



WILD CHERRY SCHOOL

For Waldorf/Steiner Education

Enrolment Form – P-6

It is important to fully disclose all information requested to enable the School to access any support which may be required.

Student's Full Name

Gender M F Other DOB *(please attach copy of birth certificate)*

Proposed year of entry Year Level *(please specify)*

VSN Is the student an Australian citizen? Yes No

If no, please provide residency/visa status and visa number

Previous school/kindergarten attended, if applicable

Contact name Position

Telephone Email

Consent is given to contact the student's previous school/kindergarten? Yes No

Will your child continue their education at Wild Cherry School? Yes No

If no, where do you intend to send your child?

Name of Parent/Guardian 1 Ms Mrs Mr Miss Dr

Occupation Name of workplace

Drivers Licence Number Expiry Date

Concession Card Yes No Card Number Expiry Date

Home Address

Suburb / Town Postcode

Telephone (H) (W) (M)

Email

Relationship to student Does the student live with this parent/guardian? Yes No

Does this parent/guardian have lawful authority to care for the student? Yes No

Name of Parent/Guardian 2 Ms Mrs Mr Miss Dr

Occupation Name of workplace

Drivers Licence Number Expiry Date

Concession Card Yes No Card Number Expiry Date

Home Address

Suburb / Town Postcode

Telephone (H) (W) (M)

Email

Relationship to student Does the student live with this parent/guardian? Yes No

Does this parent/guardian have lawful authority to care for the student? Yes No

Picture of the Child

What are the student’s interests?

Is there any other information that you would like to share with the School?
.....

Music

Is the student currently learning a musical instrument? Yes No (please tick)

Instrument Learned for Months/Years

Instrument Learned for Months/Years

Suspensions and Exclusions

Has the student ever been suspended and/or excluded from school? Yes No (please tick)

If yes, please provide details and dates

Providing this information will help the School to care for the student with the appropriate support, if required. Children currently under suspension from their previous school cannot be enrolled until the suspension period is over. Children who have previously been suspended or excluded from a school may be required to enter into a behaviour agreement with the School, if enrolment is accepted.

Court Orders

Are there any court orders relating to the powers and responsibilities of the parents in relationship to the student or access to the student?

No (go to the next section)

Yes, please provide the following:

- 1) The original court order(s) to the School office for photocopying together with this completed enrolment form.
- 2) If these orders:
 - a) Change the powers of the parent/guardian to:
 - a. Authorise the taking of the child outside the School by a staff member of the School (e.g. camps, excursions);
 - b. Consent to the medical treatment of the child;
 - c. Request or permit the administration of medication to the child by a staff member of the School;
 - d. Collect the child, AND/OR
 - b) Give these powers to someone else, please describe these changes/arrangements and provide the contact details of any person given these powers:

.....

Name

Relationship to child

Telephone (H) (W) (M)

Child’s Medical and Health Information

Name of Doctor Telephone

Address of clinic.....

Medicare number Ambulance member number

Does your child have an allergy or sensitivity (including bites)? Yes No

Does your child have any dietary restrictions? Yes No

Has your child been diagnosed with anaphylaxis? Yes No

Does your child have any medical conditions and needs which are relevant to the Service (e.g. asthma, epilepsy, diabetes)? Yes No

If yes to any of the above, please provide details and attach copies of relevant management plans:

.....
.....

Please list any surgery your child has had, with approximate dates:

.....

Has your child had any serious injuries or accidents? Yes No If yes, please give details:

.....

Is your child on any continuing medication? Yes No If yes, please give details:

.....

Please indicate and give dates for any of the following illnesses your child has had:

Measles Year German Measles (Rubella) Year

Whooping Cough Year Mumps Year

Scarlet Fever Year Chicken Pox Year

Other Year

Child's Immunisation Record

Is your child immunised? Yes No



Please attach a copy of your child's current Immunisation History Statement.

Statements are available through your Medicare online account, myGov account, or by calling the Australian Immunisation Register on 1800 653 809.

The Immunisation History Statement is required to assist us in an event of a contagious disease outbreak.

In case of a contagious disease outbreak, students who are not immunised or only partly immunised will be excluded from School participation for the period of time recommended by the National Health and Medical Resource Council.

