

PRIVACY CLAUSE

- 1) The School collects personal information, including sensitive and financial information about pupils and parents or guardians before and during the course of a pupil'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 schools require that certain information be collected. These include Public Health laws.
- 4) Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- 5) The School from time to time discloses personal information 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, coaches and volunteers.
- 6) If we do not obtain information referred to above we may not be able to enroll or to 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, and magazines.
- 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 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.
- 10) We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
- 11) 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 the information to third parties.

I do/do not agree to the conditions of the privacy clause: _____

PLEASE SIGN

This Application for Enrolment form is the first step in the process for enrolment at Noosa Pengari Playgroup. While every attempt is made for the enrolment process to be as efficient as possible it is also necessary that all steps be completed thoroughly.

Parent's declaration:

- ◇ I understand my obligations to the School and in particular, my obligation to pay Playgroup fees promptly.
- ◇ I would like to have my child/ren placed on a waiting list should no place be available now.
- ◇ I understand that on occasion photos may be taken during a Playgroup session & these may be used for promotional purposes.

Library Membership:

Membership of our Parent Library is open to anyone interested in learning more about Steiner Education and costs \$50 per family for lifetime membership.

- I/We would like to become member/s of the Parent Library and have enclosed the \$50 membership fee.**

I/We acknowledge approval and accuracy of all the information contained in this enrolment form & agree to notify the school if any details or conditions relating to enrolment change. I/We agree to the conditions of enrolment outlined in this form, the Playgroup Handbook & the Fee Structure.

Name of parent/caregiver 1 making this application:			
Signature:		Date:	
Name of parent/caregiver 2 making this application:			
Signature:		Date:	
Person responsible for Playgroup fees:			
Signature:		Date:	

ENROLMENT PROCESS FOR PLAYGROUP

The initial step for attending Noosa Pengari Playgroup is to complete this application form and return it to the school office. (There is no application fee for Playgroup enrolment.) The school will send a letter of acknowledgement of the application.

Where a waiting list for Playgroup exists, you will be notified and your details will be given to the Playgroup co-ordinator.

Once a place becomes available in the Playgroup, the Playgroup co-ordinator will consult the waiting list and make contact with eligible families.

Playgroup will operate every Friday during school terms.

Playgroup fees will be invoiced by the school at the start of each school term at the cost of \$150 per term. Invoices will be sent to parents via email.

PLEASE NOTE: Completion and lodgement of this form is for Playgroup enrolment ONLY and does not guarantee a place in Preschool or Primary School.

PLAYGROUP DETAILS

- ❖ **A parent or guardian MUST attend Playgroup with their child/children. *If someone other than the parents/guardians will be attending Playgroup with your child, either occasionally or on a regular basis, please provide name and contact details on page 1 of this form.***
- ❖ **Commitment to enrolment for Playgroup is per term.**
- ❖ **If your child is unable to attend a Playgroup session due to illness etc, please advise the school office.**
- ❖ **Noosa Pengari Playgroup can be viewed as an introduction to the Noosa Pengari community and the educational experience offered at Noosa Pengari Steiner School.**
- ❖ **Playgroup families are welcome and encouraged to participate fully in all areas of school life, including attending Parent Education talks and workshops, Café Market afternoons and fundraising activities.**

SCHOOL INVOLVEMENT

The ideal time to learn about Steiner Education is while your child is young. The school offers many avenues for this. Below are some details of how you can learn and become involved with our lovely school community. The most convenient way of keeping up-to-date with all school community news is to subscribe to the School Newsletter – self-subscription via the School website.

PARENT EDUCATION - The school organises many Parent Education events throughout the school year including talks, workshops and activities on many diverse topics which are open to all members of the school & wider community. These events will be advertised in the school Newsletter and the School's Facebook page.

PARENT LIBRARY – Our Parent Library is run by the P & F & contains a wide range of informative books and resources including but not limited to, early childhood, education, health, biodynamic gardening/farming, craft, Anthroposophy and children's books. The Parent Library is located in the Treasure House.

THE TREASURE HOUSE – The shop stocks beautifully handcrafted toys and gifts, (some of which are lovingly made by members of the school community), along with a wide variety of musical instruments, hats, art and craft materials, head-lice treatments, shoes, shirts, and unusual gift ideas. Purchases can be paid for by cash, cheque and using the Treasure House EFTPOS facility. Lay-bys are also available.

PARENTS & FRIENDS ASSOCIATION – is an unincorporated association established to assist the School in areas such as fundraising, cultural and community activities, working bees, catering for functions and support generally of the School, the children, the parents and staff.