

Reply to: ☐

**Pre-School**

2 King Edward Street

Pymble NSW - 2073

**Phone: (02) 9144 5688**

**Fax: (02) 9488 9184**

# PINJARRA

Pinjarra Children Services Pty Limited ABN 68 091 835 004

**<https://www.pinjarra.nsw.edu.au/>**

Reply to: ☐

**Early Years Pre-School**

68 St Johns Avenue

Gordon, NSW 2072

**Phone: (02) 9498 4399**

**Fax: (02) 9498 4115**

Thank you for your enquiry regarding early education and care with Pinjarra Children Services Pty Ltd. We have two centres, each with their own areas of expertise to cater for the specific needs of your child during their pre-school years.

**Pinjarra Early Years Pre-School** caters for children from 6 weeks of age through to 4 years. Within our premises at Gordon the program for babies is delivered in a separate house with its own outdoor play area, thereby enabling us to focus specifically on the particular needs and learning styles of each child entrusted to our care.

**Pinjarra Pre-School at Pymble** is a unique extended hours pre-school which offers a transition to school program specifically for those children in their final year of pre-school education.

To secure a place on our waiting list, a non-refundable application administration fee of \$77.00 per child (including GST) is required with your completed and signed application form. This application fee is a non-refundable administration charge and is not offset against any fees due. This fee can be paid by direct deposit, cheque or the exact cash paid in person to our Director (if paid by direct deposit, please also email a copy of your digital receipt to the email address above). **Jacqueline Tjiong** is the Director of our Early Years Pre-School in Gordon and **Mara Tainsh** is the Director of our Pre-School at Pymble. Please contact Jacqui or Mara directly on the phone numbers above to book a tour of the centre you are interested in for your child. Please note that your place on the waiting list cannot be confirmed until a completed and signed Application Form and Application Administration Fee has been received by the Enrolments Office.

Please be aware that due to Pinjarra's reputation for excellence, which has continued to grow during our 30 years of providing early education and care services in the local community, places are limited and our waitlists are often long. Most of our children start in January as we can only offer positions during the year if places become available. Once you are on our waitlist it is a good idea to ring or email every 3 months so that we can update you on our availability and you can update us if your requirements or contact details change. Please feel free to contact Jacqui at Pinjarra Early Years Pre-School on 9498 4399 to discuss the progress of your application.

Four weeks fees as a bond is required on acceptance of an offered place at Pinjarra Early Years Pre-School and Pinjarra Pre-School at Pymble by the due date stated on the offer letter. This bond secures your position for your child at Pinjarra. The bond can be applied against the final four weeks fees.

We look forward to assisting you further and thank you once again for your interest in Pinjarra.

Yours sincerely,

Jacqueline Tjiong and Mara Tainsh

*Directors, Pinjarra Early Years Pre-School & Pinjarra Pre-School at Pymble*

**Direct (Internet) Banking details:**

**Pinjarra Children Services Pty Ltd**

**BSB: 067-167**

**A/C#: 17437561**

**Bank: CBA**

**Branch: Darling Walk, Darling Harbour**

**Please write your child's name as the reference**

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**CONFIDENTIAL**(Please write legibly)

## APPLICATION FORM

Application Form Received on (Office Use Only) : \_\_\_\_\_

**Have you paid the \$77 Application Administration Fee?**

☐ Yes, I have paid by ☐ Cash; ☐ Cheque; ☐ Direct Bank Transfer

☐ No

**CHILD'S FULL NAME:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**OTHER NAME:** *(eg name at birth, former names, nick name, aliases)* \_\_\_\_\_

**CHILD'S ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **CHILD'S AGE WHEN STARTING:** \_\_\_\_\_

**Preferred commencement date :** \_\_\_\_\_

**Number of days attending per week:** \_\_\_\_\_

**Specific days preferred:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Best contact name and number :** \_\_\_\_\_

**Preferred Email Address:** \_\_\_\_\_

**Second Email Address:** \_\_\_\_\_

**Parent/Guardian:**

**Full name:** \_\_\_\_\_

**Other name:** \_\_\_\_\_

*E.g. name at birth, former names, nick name, aliases*

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Home:** \_\_\_\_\_

**Phone Mobile:** \_\_\_\_\_

**Occupation :** \_\_\_\_\_

**Phone Work:** \_\_\_\_\_

**Parent/Guardian:**

**Full name:** \_\_\_\_\_

**Other name:** \_\_\_\_\_

*E.g. name at birth, former names, nick name, aliases*

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Home:** \_\_\_\_\_

**Phone Mobile:** \_\_\_\_\_

**Occupation :** \_\_\_\_\_

**Phone Work:** \_\_\_\_\_

**Marital status of Parents :** \_\_\_\_\_

**If separated does other parent have access to the child?:** \_\_\_\_\_

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68 St Johns Avenue

Gordon, NSW 2072

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**By signing the Pinjarra Children Services Pty Ltd Application form, I hereby acknowledge:**

- 1. I have paid the Application Administration Fee and have notified the Enrolment Office of my payment.**
- 2. I am the person with the care, custody and control of the child whose name appears on the Application Form.**
- 3. That any application fee paid is a non-refundable administration charge and is not offset against any fees due.**
- 4. I agree to keep Pinjarra Children Services Pty Ltd up to date with my contact details and preferences for childcare including any change of home address, email and contact phone numbers.**
- 5. If Pinjarra is unable to contact me on the contact details stated above or any subsequent change of contact details which I have informed the relevant authority of, I will not hold Pinjarra liable for not offering me a position at that time.**

☐ *I acknowledge I have read and agree to the terms and conditions of Pinjarra's Application and Adminsitration processes.*

**Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_

Reply to:  
**Pre-School at Pymble**  
2 King Edward Street  
Pymble NSW - 2073  
**Phone: (02) 9144 5688**  
Fax: (02) 9261 1924

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**Early Years Pre-School**  
68 St Johns Avenue  
Gordon. NSW 2072  
**Phone: (02) 9498 4399**  
Fax: (02) 9261 1924

## PRIVACY NOTICE

For the purpose of this notice:

**‘Personal information’** means any information or opinion about an identified, or reasonably identifiable individual.

**‘Sensitive personal information’** means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The collection of personal information by Pinjarra Children Services Pty Ltd is solely for the purposes of:

- assessing your application for a place at our services
- adequately providing education and care for enrolled children e.g. medical and developmental information
- assessing your eligibility for any available childcare assistance support or funding that may be available
- complying with the Education and Care Services National Law Act 2010 and Regulations 2011, the Department of Education and Communities and any other Act or Law.

The information that you provide to us may be disclosed to relevant National or State based agencies for regulatory or compliance purposes provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*.

All personal or sensitive information you entrust to us will be used, stored or disposed of as necessary in accordance with the Privacy Principles.

By completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form.

Our Privacy Policy includes information about access to and correction of your personal information, a copy of which can be obtained from our services.

If you have any queries regarding your personal information or to make a complaint, please contact us at:

**Telephone:** Pinjarra Pre-School at Pymble  
Mara Tainsh(Director)  
**Email:** Tel No: 9144 5688  
Email:mar@pinjarra.nsw.edu.au

Pinjarra Early Years Pre-School Gordon  
Jacqui Tjiong (Director)  
Tel No: 9498 4399  
Email:jacqui@pinjarra.nsw.edu.au  
accounts@pinjarra.nsw.edu.au