



Enrolment Form

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Child's Details

First Name: _____

Middle Name: _____

Surname: _____

Date of Birth: _____

Place of Birth: _____

Gender: Male Female

Home Address: _____

State: _____ Postcode: _____

Languages spoken at Home: _____

Hours of care required

____:____ to ____:____

Please indicate which days your child will be enrolled:

Monday Tuesday Wednesday Thursday Friday

Parent One Details

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Place of work: _____

Work Address: _____

State: _____ Post Code: _____

Work Ph: _____

Email: _____

Drivers Licence No. _____

Date of Birth: ____/____/____

Signature: _____

Parent Two Details

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Place of work: _____

Work Address: _____

State: _____ Post Code: _____

Work Ph: _____

Email: _____

Drivers Licence No. _____

Date of Birth: ____/____/____

Signature: _____

Parents CRN..... Start Date:.....

Childs CRN.....

Please call: Family Assistance Office 136 150 to register for Child Care Benefit.

Please provide the centre with a copy of the "Assessment Notice of Child Care Benefit for approved care" form. Until you notify us that you have registered you will be charged at the full fee rate.

N.B. If you decide to NOT claim CCB you still MUST contact the Family Assistance Office and advise them your child is attending a Long Day Care Centre.

This is to be done BEFORE starting your child at the centre.

Court Orders

Are there any court orders affecting the custody of your child? Yes No
If Yes a photocopy must be attached and the Director needs to be notified if circumstances change

Other children in the family

Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____

Particular of person, other than parents and Emergency contacts authorised to collect your child

Person One

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Relationship to child: _____

Signature: _____

Person Two

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Relationship to child: _____

Signature: _____

Please Note: Staff will not allow anyone to collect your child unless written notice is given by the parent/Guardian

Emergency Information

In case of an emergency, and we are unable to contact you. Please indicate two people in order of preference who may act on your behalf

Person One

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Work Ph: _____

Place of work: _____

Work Address: _____

State: _____ Postcode: _____

Relationship to child: _____

Signature: _____

Person Two

First Name: _____

Surname: _____

Home Address: _____

State: _____ Postcode: _____

Home Ph: _____

Mobile Ph: _____

Work Ph: _____

Place of work: _____

Work Address: _____

State: _____ Postcode: _____

Relationship to child: _____

Signature: _____

Although every possible care will be taken with your child at the centre, staff can in no way be held responsible for any accident that may occur. In the event of an emergency, illness or accident concerning your child, and the teacher being unable to contact the Parents/Guardians and the other emergency contacts, I consent to the Centre seeking, on my behalf, medical, dental or hospital attention for my child and I accept liability for medical expenses as may be incurred.

I authorise staff to arrange for my child to be transported by ambulance, when they deem it necessary under the above circumstances:

Sign: _____

Health

It is important to keep this information current at all times.

Ambulance Coverage: Yes No Private Health Fund Name: _____

Medicare No.: _____ Private Health Fund No. _____

Family Doctors

Doctors Name: _____

Address: _____

State: _____ Postcode: _____

Telephone: _____

Does your child have a continuing serious illness?

Yes

No

If YES Details: _____

Does your child have asthma?

Yes

No

Do you have a management plan?

Yes

No

If YES Details: _____

Does your child need regular medicine?

Yes

No

If YES Details: _____

Has your child ever been hospitalised?

Yes

No

If YES Details: _____

Allergies

Does your child have any allergies?

Yes

No

If yes please fill out attached form "Action plan for allergic reactions."

If YES Food: _____

Medication: _____

Immunisation

Has your child been immunised?

Yes

No

Your child's immunisation records will need to be copied, kept on file and updated. If your child is not immunised please see the Nominated Supervisor as you will be required to provide additional information as set out by the changes in the Public Health Act 2010. If you do not have this documentation we are unable to enrol your child. N.B. If an outbreak of a preventable disease occurs in the centre, you will be asked to keep your child at home until the outbreak has passed - please note fees will still be applicable.

Immunisation record on file?

Yes

No (Your child cannot attend the centre)

Staff Verification _____

Date ____/____/____

Paracetamol Administering Authorisation

If a child is sick and develops a high temperature staff will contact the parent/guardian and request the child be taken home. Paracetamol will not be automatically given, only if the parent/guardian cannot be contacted.

I hereby give my consent to the staff at the Centre administer Paracetamol to my child would my child suffer from a high temperature, in excess of 38 degrees, and at the time I am unable to be contacted. I understand that the prescribed dose will be given.

