



St Raphael's SPiCE Parent Agreement

I agree to the following:

1. Enter and exit the school via the Cooper Street front door.
2. Parent/guardian to sign in at the front office before each session.
3. Supervise my child/children at all times and participate in experiences facilitated by the SPiCE Co-ordinator.
4. Be aware that a supported playgroup is intended as an opportunity to engage in my child's/children's learning while building connections & social capacity for children & families.
5. Complete an enrolment form with contact details, emergency contact, and allergies.
6. Complete a Photo Permission Form.
7. Agree to use designated areas and school facilities and keep away from learning spaces that are occupied by St Raphael students.
8. Supervise my child going to the (designated) toilet and/or change my own baby/toddler's nappy in the set designated area.
9. Follow communication processes eg: email the SPiCE co-ordinator if I need further information, have any questions or concerns.
10. Notify the SPiCE Coordinator in advance if my child and I will not be attending.
11. If my child or I are unwell, I will notify the SPiCE co-ordinator and will not attend the appropriate number of sessions until deemed fit.
12. Understand that the cost of Playgroup will be a weekly voluntary donation.
13. Be punctual and follow the timetable and routines for experiences.
14. Bring fruit/healthy food for children to eat during snack time.
15. Treat all members of the school community with respect as benefits a Catholic school.
16. Keep sensitive information confidential.
17. Ensure my child is kept safe at all times.
18. I acknowledge that I understand and accept the terms and conditions of enrolment and if my child and I attend St Raphael's playgroup, there are certain expectations, obligations and guarantees required of parents/guardians of all playgroup participants, so that a harmonious relationship may be established.
19. As a parent/guardian, I understand I will support the vision of the school and parish. In accepting my Playgroup enrolment, I agree to abide by all of the school's policies, procedures and protocols. These Policies are reviewed regularly and may be subject to change at the school's discretion. The consequences of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted, or, if discovered after acceptance, enrolment may be withdrawn.

Parent/Guardian signature:		Date:
----------------------------	--	-------



St Raphael's SPiCE Enrolment Form

Parent/ guardian

Surname First Name

Address

Suburb Postcode

Phone Email

Date enrolled

Children (enrolling)

	Surname	First name	M/F	Date of birth	Main language spoken at home?	Has either parent lived 5 years or less in Australia? Y/N	Is child Aboriginal or Torres Strait Islander? Y/N
1							
2							
3							
4							

Does your child(ren) have any medical conditions or special needs?

.....

We will treat everything you tell us as confidential; the only exception would be any serious issue concerned with the protection of your child(ren)

- I consent for non-identifiable data to be collected for statistical, planning and similar purposes.
- I consent to video footage/ photos/other images of my child and myself being taken by staff in playgroup to share with the school community.
- I agree that the images/ photos can be used in the school newsletter.
- I acknowledge that I understand and accept the terms and conditions of enrolment and agree that there are certain expectations and obligations required of parents/ guardians of the playgroup in relation to acceptable behaviour and child safety.

Name

Signed

Emergency contact

Name

Home phone number Mobile