

Important Notes and Conditions For Parents re: ECA Program

- Enrolment is on a *first-in, first-served* basis. Confirmation of Enrolment is sent out when your registration is done on the School Interviews website. Payment details will also be on the Confirmation letter.
- Where possible all students get their first choice. **On-line enrolment:** if your first choice option is full then you need to select another option. **Email:** these registrations are immediately transferred to the online booking form. The On-line enrolment option is the best option to use to get your choice because you know immediately if there is a place available.
- If you miss out on your first choice because the activity is full you can select a 2nd choice and then send an email requesting to be waitlisted for the first choice activity.
- Each activity needs a minimum number of students enrolled for it to commence. The minimum for each activity varies but is usually around 8 - 10 students. If, when enrolments close, an activity does not reach the minimum number of students you will be contacted and have the opportunity to enrol in another activity, if there is space available.
- It is a parent's responsibility to organise suitable transport home from school at the completion of the activity. Parents must pick up their child at the end of the ECA session or notify the school of alternative arrangements for your child to be collected from outside the school office. If your child attends OSHC the instructor/teacher will direct them to OSHC. If your child is not being collected by yourself, or another adult, a note must be sent to school explaining how your child will be getting home (e.g. walking, catching a bus, riding a bike). In the event your child is consistently late being collected (3 times without notification) then they will be asked to stop attending the ECA Program.
- If a session is cancelled, a make-up session will be arranged at a later date and parents will be notified.
- Once students have enrolled in an ECA, their attendance each week is compulsory. During the term, if they are absent from the ECA on 3 or more occasions without an explanation they will be deemed as having withdrawn from the activity.
- **Parents must indicate upon registration the method of collection for their child** (whether they walk home, will be picked up from the venue, go to OSHC, etc)
- If a student is absent for a session there will be no refunds or make up sessions unless the absence is due to a school activity.
- Registering for an activity indicates acceptance of these Conditions.
- **Withdrawal from an ECA.** Once the program commences students are only able to withdraw from an activity after the first week if they don't feel the activity is what they expected. If they don't withdraw then, they will be expected to finish the full 8 week program. If students withdraw from the ECA program after the first week they will be charged for the number of sessions they completed and then receive a credit for an ECA in a subsequent Term. If students withdraw from an ECA after the first week to commence another activity they will be required to pay the difference if the new activity has a higher cost.

PAYMENT

Payment is due upon receipt of Confirmation of Enrolment and by Friday 22nd June, 2018 to guarantee a place in the activity. If payment is not made by that date the place in the activity will go to someone on the waitlist.

- **If you are paying through Direct Debit, please indicate which activity you are paying for.**
- ECAs will be invoiced in full and cannot be pro-rated.
- Payment is only required when you have received notification of the offer of a place in an activity.