



Playgroup Registration Policy

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: 20221130	
Authorised by: Principal	Date Authorised: 18.01.2024	Policy Owner: Principal
Review Date: Every two years	Next Review Date: Nov, 2025	
References:	<ul style="list-style-type: none">• Playgroup Registration Form• Playgroup Attendee Code of Conduct & Duty of Care	

Policy

Birali Playgroup is offered to families with children from birth to 5 years old on Wednesdays during Term Time only (9am to 11am) in the Prep (Pippi) Class Garden. The first session is offered free as a trial with return sessions as per the below fees. Birali Playgroup offers an introduction to Steiner Education philosophy for the Early Years.

Birali Playgroup will be billed termly at a fee of \$17.50 per session for 1 adult + 2 children. Additional children or adults will be charged at \$5 per person and attendance must be advised in advance. Each Term must be paid within 14 days of invoice or your place at Playgroup will be cancelled.

Termly billing is to assist with managing the costs of maintaining our Playgroup programme. As such, no refund or credit will be available for missed playgroup sessions for a term that a family has accepted a place. Under extreme weather conditions, Playgroup may be cancelled by Birali Steiner School to enable the Prep students to return from the beach to their classroom. In this circumstance, this session will be credited to your account.

Birali Playgroup operates under a pre-registration requirement:

1. To register, interested families are asked to complete the Playgroup Registration Form and Playgroup Attendee Code of Conduct 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 Administration Staff will be in contact to offer the place based on our Playgroup Priorities.

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 Administration staff will SMS each of the families on the session list, to RSVP their attendance for that week's session. This RSVP assists the Playgroup Leader with catering and to maintain comfort for all attendees.

Payment is preferred via EFT to our bank account below or cash/card 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 Administration staff will contact the family to confirm continuation of their place at Birali Playgroup.

Attendees may withdraw from Birali Playgroup with a minimum of one week's notice in writing to info@biralisteiner.qld.edu.au.

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

Playgroup Registration Process

Playgroup Waitlist Priorities:

- 1) Families with a child turning 6 the following calendar year and a completed application for enrolment submitted (this allows the child and family to become familiar with Steiner education prior to potentially commencing Prep)
- 2) Families with a child aged between 2 to 5 years old with a sibling currently attending Birali Steiner School
- 3) Families with a child aged between 2 to 5 years old
- 4) All other families