

## STEAMengine at Whittlesea Tech School: Registration Form

*STEAMengine makerspace is a place in which young people with shared interests can gather for making, learning, exploring and sharing that uses high tech to no tech tools. The Tech School has a range of equipment, including 3D printers, laser cutters, robotics, sewing machines, garment printers, vinyl cutters etc.*

*STEAMengine runs every Wednesday at the Whittlesea Tech School, Building N, 415 Dalton Road, Epping during the school term. The makerspace is open between the hours of 3:30 pm to 6:00 pm for students in Year 7 to 12 living in the City of Whittlesea.*

*STEAMengine program is free of charge. Places are limited and completion of the registration form is required before young people can attend the program.*

### **Attendance**

Tech School staff will be in attendance for the duration of the program to supervise attendees and maintain Duty of Care whilst attendees are onsite at the Tech School. Young people are able to attend between the hours of 3:30 pm to 6:00 pm and sign themselves in and out of the program; notifying a staff member if they leave early. Arrangements for your child to return home upon departure are the responsibility of the parent/guardian and young person.

### **Communications**

We will communicate with parents/guardians via the following email address: [whittleseats@mp.edu.au](mailto:whittleseats@mp.edu.au) or work phone (03 9269 8368) to notify parents/guardians of any program cancellations or changes. If you have any queries or concerns, please contact us using the details provided.

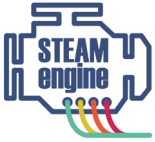
### **Attendee Code of Conduct**

As a member of STEAMengine, I am responsible for:

- Completing the safety induction provided by Tech School staff.
- Following the safety guidance provided by Tech School staff
- Checking with a staff member before using equipment.
- Helping to maintain a safe, supportive and respectful environment for all attendees.
- Sign in and out of the Tech School whilst attending the facility.
- Assist with cleaning and maintaining the space at the end of each session.

### **Medical emergencies**

In the case of an emergency, where it is impracticable to communicate with parents/guardians, Tech School staff will arrange for your child to receive such medical or surgical treatment as may be deemed necessary. It is expected that families will undertake to pay or reimburse costs that may be incurred for medical attention, ambulance transport and medication.



Please complete the following registration details:

Participant's name	
Participant's school and year level	
Parent / guardian's name	
Parent / guardian's email	
Parent / guardian's phone number	
Parent / guardian's relationship to student	
Please list any medical conditions / allergies your child may have:	

#### Consent

Staff at the Whittlesea Tech School may take photos or video clips of students during STEAMengine to use in our promotional materials, social media pages, and on our website.  Do you provide consent for your child's image to be part of these materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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By signing this form, you agree to follow the Code of Conduct outlined above.

Student Name:	Student Signature:  Date: ___ / ___ / ___
Parent / Guardian Name:	Parent / Guardian Signature:  Date: ___ / ___ / ___