

# 1. Glen Forrest Family Playgroup Enrolment Form

**Session:** \_\_\_\_\_

**Children attending playgroup:**

1. \_\_\_\_\_ D.O.B. \_\_\_\_\_
2. \_\_\_\_\_ D.O.B. \_\_\_\_\_
3. \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Parent/Guardian One** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact phone number: (hm) \_\_\_\_\_ (mob) \_\_\_\_\_

Email: \_\_\_\_\_ **Glen Forrest Community Kindergarten and Playgroup is collecting emails for use on our files and also for distribution to other parents who may wish to contact another child's parents at some stage during the course of the year. By providing these details you consent to the sharing of the information and use within the remit of the centre and its children for this year.**

Permission given YES \_\_\_ NO \_\_\_

**Occupation** (Please enter) \_\_\_\_\_

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**Parent/Guardian Two** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact phone number: (hm) \_\_\_\_\_ (mob) \_\_\_\_\_

Email: \_\_\_\_\_ **Glen Forrest Community Kindergarten and Playgroup is collecting emails for use on our files and also for distribution to other parents who may wish to contact another child's parents at some stage during the course of the year. By providing these details you consent to the sharing of the information and use within the remit of the centre and its children for this year**

Permission given YES \_\_\_ NO \_\_\_

**Occupation** (Please enter) \_\_\_\_\_

**From time to time we may request the help of our members for maintenance/craft jobs/ job related incursions eg fireman**

**Do you or your spouse have any skills/services you could offer our centre: (eg. carpentry, metalwork, handyman repair skills, horticulture, artist, I.T. computer skills, musician, sewing, police, fireman, paramedic. etc)**

<b>We also hold an annual Sausage Sizzle at Bunnings where sausages, buns, onions, cool drinks, ice are purchased. If anyone has any contacts that would help with the ordering of these items please also indicate here. In addition we hold an annual Xmas raffle where business donations are collected. Do you have any special contacts?</b>

**Please remove this covering information sheet and take home for your reference**

## **FEE INFORMATION**

**Welcome!!! For your convenience we would like to explain our fees policy. We have volunteer treasurer/s and these guidelines make their life a little easier. Thankyou for your cooperation with the following---**

At the time of lodgement of the FOLLOWING enrolment form, whether it is at the beginning of a term or part way through a term, all fees are due (term fees \$40, insurance \$22, plus levy if choosing that option). We have a policy that if fees are not paid within the 3rd week of official attendance, a \$25 late fee will be charged. Following on from enrolment time, all other term fees of \$40 are always due by the end of week 3 of every term, otherwise the \$25 late penalty is applied. There is also a once only insurance payment of \$22. Our centre is not covered by the Playgroup Association consequently if you are already a member of another playgroup you are still required to pay our insurance fee of \$22. Fees can be paid for the whole year or per term along with the once only insurance cost. Levy can be paid for whole year also or per semester (due beginning of year, then again in term 3). Please see fundraising versus levy page for more details on fund raising/levy option. Remember that if paying the levy you are still required to do a roster for the Christmas Raffle and if choosing fund raising and you fail to participate in an event including the Christmas Raffle, a charge of \$25 per missed event will be applied. All moneys need to be placed in a sealed envelope with your name and session and what one is paying for, on the front, and placed in the grey money box. **You can also pay by direct deposit.**

**Enter the following details--- Account name:: Glen Forrest Community Kindergarten and Family Playgroup.**

**BSB-- 066185**

**Account--10057669**

**Thanking you and hope you enjoy your time at our centre.**

**Glen Forrest Community Kindergarten and Family Playgroup Committee**