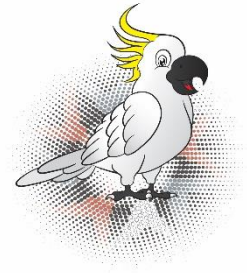




Education



PRINCIPAL'S WELCOME



Welcome to Cardiff South Public School. Our school first opened its doors in 1951 and since that time the school has developed a proud and rich history. So much so, that Cardiff South has become a “multi-generational’ school. We have several current families who are of third generation, following in their parent’s and grandparent’s footsteps. Clearly, they have formed a strong connection with our school and its wider community, and it appears to be quite a natural process for some to stay in the local area and have their children attend the school as well. In fact, my own children came here, which is just one of the many reasons why I am proud to be the principal of Cardiff South Public School.

Although we are proud of our past, we are not bound by it, and we are always looking to the future. Every member of staff continuously reflects on their own practices to ensure ongoing improvement in everything we do.

Our world changes rapidly, and as a school, we want to make sure that we keep up with the rapid rate of change so that our students are well prepared for life in a complex and advanced society. As your child joins our school today, they will become a crucial part of the next chapter in our history. It is a chapter that is currently unwritten, but one that is full of possibilities.

It is our hope that as your child joins our school today, they experience many wonderful things, participate in lots of unique learning opportunities, develop strong friendships with other children, have lots of laughs and most importantly, acquire all those valuable skills and knowledge that they will need to unlock their potential and have a future full of possibilities.

Kind Regards,

Brett Meek
Principal



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ACKNOWLEDGEMENT

We raise our hands to touch the sky that covers Awabakal land

We touch the ground we walk upon that is Awabakal land

We place our hands on our hearts in love for Awabakal Land



CONTACT DETAILS

School Phone Number	02 4954 7296 (please ask to be transferred to Preschool)
School Fax	02 4956 5730
Postal Address	Cardiff South Public School Preschool 9 Lake Avenue CARDIFF SOUTH NSW 2285
School App	StoryPark (preschool), Skoolbag, Facebook (primary school)
School Email	cardiffsth-p.school@det.nsw.edu.au
School Website	https://cardiffsth-p.schools.nsw.gov.au/
Facebook	https://www.facebook.com/CardiffSouthPS/

STAFF

Principal	Mr Brett Meek
Assistant Principal P-2	Mrs Alison Stallard
Educators:	
Teacher	Ms Aimee Clark
Teacher	Mrs Anthea Singh
Teacher	Mrs Rachel Woods
School Learning Support Officer	Mrs Melanie Merry
School Learning Support Officer	Mrs Lorraine Roberts
Administration:	
School Administration Manager	Mrs Janeen Reedman
School Administration Officer	Mrs Lisa Mitchell
Preschool Administration Officer	Mrs Kylie Ambrose

DEPARTMENT OF EDUCATION PRESCHOOLS

The Department of Education operates 100 Preschools that are located within public schools. Preschools in public schools provide educational programs for children one year prior to enrolment in Kindergarten. A child may be eligible for enrolment in preschool from the beginning of the school year if they turn four years on or before 31 July that year.

The Department provides an Early Childhood trained teacher and qualified SLSO (School Learning Support Officer) in each Preschool class.

The direct supervision of the Preschool is undertaken by the Assistant Principal Alison Stallard. Alison provides a link between the Preschool and the school in her executive role. Her commitment to quality early education enhances our Preschool program.

Links between the Preschool and school are further strengthened with school staff providing lunch relief for Preschool staff, Preschool students attending the library weekly, Preschool staff and students participating in special events and celebrations and participating in activities with Kindergarten.

Related links:

www.schools.nsw.edu.au/gotoschool/preschool/index.php

www.mychild.gov.au

[Department of Human Services Community Services](#)

LICENSING REGULATIONS

Cardiff South Public School Preschool complies with appropriate State and National Licensing requirements.

National Accreditation: Australian Children's Education and Care Quality Authority (ACECQA). www.acecqa.gov.au

CARDIFF SOUTH PUBLIC SCHOOL PRESCHOOL

Regulatory Authority: NSW Early Childhood Education & Care Directorate
Department of Education

Approved Provider: Department of Education

Nominated Supervisor/Educational Leader: The Principal – Brett Meek

NATIONAL QUALITY FRAMEWORKS

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a National Legislative Framework
- a National Quality Standard
- a National Quality Rating and Assessment process
- a National body called the Australian Children’s Education and Care Quality Authority.

