

Bottleforest Long Day Care Centre



bottleforestldc@bigpond.com

Ph/Fax: 9520 1067

38 Engadine Ave

Engadine, 2233

APPLICATION FOR ENROLMENT

Section 1

Date of Commencement: _____ Circle Days in Care: M Tue W Thu F

Full Name of Child: _____ D.O.B: _____ Gender: _____

Child's Cultural Heritage: _____ Languages spoken at Home: _____

Is your child Aboriginal: _____ Is your child Torres Strait Islander: _____

Child's C.R.N Number: _____ Medicare Number: _____

Child's Home Address: _____ Child's home phone number: _____

Child's Dr/Medical Service: _____ Address: _____ Ph: _____

Allergies and or Medical Conditions: Asthma Anaphylaxis: _____

Chronic Illness: _____ Other: _____

Do you have any concerns for your child's development? _____

Does your child have a disability or special need? If so, please elaborate: _____

Religion: _____ Religious requirements whilst in care: _____

Your Customer Reference Numbers (CRN) are an enrolment requirement. Please list Parent One, as the parent whose CRN is registered for Child Care Subsidy (CCS). Your child's CRN is different to your CRN and both must be **registered** for CCS. Please contact the FAO: 136150 between 8am and 8pm Monday to Friday for more information. If you need information in languages other than English, you can call them on **13 1202**.

Parent 1 Name: _____ Relation to Child: _____

Date of Birth: _____ **C.R.N Number:** _____ Mobile Phone: _____

Nationality/Cultural Background: _____ Languages spoken: _____

Home Address: _____ Home Phone: _____

Work Phone: _____ Best email address: _____

Parent 2 Name: _____ Relation to Child: _____

Date of Birth: _____ C.R.N Number: _____ Mobile Phone: _____

Nationality/Cultural Background: _____ Languages spoken: _____

Home Address: _____ Home Phone: _____

Work Phone: _____ Best email address: _____

Parents enrolling their children at Bottleforest Long Day Care Centre authorise:

- The Nominated Supervisor to seek information from your child's Doctor/s regarding your child;
- Educators to call an ambulance to transport your child to a hospital if required.
- Educators to transport your child and seek medical attention for any health and or safety needs if required.

Parent's Name: _____ Signature: _____ Date: _____

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Emergency Contacts:

Names of 2 persons and or groups of people (other than the child's parent) who can be contacted **in an emergency**, who are **authorised to collect the child from the centre, consent to emergency medical treatment or the administration of medicine** for the child. Emergency contacts can also **give authority to educators to remove the child from the centre** if required.

1. Name: _____ Relationship to child: _____
Address: _____ Mobile phone: _____
Home phone: _____ Work phone: _____

2. Name: _____ Relationship to child: _____
Address: _____ Mobile phone: _____
Home phone: _____ Work phone: _____

COURT ORDERS

Legally, we must release children to their biological parent unless we are provided with valid court papers stating dates and times the child can and or cannot be released to their parent.

Are there any other court orders restraining a parent from having contact with your child? Yes / No.

Details of Court Orders, Parenting Orders and or Parenting Plans (please also attach supporting documentation and corresponding court documents)

Are there any other court orders restraining any persons from having contact with your child? Yes / No.

If so please provide details below and all corresponding Court Documents valid to date:

Name: _____ Relationship to child: _____
Address: _____ Mobile: _____
Home phone: _____ Work phone: _____

Details:

Please also provide all updated court orders as they arise

OTHER CHILDREN IN CARE

Please indicate below if;

- Your child attends another service as well as this service,
- You have another child or children attending long day care centre/s or preschool/s,
- You have a school age child or children attending before and after school care,
- You have a school age child or children that attend/s vacation care.

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✂----- [Parent to keep] -----

Fees from July 4, 2022

0-2 years	\$108.00
2-3 years	\$106.00
3-5 years	\$96.00

The centre operational hours are 7:00-6:00 equating to 11 hours per session per day.

A late fee of \$1.00 per minute may be payable for collection after 6.00pm.

STATEMENT OF ACCOUNT

- Upon enrolment, we will create an account for you. We do not collect bonds, nor do we require families to pay fees in advance. Our philosophy is based on Trust and Partnerships with Families. As you entrust us, we entrust you. If you are experiencing temporary financial difficulty, let us know so we can help you to access any additional assistance you may be entitled to with Centrelink.
- Statements are emailed every Monday however your payment frequency is at your discretion (being either weekly, fortnightly or monthly). Your CCS will only appear on your statement if you have nominated that Centrelink to pay it to the service and appears one week in arrears. If you have nominated for your CCS be sent to the service, simply deduct the current week's CCS from the total amount owing.
- When paying by direct credit, type your name (as the account holder) as the payment description. Our BSB is 032258 and our Account number is 201500. You can pay by cheque, however if it doesn't clear, charges incurred may be added to your account. There are also envelopes and posting boxes available for families who wish to pay by cash.
- Children's placements are permanent thus fees are still payable on public holidays, family holidays and sick days. Parents can still claim their CCS from Centrelink for 50 absences per financial year (including public holidays). For any days of absence exceeding the 50 day limit, a doctors certificate can enable parents to claim the CCS for the additional absences. We are happy to offer a swap day for a Monday or Friday Public Holiday wherever possible. We do offer casual days / extra days if required and when available.
- If you no longer require care or want to drop a day, it would be greatly appreciated if you could inform us by email providing two weeks notice. Full fees are payable for cessation of care within a notice period. If you have nominated for your CCS to be paid to the service, please don't pay any money until the week after cessation. This way your CCS for your final week can be allocated to your account prior to you making your final payment.



