



MOUNTAIN VIEW
ADVENTIST COLLEGE

Parent and Student Information 2018

MOUNTAIN VIEW ADVENTIST COLLEGE
Owned and operated by
Seventh-day Adventist Schools
(Greater Sydney) Ltd ABN 63 106 908 767
CRICOS Provider Number 02622J

 Phone **02 9622 2424** Fax **02 9831 5004**
 41 Doonside Road Doonside NSW 2767
 info@mvac.adventist.edu.au
 www.mvac.adventist.edu.au

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Information for 2018



Term Dates

Tuesday 30th January	—————>	1st Day Term 1 (Pre-Kindy, Year 1-12)
Friday 13th April	—————>	Last Day Term 1
Tuesday 1st May	—————>	2nd Term Begins
Friday 6 July	—————>	Last Day Term 2
Thursday 26th July	—————>	3rd Term Begins
Friday 28th September	—————>	Last Day Term 3
Tuesday 16th October	—————>	4th Term Begins
Tuesday 11th December	—————>	Last Day term 4

NB: Kindergarten classes will resume for Term 1 Wednesday 31st January 2017.



Buses

Please complete the attached College Bus Enrolments/ Re-Enrolment form. if you will be requiring our bus service for 2018. **Note:** Filling out the form does not automatically qualify you for a place on our buses. We do however process your submission to be reviewed and inform you thereafter as to whether you have met the criteria to be included. If for any reason a place has not been available, we do place your child/ren on the College Bus waiting list. **If we do not receive your form, we cannot allocate places on our buses for your child/ren.**



Stationery

Please supply the following for each student in Years 5 to 12 with:

Plastic ruler	1 Set of Coloured Pencils per Year
3 or 4 HB Pencils per Term	A 2-hole Pencil Sharpener with catcher or cover
2x Erasers per year	1 or 2 Glue Stick per year
A pencil Case per year	1 or 2 Highlighters
A4 loose leaf paper	Safety scissors
4 x 120 page A4 exercise book	Red/Black/Blue biros
A4 folder with plastic sleeves and dividers	Year 5/6 - 6 x 90 page A4 Exercise books
Year 7 - Mathematical set	



2018 Fee Schedule

Enrolment Fee - \$150 (Non-Refundable)

Tuition Fee

Year	Standard Tuition Rate (per term)	Standard Tuition Rate (per Year)
Prep	\$41 per day	\$41 per day
K-6	\$942.50	\$3,770
7-11	\$1117.50	\$4,470
12 (over 3 terms)	\$1,490.00	\$4,470

Activity Fee

Year	Standard Activity Fees (per term)	Standard Activity Fees (per Year)
Prep	\$50.00	\$200
K-6	\$110	\$440
7-8	\$162.50	\$650
9-10	\$212.50	\$850
11	\$262.50	\$1,050
12 (over 3 terms)	\$350	\$1,050

Bus Fee

\$25 per Week per child (\$250 per term and \$1,000 per year)

Family Discount

(No discounts for Prep) - On net tuition fee

One Child	Full Fees
Two Children	15% discount
Three Children	30% discount
Four Children	40% discount
Fifth and Subsequent Children	Free

Prompt Payment Discount

(Discounts do not include Prep)

Year Full Payment - 10%
(if paid in the first 3 weeks of term)

Term Full Payment – 2.5%
(if paid in the first 3 weeks of term)



Stationery Note

Kindy - Year 4

Stationery

As stationery is not part of the school fee charge, we ask that you please ensure your child has the correct stationery at all times. Please send stationery that is LABELLED to avoid any confusion between children.

The following is a guide of the required stationery for the year:

Item	Quantity
HB Lead pencil	12 per term (48 per year)
Eraser	1 per term (4 per year)
Enclosed Sharpener	2 per year (1 as a spare)
Coloured Pencils	2 sets of 12 (2 sets per year)
Big Glue Stick - 21g	3 per term (12 for the year)
Scissors	2 per year (1 as a pair)
Pencil Case	2 per year (1 as a pair)
Highlighters	1 per term (4 per year)

Optional

Coloured Crayons	1 set of 12 colours per year
Coloured Textas	1 set of 12 colours per year

To make things a little easier, we are happy for you to send in all the yearly stationery items listed above. We will leave store them securely in a locked storeroom and in a zip lock bag with your child's name on it. The teacher is the only one who will have access to your child's stationery. When any items run out, we can simply use the extra's you have sent and pass on to your child.

Alternatively we will send the following slip home informing you of what needs to be sent in.

<p>Your child _____ is missing the required stationery _____ please send the following by Friday _____ (If you would like to send extra. We can store it specifically for your child)</p>	<p>Thank you, from Mr/Ms/Mrs _____</p>
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College Bus Service Re-Enrolment / Enrolment Form

I would like to use / continue using the College Bus Service in 2018.
I understand that filling out this form is not an automatic enrolment and that
I will be notified if this application is successful.

Parents / Guardian details:

Name:		Date:	
Phone:		Phone:	
Child 1:		Child 1:	
Child 2:		Child 2:	
Child 3:		Child 3:	
Child 4:		Child 4:	

Pick up Address:

Drop off Address:

1. I acknowledge this is not a door-to-door service and I may be given a pick up and drop off location.
2. The cost per week is \$25.00 per child. Subject to change for 2018
3. I accept that I will be charged per term whether I use the service everyday or not.
4. I accept that the College has a no refunds policy and that it is my responsibility, to

Parent / Guardian Signature:



College Bus Service Rules & Protocols for Students

- STUDENTS **MUST** OBEY THE BUS DRIVER.
- NO EATING or DRINKING on the bus.
- Students **MUST** remain in their allocated seats AT ALL TIMES!
- USE SEATBELTS where they are provided.
- NO shouting (including shouting from the bus), screaming or swearing.
- The volume from all mobile devices, such as iPods, iPads, mobile phones, etc **MUST** be turned down.
- NO HANGING - body parts, bags, books, paper, clothing, etc - out of the bus windows or doors.
- NO lying, kicking or placing feet on bus seats or windows.
- NO DAMAGING the bus inside or out. This includes graffiti or writing on the bus with fingers if the bus is in a dusty state.
- Students must comply with the Code of Conduct at all times.

IT IS A PRIVILEGE TO TRAVEL ON OUR COLLEGE BUS AND WE ARE VERY HAPPY TO PROVIDE THIS TRANSPORT FOR YOU. FAILURE TO COMPLY WITH THE ABOVE BEHAVIOR CODE WILL MEAN YOU NO LONGER TRAVEL ON THE BUS.

Student Commitment:

I have read the above bus rules and I promise to obey them or I will no longer be allowed on the bus.

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Parent Commitment:

I have read, understood and spoken to my child(ren) about obeying the bus rules. I agree to pay the College the cost of any damages to the bus caused by my child(ren).

Name: _____ Signature: _____

Name: _____ Signature: _____



Uniform Policy Primary/Middle/Senior School

To assist you in your planning, we request you read the following and adhere to the Uniform Policy guidelines so that every student is clear on the expectations set out for them by the College.

Middle/Senior Boys

- White Shirt (with College emblem)
- Navy Blue Jumper (with College emblem)
- Navy Tie (College issue)
- Navy Trousers/Shorts
- Navy Socks
- Plain Black, Lace-up, Leather Shoes

Primary Boys

- White Shirt
- Navy Blue Jumper (with College emblem)
- College Tie (College Issue)
- Navy Trousers/Shorts
- Navy Socks
- Plain Black, Lace-up, Leather Shoes

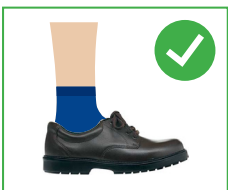
PREP

- College Tracksuit & Polo Shirt
- Bucket Hat
- Joggers

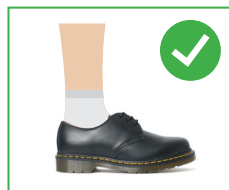
SHOES

1. Shoes must be leather.
2. Shoes must cover the whole of the foot.
3. Socks need to cover the ankle but not extended too high up the leg.