Information available at: www.acecqa.gov.au

QUALITY IMPROVEMENT PLAN

All services must prepare a Quality Improvement Plan that:

- includes an assessment of the quality of the practices of the service against the National Quality Standard and the National Regulations
- identifies areas of strength
- identifies any areas that the provider considers may require improvement
- includes a statement of philosophy of the service.

Our Quality Improvement Plan is available to view in the Preschool foyer

ENROLMENT AND ATTENDANCE

To attend Preschool, a child must turn 4 years of age before 31st July in the year of attendance at the Preschool. Children attend Preschool in the year prior to attending Kindergarten. Children attend a five day fortnight. Please refer to the enclosed calendar. Preschool hours are 9am – 3pm.

Play is the work of young children and reflects their stage of development and individuality. It is the PROCESS not always the PRODUCT that is important. Recognising a child’s efforts will encourage the development of self-esteem.

Hours	Group	Attendance Days	
		Week One	Week Two
9am – 3pm	Kuwaluwain	Monday, Tuesday, Wednesday	Monday, Tuesday
9am – 3pm	Muwani	Thursday, Friday	Wednesday, Thursday, Friday

CARDIFF SOUTH PUBLIC SCHOOL PRESCHOOL PHILOSOPHY

Enriching the lives of children in a learning environment that is engaging, nurturing and safe, while encouraging calculated risk. Where children become independent and confident leaders in their own learning and play.

- Play and learn on Awabakal land
- Are part of the school community.
- Developmentally prepare children for school through meaningful planned and spontaneous play experiences.
- Foster and encourage independence
- Support children's agency by collaborating with them to plan and select resources for the day, develop routines, expectations and engage in (calculated) 'risky play'.
- Work cooperatively with allied health services to support children and their families
- Implement a responsive program with children and families, based on each child's interests and strengths
- Ensure children feel heard, respected and empowered, based on strong collaborative relationships and mutual respect
- Highly value and reflect diversity in culture, practices, values, beliefs, abilities and language of each child and their family
- Empower children to express empathy and respect for others, and to feel supported and valued
- Stimulate opportunities for each child to make discoveries, use their imagination, problem solve, think critically, and explore their world and relationships
- Support each child to develop positive self-esteem and confidence
- Plan and deliver intentional teaching to support children to gain the skills to be confident, independent and involved learners who will try new things and engage with risk taking
- Recognise and value play as a context for learning, providing time and space in unhurried, meaningful play to experience the joy of 'being'
- Believe learning is most meaningful when it emerges from the children's actions, conversations and decision making



PARENTS AND PARTNERSHIPS

At Cardiff South Public School, we have a focus on building relationships with one another, educators, children, families and our community to ensure the best possible outcomes are achieved for our children.

We believe that we can best meet the needs of individual children by working closely with parents and carers. We aim to develop partnerships between parents, carers and staff which are based on mutual trust and respect, and which promote the sharing of information and knowledge for the benefit of the children in our care.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education. We also aim to support parents in their own continuing education and personal development. We aim to ensure our setting is warm and welcoming to parents and carers to help them feel at ease.

Parents and friends are most welcome in the Preschool. Various opportunities exist for parents to be involved in the educational life of their child, including:

- Excursions
- Being involved in the development of our Q.I.P (Quality Improvement Plan)
- Making suggestions for experiences
- Working as a parent volunteer in the Preschool
- Attend special days e.g., special days, concerts
- Discussions with the class teacher concerning your child's development
- Newsletter: The Southy Times is available every second Tuesday and includes happenings within the whole school. Our newsletter is also available via the school website <https://cardiffsth-p.schools.nsw.edu.au>
- Using StoryPark as our main form of communication. Observations, child notes, plans and conversations are communicated on a daily and weekly basis. Children's learning is reflected through living and evolving documents

All parents/carers that attend excursions or volunteer at the Preschool are required to meet the Departments Child Protection policy by completing a Working with Children Check – Declaration for Volunteers and Non-Child Related Contractors and providing photo identification.

