

Selby Community House Childcare Enrolment Form

Date

Child's Name:.....

Childs Start Date:.....

Note: Please attach a copy of birth certificate and Medicare immunisation statement to this form

This form must be completed by a parent or guardian who has lawful authority in relation to the child. A brief explanation of lawful authority is contained at the end of this form. All information at Selby House is in compliance with the Information Privacy Act 2000 which requires a Privacy Collection Statement to accompany any enrolment form. Questions marked with an asterisk* are not required by the regulations, but you are encouraged to answer these to assist the service in caring for your child. It is essential that your details are kept up to date.

Please notify us of any change of details, as soon as they arise.

DAYS AND TIMES REQUIRED					
Please tick the days that your child will require care:					
Monday		Arrival time	9.30am	Departure time	2.30pm
Wednesday		Arrival time	9.30am	Departure time	2.30pm
Thursday		Arrival time	8:30am	Departure time	4:30pm
Friday		Arrival time	9.30am	Departure time	2.30pm
Note: We only offer routine care which means your child is booked in for that session every week					

Childcare Fees

Our service does provide subsidised care through Centrelink. It is the parent's responsibility to ring Centrelink or go online and apply for a CRN number or apply for the Childcare Subsidy (CCS). We then put your child into our system once you provide us with CRN numbers and then our system will link up with Centrelink and calculate your out of pocket costs. We would like this done before the child start date or else full fees may be asked to be paid until it comes through from Centrelink.

\$60 per child for the 5-hour session (Monday, Wednesday and Friday)

\$110 per child for the 8- hour session (Thursday)

Fees are payable through direct debit which is set up through the i-parent portal. Director will send you a link to this portal once submitted this form

Child's Details

Childs First Name and Surname:.....

Date of Birth...../...../..... Sex: M F

CRN # (Centrelink number):.....

Home Address:.....P/C.....

Language/s spoken at home:.....

*Is your child of Aboriginal and/or Torres Strait Islander descent? Yes No

*Does your child have a developmental delay or disability including intellectual, sensory or physical impairment? Yes No

Is your child toilet trained? Yes No

Does your child sleep during the day? Yes No

If yes...What time approximately?.....

Do they sleep with a comforter?.....

.....

Parent/Guardian 1 Details

Parents First Name and Surname:.....

Date of Birth:...../...../.....

CRN #:.....

Country of Birth:.....

Address (or put same as child)

.....

Mobile #.....

Email:.....@.....

Does the child live with this Parent/Guardian? Yes No

Workplace address (in case of emergency)

.....

Work #:.....

Occupation:.....

Are you the parent applying for CCS for the child? Yes No

(We need this information as we need to link the parent/guardian with the child on our software and it needs to be the same as what the parent has provided)

Parent/Guardian 2 Details

Parents First Name and Surname:.....

Date of Birth:...../...../.....

CRN #:.....

Country of Birth:.....

Address (or put same as child)

.....

Mobile #:.....

Email:.....@.....

Does the child live with this Parent/Guardian? Yes No

Workplace address (in case of emergency)

.....

Work #:.....

Occupation:.....

Are you the parent applying for CCS for the child? Yes No

Alternative Person Authorised to collect child from the service

Name:.....

Address:.....

Mobile #:.....

Emergency Contact

There may be times when the child is unwell, has an accident etc. and the **parents or guardians cannot be contacted when the emergency contact may need to be contacted**. To deal with these situations, please include the names of two contacts, who you authorized to drop-off, collect and care for the child.

Name.....

Address.....p/c.....

Home #:.....Work #:.....

Mobile #

Relationship to child.....

Name.....

Address.....p/c.....

Home #:.....Work #:.....

Mobile #

Relationship to child.....

Court orders

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?

- No go to the next section
- Yes please complete the following:

1. Bring the original court order/s for staff to see and a copy to attach to this enrolment form;

2. If these orders:

a) change the powers of a parent/guardian to:

- authorize the taking of the child outside the service by a staff member of the service;
- consent to the medical treatment of the child
- request or permit the administration of medication to the child;
- collect the child, and/or

b) give these powers to someone else

Please describe these changes and provide the contact details of any person given these powers:.....
.....
.....

Medical Information

Name of Doctor/clinic:

Address of Doctor/clinic:

Phone #:.....

Name of Dentist/clinic:

Address of Dentist:.....

Phone #:.....

Medicare #:.....Childs reference:.....

Ambulance Subscription #:.....

(in an emergency we won't hesitate to call an ambulance if we think the child need it)

Private Health Cover # (if applicable)

Does your child have any special needs? Yes No

Does your child have Asthma? Yes No

Does your child have any other medical conditions? Yes No

(eg. Epilepsy, diabetes)

Does your child have any allergy/sensitivities? Yes No

Does your child have any dietary restrictions? Yes No

If yes, please note down dietary restrictions/allergies.....

(If you answered yes to any of the above questions, a management plan will need to be filled out. Please ask Director for these forms)

Has your child been diagnosed at risk of anaphylaxis?	Yes	No
Does your child have an auto injection device?	Yes	No

In the case of anaphylaxis or asthma, you will be provided with a copy of the services anaphylaxis/asthma management policy. You will be required to provide the service with an individual medical management plan for your child signed by a medical practitioner who is treating your child. This needs to be provided before the child can start. This will be attached to your child's enrolment form.

More information is available at www.education.vic.gov.au/anaphylaxis.

I give permission for my child to:

Have Band-aids to be applied if necessary	Yes	No
Have staff apply nappy cream if needed	Yes	No
Have staff apply your own supplied Insect Repellent?	Yes	No

Sunscreen Protection

We ask that parents apply sunscreen before dropping their children off at Selby Childcare. We apply every 3 hours if the UV is over 3. Usually between months from September-April.

Do you give permission for the staff to reapply SPF30+ sunscreen?	Yes	No
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Lawful Authority

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as lawful authority. It is not affected by the relationship between parents, such as whether or not they have lived together or are married.

A court order, such as under the Family Law Act, may take away the authority of a parent, or may give it to another person

Guardians

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by court order. The definition of guardian under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day- to-day care and control of the child.

Confidentiality of enrolment records

The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorized by the parent or prescribed in the Children's Services Regulations 2009 (regulation 35(1) (d-e))

I/We:

1. Have viewed the Selby Community House Occasional Childcare Service (hereafter called the service) and consent to the enrolment of the admitting child (hereafter referred to as the child)
2. Understand that the person/s nominated as parent/carer are the authorised parties to enrol, cancel enrolment, release and authorise release of the child
3. Agree to provide enrolment information to the Australian Government Department of Education and Training and the Department of Human Services (Centrelink) so that I/we can be contacted and provided with information on the new Child Care Subsidy and the Additional Child Care Subsidy that can be claimed for the first time at this service. (Note families are required to register for these subsidies from April 2018 and the first claims will be from 2 July 2018). More information can be found on the Department of Human Services website: www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy#a1
4. Agree to comply with all Government requirements in relation to the service

5. Agree that in the case of accident or injury, the service will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred.
6. Agree that under some circumstances my child will need to be transported via ambulance to hospital and therefore be removed from the childcare premises.
7. Are aware that the child will be excluded from care at the service if he/she has contracted a contagious disease or condition
8. Understand that the child will be accepted back into the service once a 'clearance certificate' for the child from a medical practitioner is received
9. Are aware that the service may require presentation of a medical certificate in the event of the child developing a medical disability or abnormality
10. Agree to provide the service with all information regarding the health of my/our child
11. Are aware that the service may occasionally have visitors, or volunteers at the service, and consent to my/our child being in the presence of volunteers or visitors, with the service's appropriate supervision
12. Are aware that to cancel child care we are required to give notice as soon as possible prior to the commencement of the session otherwise fees will be charged
13. Are aware that my child will be removed from the premises for fire evacuation drills as well as excursions (however further notification will be provided for excursions)

I have read, understood and agree to abide by the conditions of this Enrolment Agreement.

Parent/Guardian Name _____

Signature _____

Date ____/____/____

Payments

I agree to pay the childcare fees on a fortnightly basis by providing Selby Community House by direct debit payment and if these fees are not paid then the service may terminate the child's care until payment has been made. I understand that I will be charged for public holidays if they fall on my child's routine day of care and that I will be charged a \$4 insufficient funds fee if my payment is declined. I also understand that the fees are \$44 for the 4-hour session and \$105 for the 8 hr session.

X _____
Primary Parent / Guardian

Selby Sandpit Playground

I give the staff permission to take my son/daughter.....
to the play area behind the community house whenever the weather permits.

This sandpit area is classed as a communal playground however the public do not use it when we are occupying it. All care will be taken to ensure the safety and wellbeing of my child.

All outings will take place during the low risk times of the day.

X _____
Primary Parent / Guardian

Days of Total Fire Ban

I understand that on **days of declared Total Fire Ban**, in the best interests of all involved, Occasional Childcare will be cancelled. I also understand that I will still be charged for this day.

X
Primary Parent / Guardian

Date:

Permission to photograph children

I hereby give permission for my child
to be photographed for publicity and/or display purposes. I understand that these photos will be kept on file and this information is available to me at any time. Photos will only be used for internal marketing such as childcare room display, social media, Selby community house website and brochures for the childcare.

Yes No (I would prefer to be asked before each occasion when photographs are taken)

Parents Name.....

Parents Signature.....

We do take photos of the children in the room as these are used to write up observations and plan for your child. However, these are private and are never shared with anyone except the child's parent/guardian.

Office use only

Birth certificate attached

Immunisation statement from Medicare attached

Asthma/Anaphylaxis form attached if needed

Medical management plan attached

All information provided and entered into software

Childcare Director Signature:

Date: