rubber	 4 plastic pockets
 Scissors	 Ruler	 Rubber	 Black/red/blue pens
 Coloured paper pad (15-20 sheets)	 Glue stick	 Ruler	 Black lead
 Art smock or old shirt <i>(to protect clothing)</i>	 Coloured paper pad (15-20 sheets)	 Glue stick	 Black lead
 Set of spare clothes <i>(in case of accident)</i>	 Scissors	 Scissors	 Sharpener
 Snack & drink	 Black & red lead	 Black & red lead	 Rubber
 Hat & sunscreen	 Sharpener	 Sharpener	 Ruler
	 Hat & sunscreen	 Coloured paper pad (15-20 sheets)	 Italian dictionary
		 Italian pocket dictionary (optional)	 Textbook if assigned

PLEASE NOTE:

FAXED COPIES OR PHOTOCOPIES OF ENROLMENT FORMS WILL NOT BE ACCEPTED BY THE DEPARTMENT OF EDUCATION AND TRAINING.

IT IS IMPORTANT TO FILL OUT ALL FORMS - STUDENT RECORDS ARE UPDATED ANNUALLY.

PLEASE SEND ALL ORIGINAL FORMS DIRECTLY TO:

**CO AS IT. Dopo Scuola Classes
Level 1, 189 Faraday St
CARLTON VIC 3053**

TO ENSURE YOUR CHILD'S PLACEMENT AND AVOID LATE PENALTY FEE, PLEASE ENSURE THAT ALL FORMS ARE CORRECTLY FILLED IN AND FEES PAID BY START OF TERM. ALL FORMS ARE TO BE SENT INTO HEAD OFFICE, TEACHERS ARE NOT TO ACCEPT ANY FORMS OTHER THAN MEDICAL.

For queries involving the program please contact Co.As.It on 9349 9000

For any account enquiries please contact:

Rosemary Boancquisto (Administrative Assistant) 9349 9000 or 0400 839 963

***We look forward to being involved
with your children to achieve another successful year
of Italian learning.***