



St Simon Peter Early Learning Centre Enrolment Form

The completion of the information form is compulsory for enrolment. Enrolment Forms must be updated annually

Parent/ Guardian One		Parent/Guardian Two	
Title		Title	
Surname		Surname	
First Name		First Name	
Relationship to Child		Relationship to Child	
Parent CRN		Parent CRN	
Date of Birth		Date of Birth	
Mobile Phone Number		Mobile Phone Number	
Email Address		Email Address	
Home Phone		Home Phone	
Home Address		Home Address	
Suburb		Suburb	
Post Code		Post Code	
Occupation		Occupation	
Place of Work/Study		Place of Work/Study	
Address		Address	
Work Phone		Work Phone	
Country of Birth		Country of Birth	
Ethnicity		Ethnicity	
Language Spoken		Language Spoken	
Religion		Religion	
Marital Status		Marital Status	
Cultural Considerations		Cultural Considerations	
Talents/Hobbies that you could share with the service		Talents/Hobbies that you could share with the service	

Family Information - Please tick the option that best describes your situation			
Both parents at home <input type="checkbox"/>	Sole Parent <input type="checkbox"/>	Shared Custody <input type="checkbox"/>	Other <input type="checkbox"/>
Do you identify yourself as: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/>			Parent 1
Do you identify yourself as: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/>			Parent 2
Care required for (work/study/respite/other):			

Custody of a Child - If you are separated or divorced, who has legal custody of the child? *Please provide documentation if there are any court orders relating to the powers and responsibilities of the parent in relation to the child or access to the child.			
Parent One	Parent Two	Both	Other

Authorised Contacts

Staff at St Simon Peter Early Learning Centre are unable to release your child into the care of anyone who is not listed below as an authorised contact. Please note that authorised people must be at least 18 years of age and be able to provide a photo identification. It is the responsibility of the child's legal guardian(s) to notify Centre staff if someone other than those listed below will be dropping off or collecting your child from care. Please ensure these emergency contact persons are willing and able to collect your child/ren in the event of an emergency prior to enrolment. These people should be easily contactable and be in close proximity to the Centre and be able to act on your behalf in emergency situations. Please refer to the Centre's Delivery and Collection Policy for further details. At least two contact names must be completed before commencing care.

Contact One		Contact Two	
Emergency Contact <input type="checkbox"/> Authority to Collect <input type="checkbox"/>		Emergency Contact <input type="checkbox"/> Authority to Collect <input type="checkbox"/>	
Surname		Surname	
First Name		First Name	
Relationship to child		Relationship to child	
Mobile Phone Number		Mobile Phone Number	
Work Number		Work Number	
Home Number		Home Number	
Address		Address	
	Post Code		Post Code

Contact Three		Contact Four	
Emergency Contact <input type="checkbox"/> Authority to Collect <input type="checkbox"/>		Emergency Contact <input type="checkbox"/> Authority to Collect <input type="checkbox"/>	
Surname		Surname	
First Name		First Name	
Relationship to child		Relationship to child	
Mobile Phone Number		Mobile Phone Number	
Work Number		Work Number	
Home Number		Home Number	
Address		Address	
	Post Code		Post Code

Medical Authorisation

If a parent/guardian or the emergency contacts listed above cannot be contacted. I authorise St Simon Peter Early Learning Centre staff to administer first aid, seek medical, dental or hospital attention and/or ambulance in the event of an emergency. If the child is taken by ambulance to hospital, a staff member will accompany the child in the ambulance. I agree to pay any ambulance or medical costs incurred.

Name: _____ Signature: _____

Date: _____

I do/do not have ambulance cover. (please circle)

Medical Information

Your Child's Doctor: _____ Phone: _____

Address: _____

Do you have private health insurance? Yes No Private Health Insurer: _____

Medicare Number: _____	
Child Enrolment	Intended Start Date:
Given Names:	Last Name:
Gender:	Date of Birth:
Address:	Country of Birth:
Suburb/Post Code:	Language Spoken at home:
Child CRN:	Ethnicity:
Room: ELC <input type="checkbox"/> Three Year Old Program <input type="checkbox"/>	Religion:
Copy of Immunisation Record: Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of Birth Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child identify as: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/>	
Cultural Considerations:	

Attendance Days and Times Required	Intended Start Date:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Time					
Departure Time					
Program	ELC <input type="checkbox"/> 3YOP <input type="checkbox"/>	ELC <input type="checkbox"/> 3YOP <input type="checkbox"/>	ELC <input type="checkbox"/> 3YOP <input type="checkbox"/>	ELC <input type="checkbox"/> 3YOP <input type="checkbox"/>	ELC <input type="checkbox"/> 3YOP <input type="checkbox"/>

CCB Information

Do you claim CCB for your child at another service? Yes No

Does your child have any siblings who attend other services that also claim CCB? Yes No

Siblings Name:	DOB:	CRN:

Health Information	If yes please provide additional information and discuss with the Centre Manager.
Does your child have any allergic reactions? E.g. food, insects, medications	If yes please attach Action Plan
Does your child have permission to participate in activities involving face paint, coloured hair spray?	
Does your child have any behaviour difficulties we should be aware of?	
Does your child have any medical conditions?	If yes please attach Action Plan
Does your child take any regular medication?	
Does your child have any cultural or religious needs?	
Does your child have any special dietary requirements?	
Does your child have any additional need or special care needs?	

Parents are required to advise the Centre in detail and in writing of any specific medical or individual care requirements. Is there any other relevant information we should know relating to the care of your child?

Escorted to and from a Specific Place

I give permission for Centre staff to take my child on short walking trips within the School grounds e.g. Library

Name: _____ Signature: _____

Date: _____

Sunscreen

I _____ (parent/guardian) authorise St Simon Peter Early Learning Centre Educators to apply the Centre's sunscreen to my child. Please see Centre Staff to view the sunscreen used. I am aware that if my child has sensitive skin I will be required to provide my own sunscreen to be used.

Signature: _____ Date: _____

Photography/Online Portfolios

I _____ (parent/guardian) give consent for St Simon Peter Early Learning Centre Educators to take photographs of my child during play and learning experiences. Children's learning will be documented on an ongoing basis and may be accompanied by photographs. These observations and images will be posted on our online learning journal (Kinderloop/Seesaw). Images of children and their first name may be used in the Centre's photo album, Centre displays and in children's learning stories. I am aware that group photos may be shared with other enrolled families. I am aware that my child's photograph and first name may be displayed in other enrolled children's observations and learning journal's. My child's learning journey may include photos of other enrolled children at the Centre.

Parent Name: _____ Signature: _____

Date: _____

Protection of your child

St Simon Peter Early Learning Centre will not permit an enrolled child to leave the Centre during or at the end of a care session unless the child is in the care of the enrolling parents or person authorised **in writing** by the child's parent.

*Please advise the Centre Manager of any other particular protection needs that staff need to be aware of.

Immunisation Details

Immunisation Record Provided: Yes No

I certify that this is a true immunisation record for my child.

Parent Name: _____ Signature: _____

Date: _____

Or

I certify that I have a true conscientious objection/medical reason for my child not being immunised and have discussed this with my Doctor. I understand that I may be required to keep my child away from the Centre if there is an outbreak of an immunisation preventable disease. I understand that my fees are still payable during this time.

Parent Name: _____ Signature: _____

Date: _____

Parent Declaration:

St Simon Peter Early Learning Centre provides the following products for First Aid, protection from the sun or biting insects, nappy rash and cuts and grazes. The service will ensure the brand name product below is the only product used.

Please sign against products you give permission to use on your child.

PRODUCT	BRAND	APPLIED FOR	PARENT SIGNATURE
Sunscreen	Woolworths Everyday, AusScreen & Marine Blue	Sun Protection	
Band-Aids	Medisentials Coles Brand & Elastoplast	Minor wounds/abrasions	
Nappy Rash Cream (ELC)	Sudocrem	Nappy Rash	
Nappy Wipes	Edco Unscented baby wipes	Nappy Changing	
Insect Sting Cream	Stingoes	Insect Bites	
Hand sanitiser	AQIUM	Hand Hygiene	

My child is allergic or cannot use the above products. I agree to provide the following products for my child. I confirm I have applied these products to my child on more than three occasions without incident.

PRODUCT	BRAND	APPLIED FOR	PARENT SIGNATURE

Priority of Access

- Priority One - A child at risk of serious abuse or neglect
- Priority Two - A child of a single parent who satisfies the work, study, training test or both parents who satisfies the work, study, training test.
- Priority Three - Any other child

General Authorisations

Authority	Yes/No	Parent's Name	Signature	Date
I have read, understood and agree to the terms outlined in the Parent Handbook.				
I hereby give permission for staff at St Simon Peter Early Learning Centre to apply sunscreen to my child before outside play.				
I hereby give permission for Centre staff to seek medical attention for my child in the case of emergency and agree to pay any expense incurred for medical treatment and transport.				
I hereby give permission for Centre staff to take written, audio and photo observations of my child for the purpose of programming and for photos to be displayed in the Centre.				
I hereby give permission for my child to be observed by students on field placement for programming purposes				
I give permission for Centre staff to administer first aid to my child if required. Including applying band aids or sticky plaster.				
I hereby give permission for my child to participate in all activities offered in the Early Learning Centre. I agree it is my responsibility to familiarise myself with the program and to advise the Centre in writing if I do not want my child to participate in a particular activity.				
I hereby give permission for staff at the Early Learning Centre to take my child on walks within				