Emergency Medical Treatment

In the event of your child requiring first aid or medical attention whilst at School, on an excursion, or travelling to or from School, do you consent to your child:

1. Receiving such medical attention as may be deemed necessary by a staff member on duty which may include being administered with:

Band aids Yes No

Calendula cream (for minor cuts or burns) Yes No

Arnica cream (for minor bruising) Yes No

Bach Flower Rescue Remedy (pastilles and/or drops for shock or emotional discomfort) Yes No

Natural insect repellent and/or sunscreen Yes No

Age-appropriate Panadol Yes No

2. Being transported by ambulance to the nearest hospital? Yes No

Note: The School offers only basic first aid, anything of a more serious nature will be referred to parents/guardians or medical professionals. Expenses incurred in obtaining medical treatment including ambulance transport is the responsibility of the parent/guardian.

If your child requires welfare support, do you consent to the teacher referring your child to the school counsellor? Yes No

During outbreaks of headlice at School, do you consent to your child being checked by an authorised adult? Yes No

Declaration and Consent to Emergency Medical Treatment

I/We, each a person with lawful authority of the child referred to in this enrolment form,

- Declare that the information in this enrolment form is true and correct and undertake to immediately inform the School in the event of any change to this information;
- Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if she/he becomes unwell at School;
- Agree to immediately notify the School if the child in this enrolment form contracts a contagious disease and if the child is not immunised or only partly immunised exclude her/him from attendance for the recommended period of exclusion by the National Health and Resource Council;
- Consent to the staff of the School seeking, or where appropriate, administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the School.

Parent/Guardian 1 Name.....

Signature Date

Parent/Guardian 2 Name.....

Signature Date

Lawful Authority Parents: All parents have powers and responsibilities in relation to their children that can only be changed by court order. The Children’s Services Regulations 1998 refer to these powers and responsibilities as ‘lawful authority’. It is not affected by the relationship between 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 court order. The definition of ‘guardian’ under the Children’s Services 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.

Additional Support Needs

The School’s curriculum provides for the needs of students who can benefit from regular provision of teaching resources. Children with additional support needs will be catered for to the degree that the School can resource such programs. The School will consult with parents/guardians about the needs of the student and the availability of resources, in order to find co-operatively, the most effective way to meet any such needs. Please ensure full disclosure of additional support needs is made available to the School at time of enrolment so that timely and effective assistance and resources can be provided.

Is your child able to participate in all learning including physical activities? Yes No

Do you have any concerns regarding your child’s development, e.g. speech, visual, coordination, etc? Yes No

Please provide details

Does your child have additional support needs, a disability or development delay, including intellectual, sensory, physical, or learning difficulty? Yes No

Please provide details

Has your child received learning support at his/her previous school/kindergarten or independent provider? Yes No

Please provide details

Has your child been supported by a psychologist, welfare support or mental health professional? Yes No

Do you have any reports on your child that are/or may be relevant to her/his enrolment? These can include all educational, auditory, visual, psychological, and other reports that assess your child’s development academically, physically, or social emotionally. Yes No

Please provide details

Collecting the student from School

Consent is required for people other than parents/guardians to collect your child from School. Please list below the details of those people who can collect your child. If your child is not collected from the School and parents/guardians cannot be contacted, this list will be used to arrange for someone to collect the child. This list may be added to or changed as needed. Only people nominated on this list may collect the child.

Name

Telephone (H) (W) (M)

Name

Telephone (H) (W) (M)

Emergency Contacts

There may be times when your child has an illness, injury, or accident and parents or guardians cannot be contacted. To deal with these situations the School will notify one of the following people whom you authorise to collect your child after an accident, injury, trauma or illness, including any person who has lawful authority to consent to the emergency medical treatment of your child and request or permit the administration of medication to your child.

Name

Relationship to student

Telephone (H) (W) (M)

Name

Relationship to student

Telephone (H) (W) (M)

Student Background Characteristics Data Collection

This information is required for the Australian Government under the *Australian Education Act 2013 (Cth)* for monitoring and reporting on progress towards the achievement of national goals and targets and for future policy reforms and improvement. If you need help with this section, please contact the School office on 03 5152 1966.

