



Australian Fujian Association T/A

CLC Education New Student Registration

Please complete and submit the form below to enrol your child at the CLC Education. Please come to school on during school terms for placement assessment. **Date of Registration:** _____

Location

Community Education Centre: 46 Edward Street, Summer Hill
Sunday, 2:30pm to 4:30pm

Castle Cove Public School: Kendall Road Castle Cove NSW 2069
Thursday, 3:30pm to 5:30pm

World Tower Centre: Suite19 / 650 George Street, Sydney NSW 2000
Sunday, time to be notice

Student information

Chinese Name: _____ English Name: _____

Gender: _____ Date of Birth (DDMMYYYY): _____

Address: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

Parent Information

Parent's Name: _____

Email Address: _____ Mobile Phone: _____

Language spoken at home: _____

Emergency Contact

Guardian's contact details in case of emergence.

For example, "Susan Zhan (mother) 0401 123 456 susan@gmail.com".

Name: _____ Relationship: _____

Mobile Phone: _____ Email Address: _____

Health & Medications

This information is to allow us to meet any special health needs of your child, please advise us of any medical condition or prescribed medication. Please write the word "none" if it is not required.



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Photographs (please select one option)

- Yes. CLC Education can take photos of my child
- No photo can be taken of my child.

Weekday School Information

The mainstream school the student is attending during weekdays.

Weekday School name: _____

School address: _____ Class number: _____

Information for Students, Parents and Guardians

The following procedures and policies are put in place for the benefit and safety of everyone.

Minimum Age for Enrolment

To enrol at CLC Education, a child must be a minimum age of 5 years in the year of enrolment.

School Fees Refund Policy

School fees are non-refundable. All School Fee paid are NOT transferable or refundable in full or in part.

Class Hours

CLC Education operates on Sundays during school terms, in line with the NSW Public School timetable, unless otherwise stated.

Late Pick Ups

Our staff cannot go home until all the students have safely left our school grounds. We ask parents / guardians to cooperate and ensure students are picked up on-time after classes have finished. Students who are left unattended 15 minutes after school will wait in our school office. A caring fee will be applied.

Please bring a letter or contact the School if:

- You are absent from School for your session,
- You need to leave early.

Class behaviour

CLC Education expect our students to be courteous and respectful at all times to all teachers and to other students.

- Please raise your hand when you wish to speak.
- Please complete your homework and submit it on time.
- If you need to leave the classroom, please seek permission from the teacher prior to leaving the room.
- Mobile phone is not allowed during lesson period.
- Please respect the work of other students including any displays, posters or models.
- Please leave the classrooms clean and tidy with all rubbish removed or placed in the appropriate receptacle.
- Please do not move any furniture or equipment around in the classroom without permission from class teacher.
- Lift is for teacher and staff only.



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Behaviour within the school buildings

- Please do not run or shout within the building, on the stairs or in hallways.
- Fighting or swearing in any language is not permitted.
- Please use the toilets provided for students and leave the toilets clean and tidy. Paper is not thrown on the floor.
- Please do not wear thongs in the school.

Penalties

- Parents and guardians will be contacted if students cannot follow these procedures and a process put in place to bring students into line. This process may involve suspension depending on the nature of the misconduct.
- Any wilful damage to property has to be paid for by the parent or guardian.

Note:

The information in this Form is subject to change without notice. Please contact the Student Services of CLC Education for the latest information.

CLC Education

Telephone: 1800 329 080

Email: info@clc.education

Address: 46 Edward Street, Summer Hill NSW 2130

20 June 2022