the school grounds e.g. library, oval, playground (age appropriate only).				
I hereby give permission for my child's photograph and first name to be taken or recorded at the Centre for use within the Centre.				
I hereby give permission for my child's photograph and first name to be taken or recorded at the Centre for use within the Centre learning journey which is given to all families.				
I hereby give my permission for Centre staff to publish my child's photograph, name and age in the local paper for publicity.				
I hereby give permission for Centre staff to use my child's photo for School and Catholic Education Office publications, publicity and websites.				
I understand and accept that fees must be paid one week in advance via EZI Debit. I understand that full fees are charged for non attendance.				
I agree that it is my responsibility to read and abide by all the terms and conditions of enrolment as outlined in St Simon Peter Early Learning Centre Policies and Procedures. I agree to uphold these conditions during our family's time at the Centre. I agree to abide by all the above listed Conditions of Enrolment.				

Enrolment Agreement:

Your signature at the end of these forms confirms that you have read, understood and agreed to all of the terms and conditions outlined in the Parent Handbook and Enrolment Form including the important items listed below:

Fees/Making Payments:

At the time of enrolment you will be asked to pay one week's fees in advance. Fees must be paid via EZI Debit. Accounts should always be paid at least one week in advance, payments can be made weekly/fortnightly but must be in advance. Falling behind in paying your fees puts your child's enrolment at the Centre at risk and may result in the Centre terminating our agreement with you. A \$25.00 fee is applied to all accounts that are not up to date at the end of each month.

Child Care Benefit/Child Care Rebate:

It is the responsibility of the child's legal guardian to provide the Centre with you and your child's Customer Reference Number. This is required for you to receive the Child Care Benefit (CCB) and the Child Care Rebate (CCR) and have your subsidy applied to your weekly fee charges. You will need to contact the Family Assistance Office to obtain your CRN'S and check your eligibility for Child Care Benefit. Full fees will be applied until such time as the Centre has received your CRNS.

Absences From The Centre:

Your child is entitled to 42 absences per financial year for the purposes of CCB/CCR. A child may be absent due to illness, vacation, non attendance. All other absences will have full fees applied. The Centre is closed for two weeks over Christmas/New Year. Fees are not charged during this time. Fees are also not charged for Public Holidays.

Leaving St Simon Peter Early Learning Centre:

If your child leaves St Simon Peter Early Learning Centre you are required to provide the Centre with two weeks written notice. Absent days cannot be claimed for a child after they have left care, therefore no Child Care Benefit fee reduction is able to be applied and full fees will be charged.

Signing In/Out:

Parents/Guardians are required to sign the Attendance Record each time they enter the Centre. If your child has been absent it is important to sign them as absent on the day they were unable to attend. This should be done when your child returns to the Centre. If your child/ren has not been signed in/out you will be asked to complete this on your next visit and you will not be able to receive CCB/CCR and full fees will apply.

Collecting Your Child:

St Simon Peter Early Learning Centre takes the security and safety of your child very seriously. Anyone collecting your child for the first time (authorised person) will be asked to present photo I.D. Staff Members may request photo identification at any time. A child will not be released to anyone under the ages of 18 or anyone not listed on this enrolment form as an authorised contact.

Running Late

If you collect your child after closing time (6:00pm) you will be required to pay late fees charged at \$2.00 per minute. This will be added to your account and cannot be subsidised by CCB/CCR. This is to cover staff overtime.

Priority of Access

St Simon Peter Early Learning Centre is required to operate according to the Priority of Access Guidelines as described by the Government. This may mean that it may be necessary for you to alter or sacrifice your child's place at the Centre on a particular day when a child of higher priority needs to be offered a place.

Priority One - A child at risk of serious abuse or neglect

Priority Two - A child of a single parent who satisfies the work, study, training test or both parents who satisfies the work, study, training test.

Priority Three - Any other child

Health and Wellbeing:

- Children are to wash their hands on arrival and departure. This is to help prevent cross contamination between home and the Centre.
- Children with contagious or contractible illnesses which can be transferred to others will not be accepted into the Centre and will be excluded from care until such time as they are no longer infectious.
- Children who develop symptoms of such an illness whilst in care will be sent home immediately. Parents/Guardians are responsible for ensuring that their child is collected promptly if ill whilst in care.
- The Centre takes no responsibility for any illnesses contracted at the Centre.
- All children must provide a medical clearance prior to re-commencing care, which clears them of any further spread of infection and states that they are fit to return to a group care environment.
- Children that develop a temperature of 38 degrees or higher will require immediate collection from care.
- Parents/guardians are responsible for arranging someone to collect their child. The Centre will not administer Panadol or similar medications unless written authorisation is given, the correct medication form has been completed and Panadol or similar medication has been supplied to the Centre for use by the child whilst in care.
- Children who display symptoms of behavioural concern will be given every opportunity to respond to behaviour management methods employed by Centre staff. If the situation requires a Behaviour Management Plan one will be devised in consultation with the child's parent/guardian. Following all reasonable attempts and if the Centre does not see any improvement in the child's behaviour, the Centre Manager will discuss care arrangements with the child's parent/guardian. Please refer to the Centre's Behaviour Management policy for further details.

