

Playgroup Registration Process

Purpose: The purpose of this policy is to outline the registration requirements and process for Birali Playgroup.		
Scope: Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.		
Status: Authorised	Supersedes: NA	
Authorised by: Principal	Date Authorised: 13.01.2021	Policy Owner: Principal
Review Date: Every two years	Next Review Date: Qtr 1, 2023	
References:	<ul style="list-style-type: none"> • Playgroup Registration Form • Birali Hub Guidelines for Use • Playgroup Attendee Code of Conduct & Duty of Care 	

Policy

Birali Playgroup:

- is offered to families with children from birth to 5 years old
- offers the first session free as a trial with return sessions at a fee of \$15.00 per family per session
- is offered Tuesday and Thursday, 9am to 11am, Birali term weeks only

Birali Playgroup operates under a pre-registration requirement:

1. To register, interested families are asked to complete the Playgroup Registration Form, Playgroup Attendee Code of Conduct and read the Birali Hub Guidelines for Use and submit by email to info@biralisteiner.qld.edu.au or posting to 670 Beachmere Road, Beachmere Qld 4510.
2. Once received, your registration will be placed on our wait list.
3. When a place becomes available, the Enrolments Officer will be in contact to offer the place and confirm details.

Each session will be capped at 10 families to ensure comfort and safety of all attendees and staff; however, the school will maintain a list of up to 12 possible attending families for each session – taking possible absences into account while maintaining a full playgroup session.

Each week, the Enrolments Officer will SMS each of the families on the session list, to RSVP their attendance for that week's session. Once the 10 places for the session have been filled, any further RSVPs will be advised the session is unfortunately full. This RSVP assists the Playgroup Leader with catering and to maintain the cap of 10 families per session.

Families are able to pay for the term in advance to secure their place at each of the applicable sessions. By paying in advance, the family will not be required to RSVP to secure their place each week. This only applies for payment of a full term, or the remainder of a term for a family registration confirmed part-way through a term.

Payment is preferred via EFT to our bank account below or cash can be paid at the school office reception.

Bank – NAB; BSB – 084-004; Account – 302 714 893; Reference – PG + Surname; Name – Birali Steiner School

After multiple non-attendance, the Enrolments Officer will contact the family to confirm continuation of their place at Birali Playgroup.

All Playgroup attendee documentation will be filed in the School's secure cloud storage (Sharepoint) and hard copies stored securely in the office.