Acceptable Boys shoes and socks



Acceptable Girls shoes and socks



Unacceptable socks



Socks too high, shoes are good

Unacceptable socks



Socks too low, shoes are good

It is important to wear the correct shoes from an Occupational Health & Safety viewpoint. A neat and tidy uniform represents the College in a positive light.



Order Form for Uniforms Prep / Junior

OFFICE USE ONLY		
<input type="checkbox"/> To be paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Paid
Receipt No. _____		

Child's Name:

Date:

Class:

Contact No:

Item	Size	Price	Qty	Size	Total
Full Tracksuit	4-14	\$75			
Tracksuit Pant	4-14	\$30			
Tracksuit Jacket	4-14	\$45			
Polo Shirt	All Sizes	\$25			
Sport Shorts	All Sizes	\$15			
Summer Dress	4-8	\$45			
	10-14	\$47			
Winter Tunic	4-8	\$55			
	10-14	\$60			
	16-18	\$65			
Peter Pan	4-10	\$22			
	12-18	\$25			
Stockings	All Sizes	\$12			
Red Tie (girls)	-	\$13			
Socks pk 3 (Navy & White)	All Sizes	\$10			
Sunhat	All Sizes	\$10			
Parka	4-14	\$30			
Jumper	4-30	\$50 - 65			
Summer Shorts (boys)	4-16	\$22			
Winter Trousers	4-16	\$30			
Shirts Long/Short Sleeves	4-16	\$20			
Tie	Junior	\$17			
				TOTAL	

Other Items

Please place all order forms and payment in an envelope addressed to Miss Nooroa - Uniform Shop
Please note that orders will not be processed, until payment is made in full.



Order Form for Uniforms Middle / Senior

OFFICE USE ONLY		
<input type="checkbox"/> To be paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Paid
Receipt No. _____		

Child's Name:

Date:

Class:

Contact No:

Item	Size	Price	Qty	Size	Total
Full Tracksuit	10-16 / XS-XL	\$65			
Tracksuit Jacket	10-16 / XS-XL	\$40			
Tracksuit Pant	10-16 / XS-XL	\$28			
Polo Shirt	4-14 / XS-3XL	\$25			
Sport Shorts	10-16 / XS-3XL	\$20			
Trousers	10-18 / 4R-8R	\$30/\$44			
Shorts (Summer)	10-16 / S-2XL	\$22			
Short Sleeve Shirt (Boys)	6-28	\$32			
Ties	MID/SNR	\$17			
Sock pk 3	All Sizes	\$12			
Jumper	4-12	\$50			
	14-24	\$60			
	26-30	\$65			
Sunhat/Cap	Prep/S/SM/XL	\$10			
Summer Skirt	6-28	\$45			
Winter Skirt	6-28	\$55			
Short Sleeve Shirt (Girls)	MID/SNR 6-28	\$35			
Blazer (Yr 9-12 only)	All Sizes	\$200			
(Blazers need to be paid in full, before ordered is placed. please note that once this is ordered and paid in full there is a 6 week wait on the blazer.)					
TOTAL					

Other Items

Please place all order forms and payment in an envelope addressed to Miss Nooroa - Uniform Shop
Please note that orders will not be processed, until payment is made in full.

Mountain View Adventist College

Standard Collection Notice

1. The School collects personal information, including sensitive information about students, parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about a student is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, The Association of Independent Schools NSW, Adventist Schools Australia, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, music tutors, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy

Mountain View Adventist College Standard Collection Notice

and how the School will deal with such a complaint.

10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of students participating in activities including but not limited to sporting events, school camps, school excursions or day to day school life may be taken for publication in School newsletters, magazines and social media sites.
12. We may include students' and students' parents' contact details in a class list and School directory. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.