



## Child Enrolment Form

This form must be completed by a Parent or a Guardian who has lawful authority in relation to the child.

CHILD NAME: \_\_\_\_\_ When would you prefer care to start \_\_\_\_/\_\_\_\_/\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Before School 6AM-9AM						
After School 3PM-6PM						
Half Day 9AM-3PM						
Full Day 7.30AM-5.30PM						
Vocation Care (10 Hours)						

Child's		
Child's first name:		Family name:
Date of birth:		Place of birth:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		What language does your child speak?
Home address:		
Centrelink Customer Reference Number		
Child's CRN: _____		
Medicare number:	Expiry date:	Position on card:
Religion:		
Is your child from Aboriginal <input type="checkbox"/> or Torres Strait Island <input type="checkbox"/> Neither <input type="checkbox"/>		
Does your child have any siblings?		
Name:	Date of birth:	M/F
Name:	Date of birth:	M/F
Name:	Date of birth:	M/F
Parents/Guardians are required to fully disclose any additional needs their child may have that are relevant to Kreative Kidz Preschool duty of care to both staff and children involved in the program.		

Parent or Guardian Information	
Mother	Father
First name:	First name:
Surname:	Surname:
Date of birth:	Date of birth:
Address: (if different from the enrolled child).	Address: (if different from the enrolled child).
CRN:	CRN:
Are you of Aboriginal <input type="checkbox"/> or Torres Strait Island <input type="checkbox"/>	Are you of Aboriginal <input type="checkbox"/> or Torres Strait Island <input type="checkbox"/>
Contact details	Contact details
Home phone:	Home phone:
Mobile phone:	Mobile phone:
Work phone:	Work phone:
Email:	Email:
Occupation:	Occupation:
Place of work:	Place of work:
Languages Spoken:	Languages Spoken:
Court Orders	
Are there any court orders affecting the access and contact of your child?	YES      NO
If yes, you will need to show evidence of these orders <b>**DOCUMENTS REQUIRED**</b>	

Your permission is required for other people to collect your child from the centre on your behalf. Please list below people authorized to collect your child on your behalf. In the event that you are unable to collect your child the list below will be automatically used to arrange collection of your child. This table also includes an authority to authorise form, which means that you give permission to someone else to authorize or make a decision on your behalf

Emergency Contact 1	Emergency Contact 2
First name:	First name:
Surname:	Surname:
Address:	Address:
Date of Birth:	Date of Birth:
Drivers License #	Driver's License #
Relationship to child:	Relationship to child:
Place of employment:	Place of employment:
Home phone:	Home phone:
Mobile phone:	Mobile phone:
Work phone:	Work phone:

## FIRST EMERGENCY CONTACT- AUTHORISED NOMINEE

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)*

There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. Please provide information about two people who are authorised to be contacted in case of an emergency and/or are authorised to collect your child. Each person must live a maximum of **30 minutes** from the Service and must provide identification when collecting the child. Please note only a parent can authorise other persons to have the authority to authorise a child to go on an excursion and/or the child being transported by the service, or on transportation arranged by the service (Regulations 102(4) and 102D(4)).

Please ensure you have obtained the person's consent before listing them as an emergency contact.

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Address			
Email Address			
Can this person be contacted to deliver/collect your child from the education and care service	Yes/No	Parent 1 Signature	

		Parent 2 Signature	
3 Can this person be contacted to give consent or to authorise for a Nominated Supervisor or educator for: (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and (ii) transportation of the child by an ambulance service; in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child (this may include regular outings) outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	

## SECOND EMERGENCY CONTACT- AUTHORISED NOMINEE

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)*

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Address			
Email Address			
Can this person be contacted to deliver/collect your child from the education and care service	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent or to authorise for a Nominated Supervisor or educator for: (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and (ii) transportation of the child by an	Yes/No	Parent 1 Signature	
		Parent 2 Signature	



## **Medical History**

Do you or any family members suffer from a medical condition?

e.g. Asthma, Epilepsy, Heart Condition, Diabetes. **YES / NO**

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Does your child have any diagnosed medical conditions? **YES / NO**

If so please list below the condition, symptoms, treatment and any medication your child is taking for the condition.

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If you answered yes to the above question, please provide any medical reports, treatment plans, action plans and any other information for your child's diagnosed condition that may assist us in the provision of care for your child. **\*\*DOCUMENTS REQUIRED\*\***

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Does your child have any allergies? **YES / NO**

If yes please provide details of any triggers and symptoms. Please list treatment and or medication your child takes for this allergy. **\*\*DOCUMENTS REQUIRED\*\***

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Does your child have any food allergies and or intolerances? **YES / NO**

If yes please provide details of any triggers and symptoms. Please list treatment and or medication your child takes for these allergies or intolerances.

**\*\*DOCUMENTS REQUIRED\*\***

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Does your child have any disabilities or learning difficulties? **YES / NO**

If yes please provide details of any requirement your child may need during a day at care.

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### **Medication Authorization**

Administration of Panadol Syrup /Epi Pen/Ventolin Inhaler (Childrens)

I give permission for the Nominated Supervisor or Educators of Kreative Kidz Pre-School to administer any of the above to my child when needed. I acknowledge that this action may be carried out by staff whilst the staff waits for me to pick up my child.

Please circle                      Panadol                      Epi Pen                      Ventolin Inhaler

Self – Administration of Medication Policy

At Kreative Kidz Preschool staff and educators administer all medications, including for school age children. Staff and educators must complete an Administering Medication Form each time a child is given their medication.

Signature \_\_\_\_\_

## **Other Permissions**

### **1. Permission for publicity**

I give permission for my child's photograph to be used for centre displays.

**YES / NO**

I give permission for my child's photo to be published on Kreative Kidz Facebook page.

**YES / NO**

I give permission for my child's photo to be published in the Kreative Kidz Newsletter.

**YES / NO**

I give permission for my child's photos to be published on the Kreative Kidz Website.

**YES / NO**

I give permission for group photos including my child to be shared with other families throughout the year.

**YES / NO**

**2. Special Occasions**

I give permission for my child to share birthday cake throughout the year.

**YES / NO**

I give permission for my child to have their face painted throughout the year.

**YES / NO**

**3. Sun Block**

I give permission for staff to apply sun -screen/block to my child regularly throughout the day.

**YES / NO**

**4. Centre Excursions**

I understand that from time to time my child may attend excursions and agree to sign separate permission form to go on excursions that require my child to leave the centre premises. I understand that I will be informed of any incursion prior to my child participating. I agree and give authorization for my child/children to be transported by Kreative Kidz during Excursion trips.

**YES / NO**

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**YOU ARE REQUIRED TO READ AND INITIAL TO ACKNOWLEDGE YOU ARE AWARE OF OUR POLICIES AND PROCEDURES IN EACH INSTANCE.**

**5. Staff to act in case of emergency and or accident.**

Staff will take every care of your child whilst they are at the centre but cannot be held responsible for any accidents that may occur. If your child is sick and or has an accident that needs medical treatment, we will try to contact you first **(except in the case of an emergency where an ambulance is required)**. If we are unable to contact you, we will ring the next person on your authority/contact list to come and collect your child to be taken either home or the doctors/hospital. (Any emergency medical and or transport cost incurred will be the responsibility of the parents/guardians).

**Authorities**

I \_\_\_\_\_ authorise to consent to the medical treatment of the child, for the approved provider, a nominated supervisor or an educator and the nominated authorized nominee to seek—

- (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
- (ii) transportation of the child by an ambulance service; and
- (b) if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings; and
- (c) if relevant, an authorisation given under regulation 102D(4) for regular transportation of the child.

Signature \_\_\_\_\_

I authorize the staff of Kreative Kidz Preschool to obtain any necessary emergency medical/dental treatment for my child and I agree to pay any costs incurred.

(ii)

- 6. I agree and give authorization for my child/children to be transported by ambulance in case of an incident, accident or emergency.**

Name \_\_\_\_\_

Signature: \_\_\_\_\_

- 7. I agree to collect and make arrangements for the collection of the child referred to in this enrolment form should he or she become unwell whilst attending the service.**

Initial: \_\_\_\_\_

- 8. I agree that if my child is unwell I will keep them home until well enough to attend child care**

Initial: \_\_\_\_\_

9. I agree to exclude my child for the required period from care if they are not immunized, if there is a vaccine preventable disease.

Initial: \_\_\_\_\_

10. I agree to sign my child in and out of care for absent days, as well as every time he or she attends or has been booked into attend.

Initial: \_\_\_\_\_

11. Emergency evacuation - In the event of an emergency e.g. fire; the children will be required to evacuate the centre. The children will be fully supervised during this procedure. Please see evacuation plan for meeting point.

Initial: \_\_\_\_\_

12. I understand the daily charges of day care and agree to pay the cost of sending my child to care in conjunction with the Policies set by Kreative Kidz Preschool. If Centrelink has not allocated CCB or CCR, I agree to pay full fee until the deductions come through.

Initial: \_\_\_\_\_

13. I understand and agree I need to provide sufficient nappies, wipes and/or creams for my child and I agree to abide by all Kreative Kidz Child Care Centre Policies and Procedures including fees and charges incurred

Initial \_\_\_\_\_

14. I give permission and I agree to the self administration of medication for school age care regarding reg.90 and the Kreative Kidz medication policy

Initial \_\_\_\_\_

I agree and give authorization to staff at Kreative Kidz to allow my Child to access the front car park for incursion purposes e.g. Police, Fire Brigades, Dentists, Local Community People visit.

Parent/Guardian Name..... Signature.....

**I agree to abide by all Kreative Kidz Child Care Centre Policies and Procedures including fees and charges incurred.**

Initial: \_\_\_\_\_

I \_\_\_\_\_

(Print full name)

A person with lawful authority of the child referred to in this enrolment form;

Declare that the information is correct and true and will update any changes to this information immediately with the service.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## DECLARATION

Any other relevant information

### DOCUMENTS REQUIRED

- |                               |                       |
|-------------------------------|-----------------------|
| • COURTORDERS                 | YES / NO /N/A         |
| • IMMUNISATIONS               | YES / EXEMPTION GIVEN |
| • MEDICAL ACTION PLANS        | YES / NO /N/A         |
| • ALLERGIES /FOOD INTOLERANCE | YES / NO /N/A         |
| • BIRTH CERTIFICATE           | YES / NO              |
| • CENTRELINK CRN CARD         | YES / NO              |
| • PROOF OF ADDRESS            | YES/NO                |

*For any queries, please contact the centre on;*

*PH: 9608-9900*

*Address: 300-302 Wilson Road Green Valley NSW 2168*

## **Fees Policy**

- The Service's Fee Policy is explained to parents at enrolment, and the necessary paperwork relating to fees is discussed and completed.
- The Service notifies (in writing) parents of children enrolled at the Service, at least 14 days in advance, of any change that will affect the fees charged or the way in which fees are collected.
- Families are required to pay an administration/bond for each child when lodging enrolment forms. This fee is refunded on the child's last day at the Service providing all fees have been settled.
- The current Fee Schedule is available at the administration desk. Upon enrolment, parents are required to pay two weeks' fees in advance for each child. If families provide the child's Customer Reference Number (CRN) and date of birth, the fee will be CCS adjusted. If not, the full fee will need to be paid. Once two (2) weeks' written notice of intention to withdraw the child has been received by the Service, the advanced fee is used for those two weeks, and any difference refunded.
- Fees are to be paid on or before the child's first day of attendance each week and can be paid by CASH or Direct Deposit.
- Fees are always to be kept one week in advance. Normal fees apply to Public Holidays, sick days, family holidays and any other absence. Fees are not charged for days when the Service is closed outside of Public Holidays. Child Care Subsidy is paid for a child's absences up to 42 days per child each financial year. The Service does not exchange days of care and does not arrange make up days.
- Receipts are issued for all fee payments. The receipt will show the child's name, the period for which the receipt is issued, the amount paid. If an overpayment is made, no change will be given but the excess will be credited to the family's account.
- Fee reminders are sent to any family one or more weeks late in the payment of fees. If the fees are not paid within the following week or an arrangement not entered; the child's place at the Service is at risk. A late fee of \$2.00 per day is applied to any overdue fees.
- Parents are advised to contact the Family Assistance Office directly to determine their eligibility for CCS before the child commences at the Service.