CELEBRATIONS

Please inform us of any celebrations your child and your family may celebrate. We love to share your diverse cultures and beliefs through celebrations. Examples of celebrations in the past are Easter, Chinese New Year, Diwali, Christmas, Eid etc.

BIRTH CERTIFICATE AND IMMUNISATION

An original Birth Certificate and Immunisation History Statement is required in order to complete enrolment at Preschool. A photocopy of these documents will be made by staff and kept with enrolment forms at Preschool.

CUSTODY ORDERS

Staff need to be made aware of any issues relating to the custody and care of your child. Custody papers need to be submitted to the School Administration Office for processing before being placed in the child's records. Please advise the child's class teacher if there are any changes in custody of a child.

FEES

The Department of Education aims to make Preschool affordable to ensure the most disadvantaged children within the local community are able to access a quality early childhood service.

Fees at our Preschool are currently set at \$20 per day. Rebates are available for families who have a Health Care card, as well as families of Aboriginal or Torres Strait Islander heritage. To be eligible for this reduction in fees you need to go to the School Administration Office where we will photocopy your Health Care card. No fees are charged for public holidays, school development days and school holidays. Our preschool fees are mandatory and are classed as a recoverable debt. Preschool fees are required to be kept up to date each term to ensure your child's ongoing placement.

Fees can be processed via cash or EFTPOS at the school administration office or via Parenting Online Payment through the school website www.cardiffsth-p.schools@nsw.edu.au and clicking on the Make a Payment tab at the top of the page. Please see POP information sheet included at back of this booklet.

DELIVERY AND COLLECTION OF CHILDREN

Cardiff South Public School Preschool has a duty of care to the children that attend the centre. A part of this duty of care is to ensure that access to a child attending the centre is limited to persons authorised by the parent/carer and this includes collection of the child from the Preschool.

DROP OFF

- On arrival the person bringing the child is responsible to sign the child in on the attendance sheet next to the child's name, indicating time of arrival.
- **The person dropping off the child must ensure that the child is signed in and that a staff member receives the child/ren before leaving the Preschool and that any special needs are communicated.**

COLLECTION

- Children can be collected from 2.45pm and must be collected by **3.00 pm**.
- The authorised person collecting the child must sign the attendance sheet next to the child's name, indicating time of departure.
- **The authorised person must ensure that a staff member is aware that they are taking the child from the preschool.**

If the child is to be collected by a person whose name is not on the enrolment form as a person authorised to pick up the child, parents must have personally informed the appropriate staff member prior to pick up. The person picking up the child will be asked to provide written authorisation from parent/carer for collection.

CLOTHING

Children are asked to wear sturdy shoes and play clothes to Preschool, suitable for riding bikes, climbing, painting, playing in water and mud etc. We are a Sun Safe Preschool; wide brimmed hats are essential for every day and shirts need to cover your child's shoulders.

Please send along a spare set of clothes marked with the child's name in a plastic bag. There are lots of ways to get wet and messy at Preschool

DONATIONS

We request that parents supply the following items on enrolment of their child. These need constant replenishment and by parents donating them, we can use those funds on equipment and resources for your child.

We are in current need of **EARTH CHOICE DISHWASH CONCENTRATE, 2 X PALMOLIVE HAND SOAP (NOT ANTIBACTERIAL) AND A BOX OF TISSUES.** Thank you in advance for your assistance.



EXCURSIONS AND REGULAR OUTINGS

Excursions are a valuable experience for children, families and educators in preschool settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. They are a valuable tool for children's learning, enabling them to build on, and make connections between experiences. We also have regular incursions including visits from a dental nurse, fire engines, living safely with dogs and vision screening.

A regular outing is an excursion that occurs regularly in and around the local area to nominated locations which do not require the crossing of major roads or the use of public transport. As part of regular outings, the children will be involved in crossing some local roads that have limited traffic. A walking route has been developed as part of the risk assessment process, outlining where to cross local roads based on the least amount of risk. Where possible, notice of a regular outing will be communicated to families in advance. At other times these outings may be spontaneous in relation to an interest that has emerged on the day and will be communicated to families at that time via StoryPark.

In accordance with the Education and Care Regulations (2011), authorisation for regular outings, along with a risk assessment is required once every twelve months unless there are any changes. A copy of the walking route and risk assessment is available to view at the preschool.



MEDICAL CONDITIONS AND HEALTH CARE PLANS

We facilitate effective care and health management of children who require medication for illness or a diagnosed health condition during the preschool day. Families are required to complete an authorisation form and supply prescribed medication in its original packaging labelled with the child's name, use by date and dosage.

Individual Health Plans for children with diagnosed medical conditions like asthma, anaphylaxis must be written by the child's doctor and given to preschool before the child starts Preschool or returns to Preschool after diagnosis. Please see staff as soon as possible if your child has a diagnosed medical condition.

Please make us aware if your child has any allergies.

If your child has toileting issues, we will work with you to develop a toileting plan

ILLNESS

Please keep your child home if they are unwell. Germs & sickness travel very easily at Preschool. We understand it can be difficult at times however, we ask you to consider everyone, including staff, who may come into contact with your unwell child.

Please call if they are not well and are staying at home.

If your child is unwell at Preschool, we will call for you to collect them.

For vomiting and gastro illness, children must not attend Preschool for 24-48 hours after the last episode.

INFECTIOUS DISEASES

Parents are asked to notify the Preschool immediately if a child is diagnosed with any of the following infectious diseases.

CONDITION	USUAL TIME BETWEEN INFECTION, ILLNESS & RETURN
Chicken Pox	11-20 days - minimum exclusion 5 days after spots appear
German Measles (Rubella)	14-21 days – minimum 6 days after rash appears
Glandular Fever (Infectious Mononucleosis)	Until recovered
Hepatitis A	15-50 days – 7 days from onset of jaundice
Hepatitis B	Medical certificate required
Whooping Cough	6-20 days – if antibiotic treatment not given, 3 weeks from onset of whoop, if oral erythromycin given, 5 days from start of medication
Pediculosis (Head Lice)	Eggs hatch in 1 week and reach maturity in 2 weeks
Measles	7-14 days – 5 days from rash appearing
Impetigo	5-21 days – consult doctor, if sores are treated and covered, return to school permitted
Scabies	Several days – sometimes weeks
Ringworm	10-14 days

Mumps

12-22 days – return one week after the appearance of swelling

Source: www.health.nsw.gov.au

IMMUNISATION

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases.

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by using your MyGov app or contacting the [Australian Childhood Immunisation Register](#) on 1800 653 809.

As of December 2013, we have been notified that to enrol in an early childhood education and care service, parents/guardians must provide this document. Failure to provide this document will delay your child starting Preschool.

Immunisation History Statement				
As at: 20 February 2015 For: John Ciltzen Date of Birth: 09 October 2009 Immunisation Status: up to date				
Schedule	Immunisation	Date Given	Brand Name Given	Provider Type
2 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	14 Dec 2009	Infanrix-IPV Comvax Prevenar	Public Hospital
4 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	20 Feb 2010	Infanrix-IPV Comvax Prevenar	Health Centre
6 months	Diphtheria Tetanus Pertussis Polio Pneumococcal	26 Apr 2010	Infanrix-IPV Prevenar	GP
12 months	Measles Mumps Rubella Hib Hepatitis B Meningococcal C	12 Oct 2010	Priorix Comvax Menjugate	GP
18 months	Varicella	15 Apr 2011	Varilrix	GP
4 years	Diphtheria Tetanus Pertussis Polio Measles Mumps Rubella	28 Oct 2013	Infanrix-IPV Priorix	Health Centre
Next immunisation(s) due				Date Due
This child has received all vaccines required by 5 years of age.				

Every effort is made to ensure that the information contained on the Australian Childhood Immunisation Register is correct. The data is based on information provided to the Immunisation Register by immunisation providers and the accuracy of data is dependent on the quality and timeliness of information provided. Immunisation records are only available from 1 January 1996.

HEALTHY EATING

We encourage children to bring simple nutritious foods to eat at preschool and to not bring processed or pre-packaged food. Each child will also need to bring a drink bottle filled with water only (no juice or other drinks please).

“Get Up and Grow” recommends that, as a guide, foods should contain less than:

- 20g fat per 100g
- 15g sugar per 100g
- 600mg salt per 100g

Food which does not meet these guidelines will be sent home for afternoon tea or a healthier alternative offered. Parents are requested to use these dietary guidelines when choosing foods for preschool meals. Please pack morning tea and lunch foods in two separate containers so your child can easily find them. Drink and food containers should be easy for your child to open and close and must be clearly labelled with your child’s name.

Healthy Food Guidelines

Best left in	Fruits and Vegetables	Best left out
All fresh fruit (whole or cut up) Fruit in natural juice (from a tin or tub)	Whole vegetables (e.g. corn on the cob) Salad vegetables Canned vegetables (e.g. corn) Veggie sticks	Fruit juice and fruit drink Potato chips and crisps Fruit straps Fruit bars

Best left in	Breads and Cereals	Best left out
Breads: loaf, pita, rolls, Lebanese, wholemeal, wholegrain, Turkish, scrolls, pumpkin bread, raisin bread, rye *High fibre breakfast cereals Rice Pasta Noodles Pikelets/pancakes Fruit muffins/scones	Pasta or rice salad Air-popped popcorn Cous-cous Rice/corn cakes *Rice crackers Crumpets *Crispbread/crackers	*Low fibre, high sugar or salt breakfast cereals Pastries e.g. croissants, donuts, danish 2 minute noodles *Muesli and cereal bars Cakes Sweet biscuits – plain, cream filled, chocolate and chocolate chip Coloured, buttered or salted popcorn

Best left in	Milk, Yoghurt, Cheese	Best left out
Cheese Plain milk	Vanilla or fruit yoghurt Custard	Flavoured milk Flavoured custard Dairy desserts or puddings

Note reduced fat dairy products are recommended for children over 2 years of age

Best left in	Lean Meat, Fish, Chicken or Alternative	Best left out
Roast beef, tuna, salmon Lean chicken, fish, pork, veal, beef, lamb Cubes of tofu Hard boiled egg *Baked beans Sardines	4 bean mix Kidney beans Lean meatballs	Frankfurts Cabanossi Chicken roll Bacon Sausages

Note check your service allergy policy before sending eggs

Best left in	Drinks	Best left out
Water Plain milk	Fruit juice and fruit drink Soft drinks Cordial Flavoured mineral waters	Flavoured milk Energy drinks Sports drinks

*Use these guidelines to choose healthier packaged foods

Good for kids
good for life

Nutrition Information	
Servings per package: 3	
Serving size: 150g	
Quantity per serving	Quantity per 100g
Energy 608kJ	405kJ
Protein 4.2g	2.8g
Fat, total 7.5g	4.9g
- saturated 4.6g	3.0g
Carbohydrate 18.6g	12.4g
- sugars 18.6g	12.4g
Sodium 90mg	60mg

Always compare products using the 100g column

Less than 20g fat per 100g

Less than 5g saturated fat per 100g

Less than 15g sugar per 100g

Less than 600mg sodium per 100g



PROGRAM AND CURRICULUM

Our program is driven by children's interests and voices, it is play based and enhances children's learning and development.

We implement The Early Years Learning Framework. The National Early Years Framework (EYLF) is a guide for early childhood educators who work with children from birth to five years and has been developed for use by all early childhood services across Australia. The EYLF has been developed to ensure your child receives quality education programs in their early childhood setting as this is a vital time for their learning and development. The EYLF is implemented in partnership with families (who are children's first and most influential educators), to develop learning programs which are responsive to children's ideas, interest, strengths and abilities, and recognises that children learn through play.

The Framework's vision is for all children to experience play based learning that is engaging and builds success for life.

[Early Years Learning Framework](#)

The Early Years Learning Framework describes childhood as a time of *Belonging, Being and Becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.
- **Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.**

The following outcomes from the Early Years Learning Framework describe the learning and development of children at Cardiff South Public School Preschool:

The outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Framework focuses on each child's learning. We work with families to get to know each child well. We listen, watch and talk with each child. We then create a learning program that builds on each child's interests and abilities. Families are kept involved in this continual process.

By working together parents and educators can enhance the child's learning and wellbeing.



POLICIES AND PROCEDURES

The following policies and/or procedures are available for you to read in the Policy and Procedures folder located in the Preschool office. Please ask if you would like to read them. Policies are also available on the Department of Education and Communities website.

- Acceptance and Refusal of Authorisation
- Governance and Management
- Emergency and Evacuation
- Payment of Fees
- Interactions with Children
- Dealing with Complaints
- Health and Safety
 - nutrition, dietary requirements
 - sun protection
 - water safety
 - administration of first aid
 - sleep and rest for children
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Dealing with Infectious Diseases
- Enrolment and Orientation
- Excursions
- Child Safe Environment
- Staff including
 - code of conduct for all staff members
 - determining the responsible person present at the service
 - participation of volunteers and students on practicum placements.

Complaints Procedure

Our preschool values the feedback of educators, staff, families and the wider community in helping to create a service that meets regulation and the needs of enrolled children, and their families and we encourage open communication through opportunities to respond and feedback on the program. A component of this feedback is the ability to put forward a complaint and have this managed appropriately with due consideration for accountability and quality improvement.

- All minor complaint and disputes will be resolved promptly and without using formal procedures. Whenever possible, informal resolution will be attempted first in all matters assessed as less serious.
- Families are advised to initially make complaints to our teachers, Assistant Principal or Principal, whoever is most appropriate, by appointment. Complaints will be dealt with confidentially and professionally, as per the NSW Education and Communities Complaints Handling Policy, 2011.
- Displayed in the preschool entrance (on the DoE template), is the photo and name of the school principal and a statement noting that this is the person to whom a complaint can be made.
- Also displayed in the entrance is a statement advising families that if their complaint is of a more serious nature, or relates to the breach of a regulation, they may choose to contact our regulator: The NSW Early Childhood Education Directorate, Department of Education
- e-mail: ececd@det.nsw.edu.au phone: 1800 619 113

PARENTING ONLINE PAYMENT SYSTEM – INSTRUCTIONS

It is possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a VISA or MASTERCARD credit or debit card.

Step One

Go to www.cardiffsth-p.schools@nsw.edu.au and select the Make a Payment tab at top of screen

NSW Department of Education

Select Language Log in

MAKE A PAYMENT | ENROLMENT | NEWS | NEWSLETTER | EVENTS | GALLERY

Cardiff South Public School
Believe and Achieve
T: 02 4954 7296 E: cardiffsth-p.school@det.nsw.edu.au

About our school | Supporting our students | Learning at our school | Learning from Home 2020 | Preschool | P & C | Permission Notes | Contact us

to our

Step Two – Student Details

Complete all the mandatory fields marked with an asterisk *

Once completed click on Next Section

Cardiff South Public School
Believe and Achieve

9 Lake Ave
Cardiff South NSW 2285
Phone: 0249547296

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Student Details

Student Registration Number If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name

* Given Name

* Surname

* Enter both Class/Year & Ref Number, or Date of Birth:

Class or Year

Ref Number This number may be on the top of the Invoice or statement issued by the school. It may have the heading Ref:

Date of Birth DD/MM/YYYY e.g. 14/05/2010

If you wish to make a payment for another student, first complete this payment. There will be an option to re-use your details for another payment.


Step Three - Contact Details

Complete all the mandatory fields marked with an asterisk *

Once completed click on Next Section

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

 Student Details 

 Contact Details

* Contact Full Name

* Contact Phone Number

e.g. 0249512345 or (02) 49512345

* Contact Email Address

Cancel Payment

Next Section

 Payment Items

 Card Details

Step Four – Payment Items

Under payment type click on arrow to view a drop down box with selections – choose one of these items as per below example 'Excursions' than you can write a brief description say the name of the excursion than complete the amount you wish to pay.

You may add multiple payments for the one child by clicking on 'Add another payment'. You cannot make multiple payments for multiple children.

Step Five – Card Details

Enter the details of the cardholder as per instructions than click Proceed to Confirmation.

The system will generate a receipt number you may print this information of record the number on the payment advice form to be returned to school.

 Student Details ✔


 Contact Details ✔

 Payment Items ✔

Payment Type	Description	Amount
Excursions ▼	Preschool Beach Excursion	10.00
Total Amount		10.00 AUD

Card Details

* Cardholder Name

* Credit Card Number  

* Expiry Date ▼ / ▼

* Card Verification Number (CVN) [What is the CVN?](#)