-----[Parent to keep]-----

Illness and Exclusion Policy

Bottleforest LDC aims to protect children and staff from cross infection. Please inform staff if your child has had medicine (including Paracetamol), has had diarrhoea or vomited within 24 hours before attending care. Parents will be contacted where a child discloses such information that has not been reported by the parent on arrival.

Children are considered to be too sick to attend care where the child;

- has a rash that is infected and or is weeping;
- has an irregular temperature;
- is sleeping at unusual times;
- appears pale or discoloured;
- is upset due to discomfort of illness;
- is vomiting or has had diarrhoea while in care;
- is in need of one to one care.

Clearance letters from Doctors are required if your child attends the centre with any of the above symptoms. As an Early Childhood Service, we are responsible in providing a safe and hygienic environment for all children and staff attending the service.

In the case where a child becomes ill at the Centre, families will be contacted and asked to collect their child or to make arrangements for the collection of their child. If parents are unable to collect the child within 1 hour of initial staff contact, the emergency contacts listed on the enrolment form will be called. Please ensure that all emergency contact information is kept current.

In light of recent recommendations to Children's Health from the Sydney Children's Hospital, it is not suggested that staff administer Paracetamol unless the child is experiencing great discomfort and the parent is due to collect the child.

Please remember, 24 hours exclusion applies from your child has been sent home sick or from when your child has commenced a course of antibiotics. Children not immunised will be excluded from the service while there has been a report of an immunisable illness.

References,

Health & Safety in Children's Centres. Model Policies & Practices, Second Edition revised 2003
Policy Development In Early Childhood Services - Sue Farmer - Community Co-Op 2000
Staying Healthy in Childcare Third Edition - NHMRC 2001
Childcare and Children's Health - Johnson & Johnson Health Care for Life

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✂-----[Parent to keep]-----

Confidentiality

Bottleforest Long Day Care Centre maintains a strict confidentiality policy for its staff, visitors and families. While on the premises, we may often become privy to information shared by children and families. Please ensure that no confidential information (written or heard) is shared outside of this service.

Developmental observations are imperative to the planning and programming of the children's learning environment. All developmental records remain strictly confidential and will not be disclosed outside of the service. Children's developmental observations are a requirement of The National Quality Framework. Developmental observations assist staff to record children's development and plan for their learning.

What to bring each day

- 4 nappies for children still in nappies (own wipes if sensitive to our wipes),
- Breast milk or formula for children from Birth to 2 years.
- A bucket style hat (as per our Centre SunSmart Policy, please refer to parent handbook),
- A drink Bottle with water only in it (Juice and Cordial will be emptied and replaced with water),
- Spare seasonal clothing (plenty of undies for toilet trainers),
- A cot sheet set for the 2-3 year olds (fitted sheet, and flat sheet stored in a pillow case),
- Special milk and additional and healthy snack food for children with allergies.

If your child requires medication, please arrive at the Centre with enough time to complete the form authorising staff to administer the medication to your child. Long term / ongoing medications can be authorised once with plans such as asthma management action plans completed by a Doctor or Pediatrician.

Children with severe allergies and or who carry an The EpiPen must provide an allergy management plan completed by a Doctor or Pediatrician. The EpiPen and Allergy Management Plan must remain at the service each day the child attends the service. Bottleforest keeps a spare EpiPen on the premises as well.

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Enrolment documents and orientation

Orientation is conducted on a day from 10am to 11am in the lead up to commencement. Just email the service the date you'd like to come in for orientation. Orientation a great opportunity for you child explore their new learning environment in your presence. You can use this time to verbally reiterate some of the information on the enrolment forms with your child's educators. Interacting with your child's educators enables your child to feel safe and comfortable with their new learning environment.

Upon orientation, please bring in your child's:

- Birth certificate
- Immunisation History Statement

The AIR provides an Immunisation History Statement to parents/ guardians which is used to help keep track of their child's immunisations and as proof of immunisation for enrolment in early childhood services. Parents/ guardians can access updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at [https:// my.gov.au/](https://my.gov.au/)
- using the Medicare Express Plus App at www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps
- calling the AIR General Enquiries Line on 1800 653 809 (mailed statement may take more than a week to arrive)

To enrol in an early childhood service, **parents/ guardians must provide a copy of one of the following immunisation forms:**

- a current **AIR Immunisation History Statement** showing that a child is 'up to date' with their immunisations, including where a child has an approved medical contraindication or natural immunity to one or more vaccines, OR

- an **AIR Immunisation History Form** for a child who does not have a complete immunisation history on the AIR and may be on a recognised catch-up schedule, which has been certified by an immunisation provider.

Other records will **not** be accepted, such as an AIR Immunisation History Statement showing that a child is not up to date, an AIR Immunisation Medical Exemption Form, an Interim NSW Vaccination Objection Form (after 1 January 2018), the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record (NSW Health, 2017).

- Enrolment form Part 1
- Enrolment form Part 2
- Additional Information Sheet for 0-2 years (if applicable)

Centre staff will photocopy your child's birth certificate and immunisation documents and place them in your child's file. The center is also required to keep updates of your child's immunisation status, so please continue to provide us with this information as it occurs.

We encourage all families to be registered for Child Care Subsidy (CCS). You may call Centrelink on **13 6150** between 8am and 8pm Monday to Friday for more information. If you need information in languages other than English, you can call them on **13 1202**.

Photos taken of the children at the service are regularly uploaded to our service Facebook page and related media so please let educators know if you do not wish this to occur.

Please sign to state you have read and understood the information provided in this form and agree to continue to update and provide Bottleforest Long Day Care Centre with information we will require into the future.

Print Full Name: _____ Sign _____ Date: _____