- The Service requires full two weeks' written notice of an intention to change the days or the number of days required or to withdraw a child from the Service. The two weeks' notice begins from the close of business on the day the Service receives the written advice.
- A late fee of \$1 per minute by the Centre clock for each minute per child will be charged for any child collected later than the Service's agreed time with the parent for the session they have booked. Parents are asked to complete and sign a Late Fee Notice when they collect their child/children.

## **All fees for our sessions are \$13.70/hour**

### Session Hours:

Before School 6am – 9am (Fees \$12.02/ hour)

After School 3pm – 6pm (Fees \$12.02/ hour)

Childcare Half Day 9am – 3pm

Childcare Full Day 7.30am-5.30pm

Any enquiries or questions please contact the staff at the centre.

# COMPLYING WRITTEN ARRANGEMENT

The approved provider and parent/guardian must agree up-front on the arrangements for the care of a child. Arrangements must be recorded and kept up to date to ensure compliance.

CWA Complying Written Arrangement	A CWA is an ongoing agreement between the ECEC service provider and parent or guardian to provide care in return for fees
RA Relevant Arrangement	An RA is an enrolment type used for families not wishing to claim CCS
ACCS Additional Child Care Subsidy (Child Wellbeing)	ACCS is used when a childcare provider identifies that a child is at risk of serious abuse or neglect but there is no individual identified who is eligible for ACCS
Arrangement with an organization	Arrangement where a 3 <sup>rd</sup> party organization is liable for the fees for the care of the child

## CWA AGREEMENT

The written arrangement must contain a minimum amount of information set out in subsection 200b(3) of the family assistance administration act.

Arrangement type	<input checked="" type="checkbox"/> CWA <input type="checkbox"/> RA <input type="checkbox"/> ACCS <input type="checkbox"/> Arrangement with an organization		
CWA/ Enrolment start date			
Service name	Kreative Kidz Preschool		
Address	300 Wilson Rd Green Valley NSW 2168	Email	kreative@outlook.com.au
Service Approval	SE-00007951	Phone number	02 96089900

## PARENT/GUARDIAN DETAILS

Parent/Guardian name		Date of birth	
Parent/Guardian CRN		Email	
Address		Phone number	

**CHILD DETAILS**

Child's full name		Date of birth	
Child CRN			

**ENROLMENT DETAILS**

Days attended: (please circle)	Monday	Tuesday	Wednesday	Thursday	Friday
Session start time					
Session end time					
Care arrangement	Routine Care <input type="checkbox"/> Casual Care <input type="checkbox"/> Flexible Care <input type="checkbox"/>				
Routine care fees to be charged	Please refer to Fee Schedule				
Casual care fees to be charged	Please refer to Fees Schedule				
Parties understand and are aware fees may vary from time to time.					

**CONFIRMATION OF CWA AGREEMENT**

This CWA agreement is an ongoing agreement between the ECEC Service provider and the parent or guardian, to provide childcare in exchange for fees.			
Parent/Guardian name		Date	
Parent/Guardian signature			

Nominated supervisor name	Ainul	Date	
Nominated supervisor signature			

**Office Use Only:**

Enrolment record completed in full? ☐ No ☐ Yes

Immunisation History Statement provided? ☐ No ☐ Yes ☐ N/A (School aged child)

Immunisation register updated (see [Immunisation toolkit](#)) ☐ No ☐ Yes

If applicable:

- Court Orders or Parenting plans received? ☐ No ☐ Yes ☐ N/A
- Medical Management Plan received? ☐ No ☐ Yes ☐ N/A
  - Risk Minimization plan developed in consultation with parent(s)/guardian(s)? ☐ No ☐ Yes ☐ N/A
  - A communication plan is discussed with parent(s)/guardian(s)? ☐ No ☐ Yes ☐ N/A
- A child health record for the child under regulation 162(g) has been sighted ☐ No ☐ Yes ☐ N/A
- A copy of the medical conditions policy has been provided to the child's family? ☐ No ☐ Yes ☐ N/A
- A written authorisation given under regulation 102 for the service to take the child on regular outings?  
☐ No ☐ Yes ☐ N/A
- A written authorisation given under regulation 102D(4) for the regular transportation of the child?  
☐ No ☐ Yes ☐ N/A

Name of Nominated Supervisor/Responsible Person/Family day care educator who checked the enrolment record and sighted the applicable documentation:

Signature:

Date: