



Postal address: PO Box 319 Karama NT 0812
Street address: 107 Boulter Road, Berrimah NT 0828
Telephone: 08 8947 0608
Email: info@milkwood.nt.edu.au **Website:** www.milkwood.nt.edu.au

ENROLMENT FORM

Privacy Policy: Milkwood Steiner School Association has a commitment to privacy and the safeguarding of member, staff, student and visitor personal information. Members, staff, student and contractor's personal information is treated as sensitive according to the principles of the Commonwealth Privacy Act. A full copy of our Privacy Policy can be found on www.milkwood.nt.edu.au or obtained from the Front Office.

Year of Entry: **Class of Entry (Yr/Form):**
Are you currently attending a Milkwood Steiner School Association playgroup? Yes / No

STUDENT DETAILS

Legal Surname: Date of Birth:
Given Names: Gender:
Preferred Name: Place of Birth:
Previous School & Year: Location:
Current School Transfer Documents Attach Yes / No Current School Phone No:
Aboriginal/Torres Strait Islander? Yes / No Mother: Yes / No Nationality:
Australian Permanent Resident? Yes / No Main Language Spoken at Home & Other languages:
Any special needs, or disabilities? Where did you first hear about our school?

FAMILY DETAILS

PARENT OR GUARDIAN 1. Mr/Mrs/Ms/Miss (Please Circle)

First Name: Surname:
Relationship to Student: Parental Responsibility:
Postal Address: Suburb & Post Code:
Home Address: Home Phone No:
Mobile No: Business Phone No:
Email Address: Nationality:
Australian Perm.Resident: Occupation/Employer:
(Visa Class if req'd)

PARENT OR GUARDIAN 2. Mr/Mrs/Ms/Miss (Please Circle)

First Name: Surname:
Relationship to Student: Parental Responsibility:
Postal Address: Suburb & Post Code:
Home Address: Home Phone No:
Mobile No: Business Phone No:
Email Address: Nationality:
Australian Perm.Resident: Occupation/Employer:

EMERGENCY CONTACT DETAILS (LOCAL CONTACTS OTHER THAN THE PARENT/GUARDIAN)

1. Name: Relationship to Student:
Address: Suburb & Postcode:
Home Phone No: Work/Mobile Phone No:

2. Name: Relationship to Student:
Address: Suburb & Postcode:
Home Phone No: Work/Mobile:

CUSTODY/GUARDIANSHIP

Student resides with:
Name of person(s) with legal guardianship of the student:
If applicable, a copy of any Parenting or Restraint Order is attached. Yes / No
Are any other conditions enforced by law?

SIBLINGS CURRENTLY ATTENDING MILKWOOD STEINER SCHOOL

Name: Year Level:
.....
.....

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

Name: Year Level: School:
.....

SPONTANEOUS EXCURSIONS

I give permission for my child to participate in spontaneous off-site activities within close proximity of the school grounds. Yes No

PHOTOGRAPHIC PERMISSION

My child's photograph can be published in the school newsletter and used for publicity purposes on the school website and for other print and online publicity promotions Yes No
My child's photograph can be used Social Media.(i.e Facebook/ Instagram) Yes No

COMMUNICATION

Please send invoices and account information to:
Email: Email:
Please send school newsletters or class correspondence to:
Email: Email:
Consent for info to School Staff: Yes No Consent DHCS to provide feedback: Yes No
I authorise Milkwood to provide my contact details to Teachers & Music Tutors working from Milkwood. Yes No

STUDENT HEALTH RECORD (Copy kept in First Aid area if required)

STUDENT NAME:

**Place photo here if your
Child has a Diagnosed
Medical Condition**

DOB:

IMMUNISATION RECORD		Current Certificate: Yes / No		& Type: ACIR/NT DHCS/ Other		I – I	
F – Fully Immunised (For School Entry)		N – Not Immunised (Exemption Certificate must be Attached)		Mumps		P – Personal Objection (Exemption Certificate must be Attached)	
Measles	Y / N	Rubella	Y / N	Tetanus	Y / N	Diphtheria	Y / N
Hepatitis B	Y / N	Rubella	Y / N	Polio	Y / N	Pertussis (Whooping Cough)	Y / N

HEALTH CARE DETAILS

Family Doctor/Medical Clinic:

Suburb & Post Code:

Address:

Phone Number:

Dentist/Central Clinic:

Private Health Fund:

Medicare Number:

Private Health Fund:

MEDICAL HISTORY Please provide a Health Care Plan for ALL diagnosed health conditions

Severity of Condition:

ASTHMA Y / N

DIABETES Y / N

ALLERGIES Y / N

HEART OR BLOOD CONDITIONS Y / N

VISION DIFFICULTIES Y / N Do they wear glasses? Y / N

HEARING DIFFICULTIES Y / N Do they wear hearing aids? Y / N

OTHER MEDICAL CONDITIONS

SOCIAL DIFFICULTIES Y / N Has a diagnosis been made? Y / N

Please provide details on a separate page

LEARNING DIFFICULTIES Y / N Has a diagnosis been made? Y / N

Please provide details on a separate page

DIETRY REQUIREMENTS/ FOOD ALLERGIES Details....

EXTERNAL PROVISIONS

Does your child receive any services from any external agency, which may affect educational arrangements?	Y / N
Details	
Name of Service Provider	
Contact	

CONSENT

I authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf. Yes No

I authorise the school to give homeopathic remedies according to the following indications. *Apis mel* for allergic reactions and skin swellings; *Arnica* for soft tissue injuries, bruises and sprains; *Rescue Remedy (Bach flowers)* for accidents, shocks and upsets; *Calendula/Hypericum* for wounds (antiseptic wash). Yes No

SKILLS TO CONTRIBUTE & OCHRE CARD REGISTRATION

Milkwood is a community organisation and as such is only as good as its members. Please list ways you may be able to contribute to Milkwood for the benefit of your child's education. For the peace of mind of all parents we ask you apply for a WWCC Ochre Card as a volunteer and upon successful receipt of your clearance we will reimburse the \$5 fee.

In Classroom	Cooking; Music; Handicrafts such as woodwork, knitting, crochet;
In Building and Grounds	Gardening; Maintenance; Playground Projects; Spring Cleaning; General Housekeeping
On the Board (Governance)	Board member; Finance Committee; Marketing Committee
Fundraising Activities	Parents & Friends (FOM); BBQ's; Put up & Take Down Banners; Baking; Craft Group
General Administrative	Website design; Graphic Design; Miscellaneous Admin

PARENT AGREEMENT – please refer to Parent Handbook

Membership

1. I understand I will become a member of Milkwood Steiner School Association (MSSA) and as such have rights and obligations as a member of a not-for-profit association.

Fees

2. I understand I am required to pay a one-off non-refundable \$100.00 family enrolment application fee with this application.
- 2b. I agree that on receipt of a letter of enrolment acceptance I will pay a deposit of \$400. This ensures your child's place and will be deducted from your annual invoiced fees.
3. I agree to provide 10 weeks written notice to The School if I decide to withdraw my child's enrolment. Should I not provide 10 weeks notice, I understand I will be charged fees in lieu of notice.
4. I agree to pay all fees by the end of Week 3 of the term invoiced, unless a payment plan has been endorsed by an administration manager.
5. I understand the school refers debts to a debt collection agency and I am liable for fees associated with debt collection.
6. I understand that I will be invoiced for MSSA property damage due to carelessness or misconduct by myself or my family.

Curriculum & Philosophy

7. I respect the purpose of the school's request to avoid television, movies, computer games and social media for my child.
8. I understand recorder commences in Class 1 and string instrument tuition commences in Class 3. I will support my child by ensuring they have an instrument, receive lessons and practice on a daily basis.
9. I understand class camps, swim and survive and other off-site activities are part of the school curriculum and will support my child to participate.
10. I understand the importance of Parent Teacher evenings and will make every effort to attend each term.

Policies & Conduct

11. I agree to be bound by present and future policies and regulations of Milkwood Steiner School and understand that my child will be bound by these policies and regulations.
12. I understand how to raise concerns.
13. I have read and understood MSSA Member Code of Conduct.
14. I accept The School's right to exclude students from the school in accordance with the school disciplinary policies, and understand that in such circumstances no fees will be refunded.

Lunch and Dress

15. I agree to provide a healthy, home prepared morning tea and lunch and wherever possible avoid excess packaging.
16. I agree to send my child to school well-dressed according to the dress code including avoiding black, commercial images, excessive jewelry and dyed hair.

Attendance

17. I understand the importance of attending school and will make every effort to plan non-school activities outside of school terms/hours.
18. I agree to collect my child from school or keep them at home if they are unfit for school.
19. I agree to bring my child to school on time and collect them on time.

PARENTS SIGNATURES

SIGNATURE

DATE

THIS ENROLMENT FORM MUST BE COMPLETED AS FULLY AS POSSIBLE AND SIGNED BY ALL PARENTS/GUARDIANS

A copy of each of the following details must be attached to this application.

- Birth Certificate WWC Ochre Card
- Immunisation or Conscientious Objection

ADDITIONAL INFORMATION TO BE COMPLETED FOR STATUTORY GOVERNMENT REQUIREMENTS

1. What is the highest year of primary or secondary school the parents/guardians have completed?
(For persons who have never attended school, mark "Year 9 or equivalent or below".)

MARK ONE BOX ONLY IN EACH COLUMN

	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"/>

2. What is the level of the *highest* qualification the parents/guardians have completed?

MARK ONE BOX ONLY IN EACH COLUMN

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

	Parent/Guardian 1	Parent/Guardian 2
3. What is the occupation group of the parents/guardians?	<input type="checkbox"/>	<input type="checkbox"/>

Please select the appropriate parental occupation group from the attached list.

- *If the person is currently not in paid work but has had a job in the last 12 months or retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter "8" in the box above.*

4. Was the student born in Australia? **YES / NO**

If "No", please specify the country that the student was born in. _____

5a. Does the student speak a language other than English at home? **YES / NO**

If "yes", please specify which language. If more than one is spoken, then indicate the one that is spoken most often _____

5b. Do either of the parent(s)/guardian(s) speak a language other than English at home? **YES / NO**

If "yes", please specify which language. If more than one is spoken, indicate the one that is spoken most often _____

LIST OF PARENTAL OCCUPATIONS

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

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, 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.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [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, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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]