



REGISTRATION FORM – PLAYGROUP

Please complete all sections. If not applicable please complete the section with N/A.

CHILD DETAILS			
SURNAME			
Given Names		Preferred Name	
Date of Birth		Gender	
Language(s) spoken at home			
PARENT DETAILS			
	Parent/Guardian 1 - PRIMARY		Parent/Guardian 2
Title			
SURNAME			
Given Names			
Relationship to Child			
Residential Address			
Postal Address			
Telephone/s	Mobile:	Mobile:	
	Home:	Home:	
Email address			
CSSK distributes all billing electronically. Please advise which parent will be responsible for billing.			
BILLING invoiced to	<input type="checkbox"/> Parent/Guardian 1		<input type="checkbox"/> Parent/Guardian 2
SIBLING INFORMATION			
Sibling Name	Date of Birth	School and Class Level	

CHILD MEDICAL & HEALTH INFORMATION

Medicare Number		Child Reference Number	
Medical Service & Doctor contact details			
Immunisation All children attending Ring-a-Rosie & Kindergarten must be immunised. This does not impact attendance at Playgroup, however it is important to note for families wishing to attend the Playgroup program. In the event of an infectious disease outbreak at the school, Playgroup services will be cancelled.			
Anaphylaxis In the case of anaphylaxis you will be provided with a copy of the School's Anaphylaxis Management Policy. The School will require an individual medical management plan for your child signed by the treating medical practitioner.			
Has your child been diagnosed at risk of Anaphylaxis?			YES / NO
Does your child have an auto injection device (e.g. EpiPen®)?			YES / NO
Has the Anaphylaxis Medical Management Plan been provided to the School?			YES / NO
Has a Risk Management Plan been completed by the School in consultation with you?			YES / NO
Medical needs Does your child have a medical condition such as Allergies, Asthma, Epilepsy, Diabetes ? Please provide a copy of the current medical management plan for the condition and specify all details:			
Dietary needs Does your child have special dietary requirements? If YES please provide all necessary details:			

EMERGENCY CONTACTS

In the event of an emergency that you are in an accident, injury or trauma and unable to communicate please advise the emergency contact details of those people who are authorised to collect and care for your child **and** to authorise medical treatment if required.

	Emergency Contact 1	Emergency Contact 2
Name		
Telephone/s	Mobile:	Mobile:
	Home:	Home:

DECLARATION

I/We, _____ and _____
(print full name/s) Parent/Guardian 1 Parent/Guardian 2

being person/s with lawful authority of the child referred to in this registration form:

1. Understand that this form is for the sole purpose of participating in Castlemaine Steiner School & Kindergarten's Playgroup program and DOES NOT confirm any enrolment of the child in Ring-a-Rosie, Kindergarten and beyond.
2. Declare that the information in this enrolment form is true and correct and undertake to immediately inform Castlemaine Steiner School & Kindergarten in the event of any change to this information;
3. Consent to the staff of the Castlemaine Steiner School & Kindergarten seeking, or where appropriate, administering, emergency medical treatment for myself and children, as is reasonably necessary and that I will reimburse any necessary expenses for hospital or ambulance services incurred by the Castlemaine Steiner School & Kindergarten;
4. Agree to the payment of all accounts rendered by the School in respect of this child's participation and to comply with the terms of payment. Agreement to the conditions of the School Fee Policy and Fee Retrieval Policy in particular is a requirement of entry to Playgroup.
 - 5.1. Playgroup Fees and charges are subject to amendment by the Board of Directors, with a minimum of one term's notice. Fees are generally set in Term 4 for the following year.
 - 5.2. All Fees as invoiced are payable in advance by the Friday of week 3 of the Term.
 - 5.3. Notice of withdrawal from Playgroup is required by Week 6 of the Term. This is to be in writing to the Office.
 - 5.4. If fees remain outstanding at the beginning of the last week of the term, an Administration Fee of \$25 will be charged to your account, unless an approved fee agreement is in place. Participation in the commencing term will not be permitted until outstanding fees are paid.
 - 5.5. If outstanding accounts are referred to the school's debt collection agency, in line with the Fee Retrieval Policy all debt collection fees and charges will be added to the debtors account.
5. Undertake to read and become familiar with the Playgroup Information for families booklet.
6. Undertake to read and abide by the school's policies. Non-adherence may result in temporary exclusion or termination of your child's participation in Playgroup.
7. Understand that participation in Playgroup is up to age four (inclusive). Exceptions to this can be permitted if there are younger siblings attending Playgroup also.

I/we understand that I/ we, (where two parties have signed), are jointly and severally responsible for our financial obligations to the school.

Signature: Parent/Guardian 1: _____ Date: ____/____/____

Signature: Parent/Guardian 2: _____ Date: ____/____/____



PLEASE DETACH AND KEEP – To be retained by the parent

LAWFUL AUTHORITY

Parents: All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Guardians: A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the Children's Service Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

CONFIDENTIALITY OF ENROLMENT RECORDS

The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children's Services Regulations 2009 (regulation 35(1) (d-e)).

PRIVACY COLLECTION NOTICE

The Castlemaine Steiner School and Kindergarten is aware of and implements the requirements of the State and National Privacy principles and obtains consent for uses and disclosures of personal information that may not be for the primary or secondary related purposes to the collection.

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of the student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling to your son/daughter.
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. Certain laws governing or relating to the operation of the school require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We 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. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used by the school or an agent of the school to make an appeal to you.