Wild Cherry School is bound by the National Privacy Principles contained in the *Privacy Act 1988*. A copy of the School’s privacy policy is available upon request.

Name of student

Home address

Suburb/Town Postcode

Gender of student Male Female Other

Is the student of Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander No

In which country was the student born?

Australia New Zealand Other

What languages other than English are spoken at home?

(If more than one language, indicate the one that is spoken most often.)

	Student	Parent/Guardian 1	Parent/Guardian 2
English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest year of primary or secondary education the parents/guardians have completed?

(For persons who never attended school, tick 'Year 9 or equivalent or below')

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What was the level of the highest qualification that parents/guardians have completed?

(Please mark only one box in each column)

	Parent/Guardian 1	Parent/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma or Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I – IV (including trade qualifications)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school or tertiary qualifications	<input type="checkbox"/>	<input type="checkbox"/>

For the next two questions please select the applicable occupation group from the list below. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in any paid work in the last 12 months, use group 8.

What is the occupation group of the Parent/Guardian 1? Group

What is the occupation group of the Parent/Guardian 2? Group

Occupation Groups

Group 1: Senior management in large organisations, government administration and defence, qualified professionals

Elected officials [parliamentarian, mayor, alderman/woman, trade union secretary, board member]
Senior executives/managers head large organisations or departments within them
Business [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
Media [newspaper editor, film/television/radio/stage producer/director/manager]
Public sector [public service manager (Section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner]
Defence Forces [Commissioned Officer]
Professionals generally have degree or higher qualifications and professional experience in government, private industry or own business.
Health [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
Education [schoolteacher, university lecturer, VET/special education/ESL/private teacher, education officer]
Law [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer]
Engineering [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
Science [scientist, geologist, meteorologist, metallurgist]
Computing [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Social [social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
Air/sea transport [aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

Group 2: Other business managers, arts/media/sports persons and associate professionals

Other business managers.
Farm/business owner/general manager [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager]
Specialist manager [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]
Artist/Writer [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
Sportsperson [sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support professionals.
Medical, science, building, engineering, computer technician/associate professional
Health/welfare [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, and dental hygienist/technician]
Legal [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff]
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors]
Defence Forces [senior non-commissioned officer]
Other [library assistant, museum/gallery technician, research assistant, proof-reader]

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
Advanced/intermediate clerical, sales and service staff
Recording clerk [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/dispatcher, bond clerk, customs agent/clerk]
Inquiry/admissions clerk [customer inquiry/complaints/service clerk, hospital admissions clerk]
Office assistant [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales representative [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Carer [aged/disabled/refuge care worker, childcare assistant, nanny]
Service staff [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Other clerical, sales and service staff.
Sales staff [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
Office staff [typist, word processing/data entry/business machine operator, receptionist]
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, fast food cook, usher, porter, housekeeper]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]
Machinery operators.
Driver or mobile plant operator [car, taxi, truck, bus, tram or train driver, driving instructor, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, etc production/processing machine operator]
Other machinery operator [photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]
Defence Forces [other ranks (below senior NCO) without trade qualification not included above]Other agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group 8: Not in paid work in last 12 months

Group 9: Not stated or unknown

Privacy Statement

- 1) Wild Cherry School collects personal information, including sensitive information about students and parents or guardians before and during the course of a child’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
- 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 operations of schools 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 1988. We may ask you to provide medical reports 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 providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
- 6) Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters and on our website.
- 7) Parents/guardians may seek access to personal information collected about them and their children by contacting the School. Students 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 unreasonable impact on the privacy of others, where access may result in the breach of the School’s duty of care to the student, or where students have provided information in confidence.
- 8) From time to time the School engages in fundraising activities. Information received from you will be used for this purpose. Your personal information will not be released to third parties without your consent.
- 9) If you provide the School with 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.
- 10) We may include your contact details in a class list and School directory accessible by the class carers for School communications. If you do not agree to this, please advise us of this now.

Declaration

I/We declare the information provided in this enrolment form is true to the best of our knowledge and correct at the time of signing.

Parent/Guardian 1 Name.....

Signature **Date**

Parent/Guardian 2 Name.....

Signature **Date**

Travel and Walk Permission

How will the student travel to School generally? Walk Car Bicycle Bus Other

Distance of home to School Distance to nearest known bus stop



If your child will travel by bus, please request a Bus Travel Form from the School office.

As part of the curriculum, class teachers may from time to time take the students on nature walks or for local excursions. This could be to either nearby parks, schools, public library, art gallery, museum, theatre or swimming pool. Parents will generally be notified prior to each occasion particularly if transport is required.

I/We give permission for my/our child to go on walks within a 5km radius of the School.

Parent/Guardian 1 Name.....

Signature **Date**

Parent/Guardian 2 Name.....

Signature **Date**

Student Image Consent

Photographs of students, short video clips, examples of work done by students, and notices of academic, sporting or other School related achievements are used for School promotional purposes. In order to use these images, we need your consent.

Below are examples of where we use these photos. Please advise if you do, or do not give your consent for us to use your child’s image on the following mediums. Please be aware that a digital copy of School publications such as newsletters and annual reports may be made available on the School website.

School publications:	I give consent	I do not give consent
• Newsletters	<input type="checkbox"/>	<input type="checkbox"/>
• School handbook	<input type="checkbox"/>	<input type="checkbox"/>
• Promotional material, e.g. flyers, posters, billboards, etc	<input type="checkbox"/>	<input type="checkbox"/>
Wild Cherry website	<input type="checkbox"/>	<input type="checkbox"/>
Publicity and advertising, e.g. in local paper (print and online)	<input type="checkbox"/>	<input type="checkbox"/>
Social media, such as Facebook, Instagram	<input type="checkbox"/>	<input type="checkbox"/>

This consent will be used for the duration of your child’s enrolment at Wild Cherry School. Should your consent change, please notify the School office.

I/We grant Wild Cherry School the right to take photographs of my/our child and of their work to use for School marketing purposes as outlined above.

Parent/Guardian 1 Name.....

Signature **Date**

Parent/Guardian 2 Name.....

Signature **Date**

Fees

Fees are carefully balanced to meet the needs of the School of being financially viable yet keeping fees at a minimum to remain affordable for families. It is expected that all families will pay their fees by the due date. Any non-payment will be followed up by the School immediately. We remind families that the School is a not-for-profit organisation and as such must meet its financial commitments as and when they become due.

All families are also asked to contribute to the building fund. By giving as generously as you can to your child or children's education you are acknowledging those who pioneered the School and you are giving richly to your own children and laying the foundation for future families. Please consider giving above the minimum.

Core Policy

- 1) Annual fees and charges are subject to amendment by the School Board and are payable in advance each school term and by no later than 31 October of each school year as outlined in the fee payment plan.
- 2) If fees of the previous term are unpaid, a child will only be allowed under special circumstances, at the discretion of the School Leader/Principal, to enter a new term.
- 3) 30 days' notice in writing is required if a child ceases to attend the school for any reason. If such notice is not given, one term's fees will be charged.
- 4) The School will take necessary steps to recover any outstanding fees.
- 5) The applicants, whose signatures appear on the Enrolment Agreement, are jointly and severally responsible for the payment of all fees and charges. Both parents/carers or those responsible for paying fees must sign the application form and fee payment plan.
- 6) Parents/guardians, whose children are away from the School for any period during the school year, must continue to pay all fees to retain the enrolment place.

Payment Process

- 1) All fees must be paid in advance each term or at the time of enrolment, or as per signed fee payment plan, and from then on by the 31 October of each relevant school year.
- 2) A non-refundable enrolment fee is due at the time of application for enrolment. This amount will be deducted from the annual tuition fee, if and when the enrolment is accepted.
- 3) Families are required to agree to and sign an annual fee payment plan prior to each year of enrolment of their child, outlining the frequency in which they will pay fees and the amount per payment.
- 4) Fee payment plans are distributed in September for the following school year for families to nominate their preferred method of payment. Fee payment plans applicable to the following school year are due to be returned to the school by the 31 October of any given year.
- 5) An application for enrolment cannot be processed without the enrolment fee paid and a completed fee payment plan has been agreed to and signed.
- 6) Three payment options are available:
 - a. One yearly payment at the time of enrolment or start of the school year by no later than 28 February of any school year, with a discount as per current fee schedule.
 - b. Four term payments prior to the start of each term.
 - c. Payment by weekly, fortnightly, or monthly instalments, by electronic funds transfer, cash or cheque.
- 7) Families are to refer to the annual schedule of fees for current details.

Types of Fees

Tuition Fee - The tuition fee contributes to the general operations of the School, tuition costs, and classroom materials. It is to be paid as per approved and agreed fee payment plan. The tuition fee is refundable upon request in writing within 30 days of the child leaving the School, less any pro-rata fees and charges.

Building Fund Levy - The Building Fund Levy is an annual elective contribution per family and non-refundable.

Other fees and charges may also apply depending on class level, e.g. camps and excursions, music program, etc.

Fee Assistance

The School makes provision in its budget for financial assistance in cases of emergency or short-term financial hardship which may occur during the course of a child’s enrolment. Families are invited to discuss this with the School Leader/Principal.

Non-payment of Fees

The School will take necessary steps to recover any outstanding fees.

- 1) If student fee commitments are not being met as outlined in the fee payment plan, families will be notified in writing reminding them of their agreement and requesting prompt payment.
- 2) If within 14 days of the first correspondence, no contact has been made and the outstanding amount has not been settled, a second reminder will be issued, and a meeting requested to set up a debt clearance plan.
- 3) If due diligence is not being applied by the parents/guardians to settle the overdue amount, the School will initiate a debt recovery process and request the child be withdrawn from the school.
- 4) Charges to administer the non-payment of fees apply.

The Fee Policy and all fees, charges and discounts are subject to review by the School Board on an annual basis.

Wild Cherry School will notify parents/guardians of students enrolled at least 14 days before any change to the Fee Policy or procedure or any changes that will affect the fees charged or collected come into effect.

Billing details

Name Nominate percentage %
 Name Nominate percentage %
100%

School Contact Details

If you have any questions regarding this form or need assistance, please contact the School office on 03 5152 1966.



**WILD
CHERRY
SCHOOL**

For Waldorf/Steiner Education

Enrolment Agreement

Between Wild Cherry School (the School)

and

**the named and undersigned parents or guardians
(meaning “lawful authority of the student”)**

This enrolment agreement must be signed and returned to the School prior to the student’s first day at the School. The School reserves the right to cancel or delay enrolment until such time as the signed enrolment agreement is received.

1. Background

- 1.1. East Gippsland Steiner Education Group Inc. is an incorporated association which conducts the school known as Wild Cherry School, an independent, co-educational primary school for Waldorf/Steiner education.
- 1.2. The parents/guardians have applied to enrol one or more students at the School to participate in its curriculum, based on the Australian Steiner Curriculum Framework approved by ACARA, and relating educational, spiritual, cultural, community, welfare and sporting programs, activities, services and resources.
- 1.3. The School conducts itself having regard to its values, purpose, legal obligations and stakeholders’ interests whilst providing premium educational services to enhance student outcomes.
- 1.4. Regulations such as policies and procedures of the School, as amended from time to time, are incorporated into the agreement by reference. Continued enrolment is dependent upon adherence to the School’s policies and rules.

2. Educational Services

- 2.1. The School shall provide the student with the services approved by the School Leaders or delegate as appropriate to the curriculum and the student’s learning plan.
- 2.2. Students entering the School may be required to participate in remedial tutoring and/or extra lesson or other remedial sessions to address gaps in their learning or learning difficulties that have been identified.
- 2.3. The School does not warrant that provision of services by the School to the student will result in any particular outcome or achievement by the student because educational outcomes of students are the product of personal, physical, emotional, and situational factors that may diminish or exclude the benefit of services available to the student.

3. Payment of Fees

- 3.1. Fees shall be invoiced by four term instalments per annum.
- 3.2. Parents/guardians must enter a fee payment plan and pay all charges and other amounts owed to the School by the due date.
- 3.3. If by agreement the student’s commencement at the School occurs after the term’s commencement, pro-rated tuition fees shall be payable in respect to the relevant term.

