



## Application for Playgroup and Pre-School Enrolment Form

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### Child details:

First name: ..... Last Name: .....

Date of birth: ..... Gender: Male  Female

Home address:

Street Name ..... Suburb ..... Postcode .....

Does your child have a disability/additional needs/ allergies .....

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### Sibling details:

First name: ..... Last Name: .....

Date of birth: ..... Gender: Male   Female

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### Parents/Guardian:

**Mother's** First names: ..... Middle initials: ..... Last names: .....

**Father's** First names: ..... Middle initials: ..... Last names: .....

Home address: *(only complete if different from child's)*

Street Name ..... Suburb ..... Postcode .....

Home phone: ..... Mobile: ..... E-mail: .....

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### Office use only:

REF NO: \_\_\_\_\_

Date Received: \_\_\_\_\_

Cheque Date: \_\_\_\_\_ Banked: \_\_\_\_\_

Receipt acknowledgement emailed/telephoned: \_\_\_\_\_

Entered into Database & Email Contact List: \_\_\_\_\_

Please be sure to complete all details on this form and return together with a direct deposit for \$45.00, being a non-refundable enrolment administration fee. We will notify you by email and be invoiced once your enrolment form and fee have been received.

Upon return of this enrolment form, you will automatically be placed on our database.

Deposit directly into:

Bank: Westpac Banking Corporation

BSB: 033 100

Account: 291184 (Western Region Waldorf Education Foundation Ltd)

Please put the child's name and group name in the reference field

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## Fees and Conditions

### WAITING LIST

Currently, there is no waiting list due to COVID and both Playgroup and Roster Playgroup have vacancies). When you return the application form with a non-refundable administration fee of \$45.00 you will be entered on our Database. We will email you to confirm we have received your application.

**In the event that places in our Playgroup Program and Kindergarten Program are filled, according to our enrolment policy the next person on the waiting list will then be offered the available spot.**

Once on our Database you will be kept informed of our up coming events and receive our newsletter. Our database is strictly confidential and is used for enrolment purposes and keeping you up-to-date with upcoming activities only.

We would also welcome your input in anyway as we are a voluntarily run organisation and getting involved is a great way to meet like-minded families.

## ELIGIBILITY FOR PLAYGROUP and ROSTER PLAYGROUP

- Children who are 1 to 3 years of age (in the year they attend) are eligible to attend the Playgroup.
- Children who are turning 3 on or before 31<sup>st</sup> December in the year preceding are eligible for enrolment in the Rostered Playgroup and toilet trained.

## FEES

### Playgroup

Our current fee structure for 2023 is \$25 per session for playgroup, and \$40 per session for Roster playgroup, both billed on a term basis. **We do require** notice if you are no longer attending for details see under 'Securing a place in the Pre-School'.

## PLACEMENT CRITERIA

When a vacancy arises in any of the programs, a child on the waiting list may be offered a place in accordance with our enrolment policy as follows:

- (a) Firstly, children continuing in the Playgroups
- (b) Secondly, siblings of children already attending a program; and
- (c) Finally, children on the waiting list in order based on registration date (the date on which the application fee was received/processed by the Enrolment Officer)

Families are entitled to one 'trial' visit to Playgroup or Rostered Playgroup, prior to accepting an offered place (not applicable for the final 4 weeks of 2021)

## SECURING A PLACE IN THE PRESCHOOL

### Playgroup

Little Lorikeet Steiner Preschool Enrolment Policy states that when you are contacted and advised you are being offered a place for your child/ren at a playgroup session, you must respond in 7 days, or the place will be offered to the next family on the waiting list.

- If the day/time offered does not suit you, you can ask to remain on the list for the next alternative option.
- **If you no longer wish to be on the waiting list you will greatly assist us by advising us if you no longer need your spot in the Playgroup 4 weeks notice is required and Roster Playgroup 1 terms notice is needed.**

*\* Please note: All information provided on this form is considered to be private. It is collected only for enrolment purposes and is disclosed only to the teacher, enrolments officer and Foundation members when/if required.*