



MACKAY CHRISTIAN COLLEGE
a place where you belong



Early Learning Centre Enrolment Checklist

To register your **expression of interest** to enrol your child at Mackay Christian College Early Learning Centre you will need to submit the following documents to the College Enrolment Officer along with your \$150 deposit.

- Enrolment Application** for each child (8 pages completed and signed)
- Birth Certificate** - A copy of each child's birth certificate
- Proof of Immunisation** for each child (or an exemption certificate)
- Incursion Form** for each child
- Early Learning Student Skills Form** for each child
- Visa Details** - A copy of each child's visa
- Parenting Plan / Court Orders** - A copy of all Court Orders or other legal issues pertaining to the child must be supplied (if applicable)
- Copy of Current Health Care Card or Pension Card** - A QKFS Plus Kindy Support Subsidy is available from the Queensland Government for eligible Health Care or Pension Card holders
- \$150 deposit** - To be paid in full at the time of submission of your application to secure a possible place for your child and will be used as your registration fee. This is to be paid before applications can be processed. If your application is unsuccessful, the full deposit of \$150 will be refunded to you. However if you choose to withdraw your application, this deposit is non-refundable.
- Direct Debit Request Form** - For payment of Early Learning Deposit and / or fees

MCC Office can make copies of your documents for you