Photographs:

Your child may be photographed/videographed for:

- Inclusion in their portfolios
- Centre programming (displays within the Centre)
- Publications in the Centre newsletter/School newsletter

If you do not wish images of your child to be taken, displayed or published please inform the Centre Manager in writing.

Concerns:

All grievances must be addressed with the appropriate person and in an appropriate manner as outlined in our Parent Grievance Policy. Intimidating, physical or verbal abuse directed towards Centre Staff for any reason will not be tolerated. Should such a situation arise you will be asked to remove yourself from the premises immediately until the situation can be calmly resolved.

Other Important Information:

- Upon enrolment at the Centre, the Centre Manager must sight the enrolling child's original Birth Certificate and Immunisation records and retain copies to be kept on file at the Centre.
- All information provided in this enrolment application and subsequent information gathered for purposes of programming will be kept confidential within the Centre. Parents and Legal Guardians retain the right to access any and all written observations pertaining to their child only. All information of a confidential nature may not be discussed with people or bodies outside the Centre without the expressed written permission of the parent/guardian or legal documentation.
- Parents/guardians are responsible for supervising their child in the Centre's car parks.

Terms and Conditions

- I have received and read the family handbook and I understand any updates to policy will be displayed on the notice board or in the Centre newsletter.
- I understand that I need to comply with all Government requirements in relation to the Centre and its service.
- I will advise the Centre as soon as practicable of any updates to my circumstances.
- I agree to pay my account via EZI Debit as determined by the fee payment policy.
- I am aware that any failure to pay fees may result in cancellation of my child's place at the Centre.
- I am aware that fees will be reviewed annually and I will receive a minimum of two (2) weeks' notice of any changes being made.
- I am aware that with a regular booking I am responsible for payment on any days my child is sick or absent from care.
- I am aware that fourteen (14) days notice in writing of cancellation of care must be given. I understand that I must pay fees for any booked days that do not comply with the notice period.
- I understand that a system of payment for late collection operates at the Centre and that I am responsible for the payment of any fees incurred.
- I am aware that it is my responsibility to sign my child in and out on the attendance record each time they attend. This is a legal requirement and used for Child Care Benefit and Child Care Rebate. Failure to do so

can result in warning letters being issued to parents and you will be asked to sign the missing day on your next day of attendance.

- I am aware that my child will be excluded from care at the Centre if they have a communicable or infectious disease. I understand that my child will be accepted back into the Centre once the exclusion guidelines have been met.
- I consent to my child being in the presence of volunteers, visitors and students with due notice given, with the appropriate supervision by Centre staff.
- I have read and understand the Privacy Statement.
- I have presented the Centre with a copy of my child's current immunisation details and birth certificate.
- The Centre reserves the right to cancel care if it considers doing so would be in the best interest of the Centre. Two weeks' notice of cancellation of care will be provided and any outstanding fee credits reimbursed at conclusion of care at the Centre.

Privacy Statement

St Simon Peter Early Learning Centre, located at 18 Prendiville Ave Ocean Reef, maintains enrolment details and records of attendance, fee payment, medication administered and information about the development, well-being and health of each child while attending the service. This enables us to plan and program for your child's needs and ensure we meet all of our legislative and regulatory responsibilities.

Information provided by you for this purpose will be treated respectfully and confidentially. All personal, sensitive and health information is kept in a secure place to protect it from unauthorised access, modification or disclosure.

Failure to provide the required information may result in non-acceptance of your child's enrolment.

Only authorised staff members who directly require your information for professional purposes will have access to it. Families are able to access their information upon request.

Information may be disclosed to relevant authorities to confirm our compliance with child care and Child Care Benefit laws.

Enrolment in the Early Learning Centre is not a guarantee of enrolment into St Simon Peter Catholic Primary School. A separate application form must be completed for the school with formal interviews conducted each year. Application forms are available from the School Office.

I have read the registration agreement and agree to adhere to the above conditions and policies.

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

Enrolment Checklist

Child Enrolment Form

Yes No

Ezi Debit Form

Yes No

Child's Birth Certificate

Original Sighted:

Yes No

Copy taken:

Yes No

Child's Immunisation Record

Original Sighted:

Yes No

Copy taken:

Yes No

Child Profile Sheet

Yes No

Date of enrollment: _____ Completed by: _____

Orientation Sessions

All children are to attend a minimum of three orientation sessions.

Session 1: ____/____/____

Session 2: ____/____/____

Session 3: ____/____/____