



Enrolment Agreement

Responsibilities of the Parents/Carers

1. Central Coast Montessori (CCM) seeks open communication with parents / carers including all information about the student which will allow CCM to make reasonable assessments of the student's needs. It is essential both at the time of enrolment and at any time during enrolment that parents / carers keep CCM informed about:

- Any change of family address or contact detail
- Any changes to emergency contacts details
- Any changes to personal circumstances or wellbeing of the student

2. CCM policies are readily available on the website or at the admin office by request. By signing this Contract, parents / carers acknowledge their ready access to CCM Policies, and a willingness to support and adhere to those policies.

While these are subject to change from time to time, any major changes will be communicated to the community.

3. Parents / Carers are required to support their children to abide by the reasonable behavioural expectations of CCMPS and to comply with the Code of Conduct for Students.

4. Parents / Carers are required to refrain from any conduct themselves that may be against the best interests of students or CCM which may bring it into disrepute. Parents / Carers are required to make any concerns regarding the operation of the school known by following the Complaint Handling Procedure.

5. Parents/Carers are required to provide accurate and relevant information about any medical condition, disability, learning need, behavioural need or other circumstance that may affect their child's education, participation, health, safety or wellbeing, and to advise CCM of any significant changes during the student's enrolment. This information enables CCM to understand the student's needs, consult with the family and consider any reasonable adjustments or supports that may be required. Where relevant information has not been disclosed, CCM will consider the circumstances and the impact of the non-disclosure before determining any appropriate response, in accordance with applicable legislation and School policies.

6. It is understood that parents / carers are committing to a 6-year program at CCM and that students will attend for the duration (and or remainder) of their Primary CCMPS education.

7. CCM wishes to work in partnership with Parents / Carers who have chosen to seek Montessori education for their children. It is therefore expected that both parties will work together to promote the philosophical aims and policies of CCM in a spirit of cooperation and respect.

8. Parents / Carers are required to attend Parent / Carer Information and Community Gathering evening's which are held throughout the year. A minimum of 80% attendance is required by each family, each year with an expectation that both parents / carers will share this responsibility.
9. Parents / Carers are aware that all photos that are able to be accessed/viewed on Transparent Classroom are for private use only and any photos that feature children other than their own are not to be copied, distributed or placed on social media.
10. CCM implements a considered and informative enrolment process including but not limited to, for -
- New Enrolments – a Discovery Session, The Intentional Guide Seminar, Guided Observation, Classroom Experiences. While it is expected that at least one parent / carer attends each of these, it is compulsory for all parents / carers to attend the Intentional Guide seminar. (At least one must attend prior to enrolment the other/s within 12 months of enrolment)
 - Transitions from CCM – the Welcome to Primary event. It is essential that both parents / carers have attended one event before their child starts transitioning into Primary school. Parents / carers are invited when their child is close to 4.5 years old, and have multiple opportunities to attend.
11. CCM reserves the right to request families to participate in or repeat parent / carer information sessions such as, but not limited to, the Intentional Guide, Classroom observations or home visits if it is identified that this would support a deeper understanding of Montessori Pedagogy and CCM practices.
12. It is understood that following participation in and contribution to the enrolment process, parents / carers will have read, researched and adequately informed themselves such that they take responsibility for making an informed decision as to the educational pathway they have chosen for their family.
13. From time to time, guides may either require or advise parents / carers to seek more specialised support, information and or intervention. We ask that families work side by side with CCM to better understand their child and their learning needs.

Responsibilities of CCM

14. CCM will educate each student with due care and skill guided by the pedagogy, principles and practices developed by Maria Montessori.
15. While the development of key skills and the meeting of required outcomes is integral to our approach this does not guarantee a particular level of achievement for each student; each student is also supported and encouraged to pursue their own individual interests and aptitudes. Progress depends greatly on their individual attributes and willingness to work for their own education.
16. If at any point a child's guide is in any way concerned about their social, emotional, cognitive or physical development, they will bring that to the parents / carer's attention.
17. CCM will act in the best interests of the students, guided by our legal educational responsibilities. This may mean we do not always act in accordance with parental / carers preferences.
18. CCM will maintain communication with parents / carers and the Community through our website, Transparent Classroom and Telegram. CCM will offer two comprehensive connection points throughout the school year each culminating in a Parent or Carer/Guide Conference and receipt of a Collaborative Reflection. (Parent / Carer , Guide and Child)

19. CCM will communicate with both parents / carers who have completed the enrolment agreement unless a Court Order directs otherwise.

20. CCM will invest in ongoing professional development of staff to ensure staff remain up-to-date with the latest Montessori practices, educational standards, and regulations. This commitment allows staff to continuously improve their skills, meet the diverse needs of students, and maintain a high-quality, nurturing learning environment. It also encourages reflective practice, fostering a culture of continuous growth and collaboration.

Student Contribution and Attendance

21. Students are expected in their daily attendance and activities to contribute to the Community and its welfare.

22. Students are required to become active members of the Community and are expected to adhere to the behavioural expectations of CCM.

23. In particular students are required to attend camps, to go on excursions and to participate in any other activities which form part of the educational program.

24. Going-Outs and excursions form part of the Montessori educational program at CCMPS. Participation, parent/carer notification and consent requirements will be managed in accordance with the CCMPS Excursion and Going-Out Policy and Procedure.

25. CCM expects parents / carers will make every effort to ensure that their child will not be absent from school without explanation or leave of absence being granted by the principal and that the term dates, as advertised by CCM, will be adhered to. Parents/Carers agree to comply with the CCMPS Attendance Policy and associated attendance procedures, including requirements for notifying and explaining student absences.

26. Parents/Carers understand that persistent, unexplained or unsatisfactory attendance may have educational and wellbeing consequences and will be managed in accordance with the CCMPS attendance procedures. Where attendance concerns also give rise to child protection concerns or other statutory obligations, CCMPS will respond in accordance with applicable legislation and the School's Child Protection Policy and Procedure.

Compulsory Attendance of Students During Government Funding Census Period (Primary)

27. Government Funding is allocated to schools annually at Census Period, according to the number of students in attendance at school, AT THE TIMES CENSUS IS TAKEN.

While CCMPS is usually open to requests/applications from parents / carers to remove students from school for short (or longer periods of time) for planned holidays, withdrawal during census times will not be approved: a few students temporarily absent at those times can negatively impact vital funding being made available.

The census period is: 20 school days prior to and including the first Friday in August.

The Census Reference Period for students is the 20 school days leading up to, and including, Census Day. School holidays, public holidays, and weekends are not part of the 20-day Census Reference Period. Pupil-free days within the Reference Period do count towards these 20 days.

28. Therefore, in the best interests of all students at CCMPS, we strongly request that:

- Parents / Carers do not make requests or decisions to take children out of school during these census periods, for planned trips, holidays or other events and further notify that,
- Any Applications to the school for an Exemption from Compulsory Schooling during those census time-periods will not be granted except in exceptional circumstances.

Health, Safety and Wellbeing

29. CCM has a duty of care under law to promote the health and wellbeing of students.

30. CCM is required under mandatory-reporting student-protection legislation to report to State Authorities any conduct (by staff, students, parents / carers, or others) of which it becomes aware that a student from CCMPS has or may be harmed.

31. CCM is legally able to exclude any person, irrespective of whether they are a parent / carer or not, from entering or remaining on school grounds/property or participating in school activities, where CCM reasonably believes it is in the best interests of a child or CCMPS that the person be excluded.

32. In the event of an accident or illness to a student of CCM or while participating in any school or community activity and the parent / carers cannot be contacted, the parent / carers hereby specifically authorise CCM to arrange for all necessary immediate medical treatment and/or hospitalisation and the parents / carers will accept the liability of any expenses incurred.

33. Parents / Carers must make a written request to CCM, including providing instructions for support in the administration of any medication/drug, and any special needs of the student. Please use our Medical Request form available on the website or from the administration office.

34. Medication must be labelled with the name of the drug, name of the student, dosage, frequency of administration and name of prescribing medical practitioner.

35. Non-prescription medication such as analgesics (Panadol, etc.) will not be administered by the CCM staff unless the above process is followed including a note or prescription from a medical doctor.

Conduct

36. Parents / Carers are required to read and understand the Community Code of Conduct Policy and adhere to, and where appropriate, remind students and all community members of these requirements when interacting with each other.

37. CCM does not have a uniform but has expectations of students in regard to personal presentation and dress standards. Please see Code of Conduct for Students Policy and Procedure. Consequences apply when students fall short of meeting these standards and requirements.

38. Students will be held accountable for failure to comply with reasonable directions given by a person in authority or for failure to comply with reasonable requests or rules.

39. If the student damages or destroys CCM property the parents / carers agree to pay the costs of repairs or replacement of that property.

40. Conduct by the student that brings CCM into disrepute (whether at school or beyond school) will attract consequences from the school and may also at times attract legal remedies.

Indemnity

41. By this Contract, parents / carers indemnify CCM against any loss or damage caused by any failure of parents / carers or students to comply with CCM rules and policies. This includes any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

Notice of Intention to Leave

42. If Parents/Carers decide to withdraw a student from CCMPS, they must provide at least four (4) weeks' written notice before the end of Terms 2, 4, 6 or 8. If sufficient notice is not provided, Parents/Carers will be liable for the subsequent term's fees. Any outstanding fees or levies will remain the responsibility of the Parents/Carers and will be payable immediately.

43. If a student is withdrawn from CCM for one School Term or more and a place is to be kept pending their return, a holding fee will be charged. The holding fee charged is 50% of the termly fees plus any government recurrent grant foregone by the school during this period. This holding fee will be payable before the student is withdrawn to ensure the enrolment place is kept.

Tuition Fees

44. Fees will be revised annually and notified to parents / carers before commencement of the year to which the fees apply. Generally, the fees will increase up to 5% per annum. Please see the annual Financial Investment document for current rates and payment options.

45. Parental or carer financial obligations to CCM are the responsibility of all parties to this contract and will not be split or provided to one parent / carer unless a court order implicitly states a provision for the payment of independent school fees by one parent / carer.

46. Parents / Carers are expected to raise any problems relating to fee payment promptly with the Business Manager or Principal. Non-payment of fees owing can entitle CCM to terminate the student's enrolment. Any fees or monies outstanding will remain a parent / carer liability even if enrolment is terminated by either party.

47. Unless in exceptional circumstances, no student may commence a new Term unless the previous Term's fee commitment has been settled. This includes the transition from Preschool to the Primary where all outstanding Preschool fees must be paid before your child starts the transition program.

48. If CCM increases the fees for a year by more than 10% the fees payable for the preceding year, parents / carers may terminate this enrolment contract by notice in writing to the Principal within fourteen (14) days of the date on which we notify you of the increase.

49. New enrolments to CCMPS will be charged on a pro-rata basis (dependent on entry) for the balance of the Term commenced.

Privacy

50. Parents/Carers acknowledge that personal information relating to students and families will be collected, used, stored and disclosed by CCMPS in accordance with applicable privacy requirements and the School's Privacy Statement and Privacy, Personal Information and Confidentiality Policy.

Consent

51. Parents / Carers agree to the publication of any CCM-related material by or about the student, including photography to be placed on Transparent Classroom/OWNA and the myCCM Family App.

52. Images and names of students will not be used for advertising or marketing services unless consent has been obtained by parents / carers.

53. Parents / Carers agree for their child/ren to play in the park and playground area outside, fully supervised, during CCM hours.

Suspension and Termination of Enrolment

54. The Principal may suspend or terminate a student's enrolment where there are reasonable grounds to do so, including serious or repeated breaches of School requirements, subject to applicable legislation, procedural fairness and relevant School policies and procedures.

Circumstances that may result in suspension or termination may include:

- serious or repeated breaches of the School's student behaviour requirements;
- a serious or repeated breach of this Enrolment Agreement by a parent/carer;
- serious conduct by a parent/carer that adversely affects the safety, wellbeing or proper functioning of the School community;
- circumstances where the relationship of cooperation and trust between the School and a parent/carer has broken down to such an extent that it materially affects the School's ability to provide the student's education; or
- material information relevant to the student's needs having been deliberately or significantly misrepresented or withheld, where this has materially affected the School's ability to plan for or support the student.

Any decision involving student behaviour will be managed in accordance with the CCMPS Student Behaviour and Discipline Policy and Procedure. Where disability or additional learning needs are relevant to the circumstances, CCMPS will comply with its obligations under the Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005, including consideration of reasonable adjustments.

This Agreement

55. This Enrolment Contract will be binding and remain in force for the duration of the students enrolment at CCM.

56. I/We warrant that all information provided by us to CCM during the enrolment process is honest and correct and full disclosure has been made.

57. I/We have provided payment of the required application fees and levies and understand that it is non-refundable or transferable.

58. I/We have read and understood the above conditions and hereby accept the offer of enrolment of my/our child to attend CCM

Please read all Parent / Carer Policies and Procedures and complete the Direct Debit Request Form if you choose this method of payment.

All relevant policies and procedures can be accessed on our website or physical copies can be obtained from the administration office.

Date of Issue / Last Revision	October 2025
--------------------------------------	--------------