- 3.4. In the event of a withdrawal of a student from the School without the specified written notice of 30 days, one term's fees are payable in lieu thereof.
- 3.5. If fees are not paid by the due date, the School may charge a late payment fee for any costs incurred to administer the non-payment of fees.
- 3.6. Accounts referred to a collection agency or solicitor will have all legal costs and commission added to the account due.
- 3.7. The School may review and vary any fees and charges from time to time and such variations shall be binding upon publication.
- 3.8. If the parent/guardian is comprised of more than one person, then each parent/guardian shall be separately, together and in any combination, liable for performing all obligations of the parent/guardian pursuant to this agreement.
- 3.9. If a student is absent from the School for any prolonged period, charges may be remitted in the absolute discretion of the School Leader/Principal if:
 - 3.9.1. The absence is twelve (12) months or more;
 - 3.9.2. A holding fee has been paid in respect for the period the student is absent; and
 - 3.9.3. The absence has been approved by the School.
- 3.10. Parents/guardians must pay:
 - 3.10.1. Any amount due for the supply of goods or services purchased by the student from the School or a third party;
 - 3.10.2. Any loss or damage caused by the student; and
 - 3.10.3. The deductible or excess components of any claim upon insurance for any loss or injury in relation to the student.
- 3.11 A proportion of funds raised or fees collected by the school may be used to support the operation of the Early Learning Centre.

4. Regulations

- 4.1. The School may from time to time make and amend policies and procedures and such changes shall be binding by parents/guardians upon publication.
- 4.2. Photographs of students, examples of work done by students, and notices of academic, sporting or other school related achievements may from time to time, be included by the School in school publications, newsletters and publicity material (including material posted on the School's website and social media profiles) that is for the express purpose of promoting the School. Should you wish to withhold consent, please complete the relevant section in the enrolment form or attach a written statement to this effect.
- 4.3. The School may display sensitive medical information about particular students in staff-only areas of the School where general knowledge among staff of that information will reasonably assist the School to discharge its duty of care in respect of those students.
- 4.4. The School may authorise transport of students by teachers in their private cars when there are both compelling reasons to do so and it is impractical or unreasonable to attain prior approval from a parent or guardian.
- 4.5. Playground equipment at the School is assessed for safety and physical challenge. This means the School has accepted a level of acceptable risk consistent with the perceived curriculum needs of the children. Parents/guardians are urged to inspect the playground equipment to satisfy themselves about the level of safety.

5. Parent/Guardian Obligations

- 5.1. The parent/guardian shall ensure that the student attends the School during school terms at set school hours and as otherwise required and shall support the endeavours of the School in its provisions of services to the student.
- 5.2. The Parent/guardian endeavours to attend parent-teacher conversations as scheduled.
- 5.3. The parent/guardian shall comply with the School's code of conduct and policies and procedures that apply to families and support the School in requiring that the student complies with student code of conduct and any applicable terms of this agreement.

- 5.4. The parties shall not attempt to detract from the good standing or reputation of the other or seek to bring the other into disrepute.
- 5.5. The parent/guardian warrants that it has and shall keep the School informed of any matter that may affect the education, health or welfare of the student and any other matters that may be relevant to the care or supervision of the student when attending the School.
- 5.6. The parent/guardian is expected to read the School newsletter and monitor the School website in order to keep informed of School activities and publications.

6. Student Obligations

- 6.1. When on School premises or engaged in School activities or identifiable as a student of the School, the student must comply with School rules and:
 - 6.1.1. Observe the standard of behaviour that maintains the good standing and reputation of the School;
 - 6.1.2. Comply with any direction given by a person authorised by the School to give direction;
 - 6.1.3. Does not present risks to the health, safety, and/or welfare of other students, staff, and persons;
 - 6.1.4. Dress accordingly to the dress code of the School;
 - 6.1.5. Participate as required in the curriculum and other services of the School; and
 - 6.1.6. At all times, the student will not engage in conduct that is unlawful or may reflect poorly on the reputation of the School.