Sun protection

I give permission for the staff at the centre to apply water resistant SPF 30+ broad spectrum sunscreen for normal skin-water resistant to my child's face, arms and legs when the staff feels it is necessary.

Parent/Guardian Signature _____

Routines

Toileting

Is your child in nappies? Yes No

Toileting? Yes No

Needs reminding? Yes No

Independent in toileting? Yes No

What word does your child use when going to the toilet? _____

Sleeping

Does your child sleep or rest during the day? Yes No Sometimes

If yes, at what time and or how long? _____

Does your child need a nappy at sleep time? Yes No

Does your child need a dummy at sleep time? Yes No

Does your child need a bottle at sleep time? Yes No

If Yes, what type of milk? Formula Soy Lite Milk

Any special toys or blanket, etc? Yes No

If yes, Details? _____

Does your child have any special routine on being put to bed? Yes No

If yes, Details? _____

Diet

Does your child have any particular dietary requirements (vegetarian, religious, medical) or restrictions?

Yes No

If yes, Details? _____

Is there any food your child particularly likes?

Details: _____

Is there any food your child particularly dislikes?

Details: _____

Does your child feed himself or herself?

Yes No

General Needs

Does your child have a special toy or object during the day (apart from sleep time)?

Yes No

If Yes Details: _____

Does your child have any fears about anything in particular?

Yes No

If Yes Details: _____

Are there any words that we need to know that have special meaning for your child?

Yes No

If Yes Details: _____

Is there any further information which you feel may assist us in Providing the best service to you and your child this year?

Yes No

If Yes Details: _____

Please tell us how we can help your child this year (eg. What do you most want for your child at the centre?)

Is there any particular area that concerns you that we need to know about?

Yes No

If Yes Details: _____

Do you have any skills you would like to contribute to the centre's program?

Yes No

If Yes Details: _____

Photographs and Videos

I hereby give consent for the staff at the centre to take photographs and video of my child during normal activities while my child is in the centre. These photographs and video will be used at the discretion of the Nominated Supervisor, throughout the centre and for Advertising purposes.

Parent/Guardian Signature_____

Parent Handbook

I have read and understand the guidelines as set out in the Parent Handbook.

Parent/Guardian Signature_____

Fees

Fees are payable in advance. Daily fees are \$97.00 for 2-3 yrs and \$93.00 for 3-6yrs per day and are payable weekly, fortnightly or monthly. Centrelink benefits are available

Enrolment Fee

A one off enrolment fee of \$75.00 will be required to secure a place Lollipop Kidz. This will be processed through Ezy Debit as cash is not accepted on premises.

Payment of Fees

Fees are payable only through a direct debit system. (Separate form is attached)

I have read and signed the ezy debit form.

Parent/Guardian_____

Notice

A minimum of two weeks written notice is required before your child is withdrawn from the centre. Notice MUST be given in writing (either fax, email, or by filling out the centres form) and signed by the parent and a staff member. Notice for withdrawal cannot be given over the phone. Should notice not be given, and then the equivalent of two weeks fees will be charged to the parent. N.B. During the months of December and January one months notice is required for withdrawals. If notice is not given then one months fees will be charged.

You must sign your child in and out on their last day of attendance or Department of Education will charge full fees.

Parent/Guardian_____

Make up days

Make up days are **only** given for public holidays. Fees must be paid up to date in order to be eligible for a make up day. Make up days must be used within the current year and are not carried forward to the next year.

Parent/Guardian_____

Payment of Fees

Lollipop Kidz

We are constantly focused on improving our service and would appreciate your input.

We would like to know where you heard about Lollipop Kidz?

Yellow Pages Relative/Friend Website Other_____

Why have you chosen Lollipop Kidz?

Location Other _____

Celebrations

As part of our commitment of reflecting practices in our local community and larger society the centre will celebrate a variety of cultural celebrations throughout the year (e.g. Easter, Chinese New Year, Ramadan, Christmas, Hanukah, Saints Day). Do you give permission for your child to join in with these celebrations.

Please circle

yes

No

Name, Signature and Date: _____

Family situation:

In order to provide a inclusive curriculum that takes into account each child's social, cultural and linguistic diversities, including learning styles, abilities, disabilities, family circumstances and geographic location we try to gather as much information about each child as possible. Can you please write down as much information as you like about your child in relation to the above points.

Office Use Only

Enrolment fee \$75.00 received Yes No Staff Signature _____

Immunisation record on file: Yes No Staff Signature _____

Parent Hand book given to family Yes No Staff Signature _____

Enrolment Form Checked and all signatures completed _____

Total Fees: \$ _____

Start Date: ____/____/____

Comments:
