



Association for Brazilian Bilingual Children's Development Inc /ABCD

AULAS DE PORTUGUÊS 2013

Formulário de Matrícula/Reserva de Vagas um por criança por favor

Enrolment Form – one per child please

1. Dados Pessoais da Criança/Personal details:

Nome/Fist name:	Sobrenome/Surname:
Data de nascimento/DOB:	Série em 2013/Year in 2013:
Escola/school:	Telefone da escola/school phone number:
Diretor da escola/School Principal:	Professor/Class Teacher:

2. Dados dos Responsáveis/Parent's or guardian's details:

Nome da mãe (mother's name)	Email:
Endereço/Address:	Telefone/phone number
Bairro/Suburb:	Celular/mobile:

Nome do pai (father's name)	Email:
Endereço/Address:	Telefone/phone number
Bairro/Suburb:	Celular/mobile:

3. Preferência de local/horário de aulas/Location and date/time preference

(mark one - subject to availability)

<input type="checkbox"/>	Brookvale Public School - 2as feiras 16 às 18hs - Mondays 4-6pm
<input type="checkbox"/>	Picnic Point Public School - 3as feiras 16 às 18hs - Tuesdays 4-6pm
<input type="checkbox"/>	Killarney Heights Public School - 5as. feiras 16 às 18hs - Thursdays 4-6pm
<input type="checkbox"/>	Waverley Public School - 5as. feiras 16 às 18hs - Thursdays 4-6pm
<input type="checkbox"/>	Multi Purpose Centre Shire - Sabados 10:30 às 12:30 hs – Saturdays 10:30 am to 12:30 pm

Nível de Português da Criança /Language Proficiency *(please circle one)*



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1. Fala/Speaking -	Boa/Good	Média/Average	Não Tem/ none
2. Compreensão/Listening -	Boa/Good	Média/Average	Não Tem/ none
3. Leitura/Reading -	Boa/Good	Média/Average	Não Tem/ none
4. Escrita/Writing -	Boa/Good	Média/Average	Não Tem/ none

Utilização do Português pela Criança/ Child's Use of Portuguese (please circle one)

Frequentemente/Frequently

Às vezes/Sometimes

Raramente/Rarely

Nunca/Never

Oportunidade de contato com a Língua Portuguesa/Opportunity of contact with Portuguese
(circle as many as necessary)

Pai/Dad

Mãe/Mum

Avós/Grandparents

Irmãos/Siblings

Outro/Other: _____

Informações adicionais para ajudar o professor/Anything else we should know about your child?

4. Use of Personal Information/Privacy Disclosure (you may choose not to agree to this section) English only

I have been advised by the ABCD – Association for Brazilian Bilingual Children's Development Inc that the details of my child, _____, provided on the yearly NSW Community Languages Schools Program Funding Application are used for the purpose of applying for and monitoring funding under the Program. I have been advised that the Program will be granted access to the information (eg: name of student/date of birth/ telephone number/ mainstream school), that provision of this information is voluntary and that it will be stored securely.

I am aware that if I do not provide all or any of this information, the community language school my child attends will not receive funding for my child. I may correct personal information at any time by contacting the Senior Coordinator, NSW Community Languages Schools Program on 9244 5558 or the ABCD.

I authorize/do not authorize (circle one) the publication of my child's photographs in communication material and in media reports pertaining to the ABCD.

Name of Parent/Guardian: _____

Signature: _____ Date: _____

5. Associação/Membership

Você já é sócio da ABCD?/Are you already a member of the ABCD?(please circle one)

Sim/Yes Membership Number: _____ Member name: _____

Não/No Favor completar formulário separado/Please complete membership form, membership is compulsory for students



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6. Matricula/Enrolment

Eu, _____ autorizo a Association for Brazilian Bilingual Children's Development Inc – ABCD a segurar uma vaga para meu filho no período, horário e local indicado, mediante pagamento de **50% como depósito**. O depósito será devolvido se a turma que escolhi não puder ser formada ou substituída, ou se eu cancelar minha matrícula com o mínimo três semanas de antecedência. Eu concordo em pagar o custo total de cada termo no começo de cada termo, independentemente de possíveis faltas do aluno.

I, _____ authorise the ABCD Inc to hold a vacancy for my child at the location, date and time indicated, upon payment of 50% deposit. The deposit will be returned if the group I've chosen cannot be formed or replaced, or if I cancel my enrolment with three weeks' notice. I agree to pay the total cost of each term at the beginning of each term, independently of potential absences by my child.

Assinatura/Signed: _____ Data/Date: _____

7. Método de pagamento de depósito (por favor assinale um)/Payment Method

Custo incluindo o material didático/Term Fees:

1º filho/1st child	custo por termo/per term:	\$215
2º filho/2nd child	custo por termo/per term:	\$193.5
3º filho/3rd child	custo por termo/per term:	\$182.75

Taxa de pagamento em atraso (21 dias após o primeiro dia de aula)/Late payment fee (21 days after the first class) \$21.50

Anuidade/Membership

(custo compulsório/Compulsory fee)

1 ano/ 1 year	(July 2013 - June 2014)	\$35
3 anos/for 3 years	(July 2013 - June 2016)	\$80
(renovação em julho/renewable in July)		

8. Por favor mande todos os formulários com prova de pagamento para/Please send all signed forms with proof of payment to: (No cash please)

Email: ABCD Administrator - admin@abcd.org.au

Postal : ABCD Administrator PO Box 573 Forestville NSW 2087.

9. Please choose one of the following payment methods:

1. Securely Online Visa, Bankcard, MasterCard Note: \$4.00 Fee Applies
<https://www.registernow.com.au/secure/Register.aspx?ID=236>

2. Electronic Transfer via Internet or deposit in person into bank account as follows:

Bank: Commonwealth Bank
Account Name: Assoc for Brazilian Bilingual Children's Develop Inc
BSB: 062 170
Account No: 10090609

(Please note your name on the transfer so that we can identify the deposit)

3. Cheque in favour of Assoc for Brazilian Bilingual Children's Develop Inc.

NO CASH PLEASE

Any questions, please email to admin@abcd.org.au



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10. In case of Emergency/ Drop Off/Pick Up Arrangements

In case of accident, I authorise the class teacher/ABCD to follow first aid/emergency procedures/call for an ambulance to transport my child to the nearest hospital and ensure my child is safe.

Name of Child: _____ Date of Birth: _____

Contact in case of emergency: _____ Tel: _____

Second contact in case of emergency: _____ Tel: _____

Doctor: _____ Tel: _____ Medicare No: _____

Known allergies: _____

My child is to: (please circle one):

- be dropped off/ picked up by parent/guardian. Person authorised to collect child: _____
- walk/cycle/take public transport to/from class

Changes in arrangements must be communicated to class teacher as teacher is responsible for child's well-being while in her/his care.

Name of Parent/Guardian: _____

Signature: _____ Date: _____

11. Discipline Policy and Student Code of Behaviour

The ABCD's Student Code of Behavior aims to address the personal, behavioral and learning needs of all students. Students are required to observe the Code at all times to aid learning, ensure optimum use of lesson times and ensure maximum benefit can be achieved from the ABCD's after-school Portuguese Language classes.

Student duties:

- Students must arrive before class time and leave after completion of class. Exceptions are to be notified to the teacher by parent/guardian before class
- Students must come prepared with required materials and make every effort to complete homework where applicable
- Students must behave appropriately at all times

Inappropriate behaviour includes:

- Consistently disrupting class
- Being physically or verbally violent towards teacher/volunteer or other students
- Leaving class without authorisation
- Consistently failing to follow teacher's directions/requests
- Habitual lateness/absence

Procedure for addressing inappropriate behaviour

For those students who refuse to cooperate with their teacher in terms of their behavior and/or commitment to the program, the following procedure is to be followed:

- Three verbal warnings by the class teacher referring to inappropriate behavior
- If inappropriate behavior continues, the teacher is to contact the student's parent/guardian regarding behavior and notify the AB²CD of this action.
- If behavior does not improve, a three-way interview between the teacher, the student in question and his/her parents/guardian will be arranged to further discuss the issue
- If improvements are not made subsequent to the three-way interview, the AB²CD's education coordinator is to contact parent/guardian to discuss the issue
- If behavior continues to be unsatisfactory, as a last resort the AB²CD reserves the right to ask that the student stops attending class temporarily or permanently as the case may be.

I understand the Discipline Policy/Code of Behavior outlined above.

Child's Name: _____ Parent/Guardian's Name: _____

Signature _____ Date: _____



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12. ABCD - PORTUGUESE CLASSES – DUTY OF CARE

Teachers engaged by the ABCD – Association for Brazilian Bilingual Children's Development Inc – in the after-school Portuguese language classes are required to uphold the Duty of Care of all pupils and locations where the courses are conducted. Duty of Care aims to ensure that all pupils are taught in safe and secure surroundings and that neither the ABCD nor teachers be found negligent in the course of their classes. Classes are of two hours duration, including a short recess. All teachers working with the ABCD are required to pass the Working With Children Check, whereas class volunteers are required to sign a statutory declaration attesting to their ability to work with children, as dictated by state law. The ABCD Duty of Care hereby states:

- all students must be supervised by their class teacher at all times
- where a class volunteer exists, the volunteer takes directions from the class teacher and fully supervises students under her/his care
- students use only equipment that has been authorised by the teacher and always under strict supervision
- the teacher must carry a mobile phone to ring for help in case of emergency
- the teacher remains on school grounds until every student has been picked up by a parent/guardian. At the discretion of the teacher, police will be contacted if a parent/guardian has not arrived. Private arrangements with older students (eg student who walks home) must be authorised and advised by parent/guardian at enrolment
- all students must go accompanied to the toilets in groups of two
- no child is permitted to leave the classroom or school grounds without authorisation
- the teacher will notify the local police immediately if a student goes missing
- the teacher must take an accurate roll of the class and maintain discipline at all times
- corporal punishment is forbidden
- students must behave according to the ABCD's disciplinary code/Student Code of Behaviour
- at no time is the class to be left unattended by the teacher/volunteer
- no changes to class time or day must be made unless authorised by the ABCD

Emergency/First Aid Procedures

First Aid refers to the treatment given in case of accidents or injuries before full medical care can be obtained. A First Aid kit is supplied to each teacher/location and must be available at all times. Teachers must ensure adequate supplied/refill. Please purchase items as needed and forward receipt to the ABCD for reimbursement.

Teachers should be aware of the need for care in handling blood and blood spills. Protective gloves are to be worn by the teacher administering First Aid. As far as possible, students should be encouraged to assist with own First Aid.

The following types of injuries must be attended to very carefully: head injuries, neck or back injuries, fracture or suspected fracture, dislocation and profuse bleeding.

Head injuries: look out for symptoms such as unequal pupil sizes, nausea, unsteadiness, mental confusion, and unconsciousness

Neck or back injuries: look out for partial/loss of movement and "pins and needles"

Fractures and Dislocations: look out for severe pain, joint immobility, visible signs of fracture, swelling

Profuse bleeding: look out for abnormally large or uncontrollable blood flow

If the student has a serious injury he/she must NOT be moved. Please:

1. Keep the student calm
2. Keep the student warm
3. Ring 000 for an ambulance

Reporting Accidents

Once First Aid has been administered and appropriate authorities contacted (if necessary), the teacher must:

- Notify parent/guardian*
- Notify the ABCD on the same/next business day
- Complete the accident report form, have the form signed by the parent/guardian collecting the student, keep a copy and send the original to the ABCD

(*) For minor cases (scratches, grazes, etc.), parents can be advised (via the accident report form) on collection of student rather than at the time the incident occurs if student is calm and willing to remain in class.

Last update January 2013