7. Termination by Parent

- 7.1. The parent/guardian may terminate this agreement and the student’s enrolment by giving 30 days’ notice in writing to the School Leader/Principal.
- 7.2. If such notice is not given, one (1) term’s fee will be charged in addition to any other fees due in respect of the student.

8. Suspension or termination by School

- 8.1. Notwithstanding any other provisions, if the School considers that it has not been informed of all information which it considers material to the provisions of the services to the student, the School may rescind this agreement or any offer immediately by notice.
- 8.2. If any fees or charges owed to the School have not been paid by the due date, it may suspend services and/or exclude the student from the School.
- 8.3. The School reserves the right to restrict, suspend or prohibit the attendance of a student at school, where issues or grievances relating to the student’s education or behaviour remain un-resolved between the student or family and the School.
- 8.4. The School may, at its discretion, cancel the enrolment of any student who, in the opinion of the School Leader/Principal, places the good order of the School into jeopardy.

9. Declaration

We, the parents/guardians of the student named below hereby apply for his/her admission. We have read and understood and agree to the above conditions of enrolment.

Student’s Name

Parent/Guardian 1 Name.....

Signature **Date**

Parent/Guardian 2 Name.....

Signature **Date**

What happens next

Once we are in receipt of your completed enrolment form (along with the enrolment application fee, which you may be eligible to have refunded) we will review your application. We will contact you to arrange for you and your child to meet one of the School Leaders, class teacher and/or class carer.

A further meeting with the one of the School Leaders or finance officer may be required to discuss payment of school fees and draw up a fee payment plan. Families are advised to familiarise themselves with the School's fee policy and schedule of fees, available on the School's website or obtain a copy from the School office.

The school will consider applications in line with the schools enrolment policy.

If the number of applications exceeds the number of places available your child / children will be placed on our waiting list.

It may be necessary for the school to take Admissions Criteria into consideration in deciding priority for enrolment.

Deciding factors are as follows (not necessarily in that order):

- 1) Date of birth (children are eligible to attend 4yo kindergarten when the child turns 4 years of age by 1 January, or no later than 30 April, in the year they are to attend);
- 2) Application date;
- 3) Children who have a sibling at Wild Cherry School or Kindergarten;
- 4) Children who have attended Wild Cherry Playgroup or previously attended the Kindergarten;
- 5) Transfer from another Waldorf/Steiner kindergarten;
- 6) Whether the Kindergarten feels that a Waldorf/Steiner program would make a marked contribution to the child's growth and development;
- 7) Fee payment record;
- 8) Commitment of the family to the principles of Waldorf/Steiner education;
- 9) Individual circumstances that can affect priority of access, or any other special circumstances;
- 10) Siblings of existing students with unpaid fees will normally not be accepted into the Kindergarten;
- 11) Parents may be required to cover the cost of an initial therapeutic assessment before an enrolment is accepted.

Places are offered with a formal letter from the School. At this time, you will receive an invoice for all fees due. Payment of this invoice, due within 14 days (or prior to commencement), is deemed as acceptance of the offer of a place at the School.

What to include in your application

- This completed enrolment form (if not returned earlier)
- The student's birth certificate
- The student's immunisation history statement
- Concession card to verify concession entitlements
- The student's most recent school reports if applicable
- Original court order documents, if applicable
- Documentation that provides confirmation or details of any medical or health information, physical or mental illness or disability, that the student is known to have and/or management plans that are to be followed if the student needs additional support at school

We look forward to welcoming you and your child to Wild Cherry School.

Please share with us why you would like a Steiner Education at Wild Cherry for your child/children

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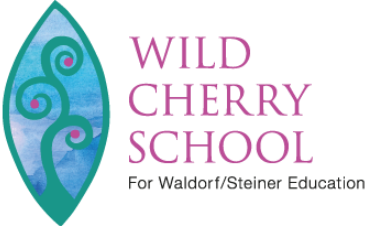
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Wild Cherry School
ABN 67 979 556 082
28 McKean Street
PO Box 416
Bairnsdale VIC 3875
Telephone 03 5152 1966
Email admin@wildcherry.vic.edu.au

www.wildcherry.vic.edu.au