

# Welcome

To Regents Park Preschool Long Day Care

If you have picked up this form, it means you have decided to enrol your child at our centre. I would like to personally say thank you for your decision to trust us with a very important job.

It’s true that we are here to connect with your child to give them an education that is personal and meaningful to their identity, their culture, and their personal skills and interests. But, I want all families to know that we are not just a service for your children—*we are a family service* and we are here to help all families through any family matters or struggles.

At Regents Park Preschool LDC, we want all families and children to feel welcome and part of the team. Our centre is proud to be a small centre, with regular staff and children every day, who are friendly and honest at all times – all of our educators have stayed at this centre for at least 4 years, and some of them up to 8 years! We have a special connection with our families, staff, and children, and we would like to welcome you to be part of this family.

You are enrolling into a centre with a big mix of cultures, languages, and experiences. We have families and staff that come from all over the world, with different life stories. We really enjoy having a mix of families, children, and staff to share stories and to help each other learn about different places of the world. I want to remind you that all the educators and other families would love to hear about your experiences and your culture, to share with the centre and to make our teaching and learning even more special.

Please feel welcome to come to any of the educators or the management team to share your happiness, your struggles, and any other suggestions or ideas you have. Our management team are very friendly and will happily offer you support and any information. We can also help you find local cultural groups, doctors, therapists, translation services, and even explain Australian culture, laws and regulations.

Welcome to our centre!

We look forward to our journey together!

The Management Team

Regents Park Preschool and Long Day Care

**Contents**

1 **Message from management**

2 **Immunisation Schedule**

**3 Privacy notice**

4 **“How do I enroll and get Centrelink help?”**

5 **“What do I need to bring every day?”**

6 **Child’s details**

7 **Parent’s details**

8 **More information**

9 **Authorised pick-up**

10 **Emergency contact**

11 **Medication and health**

12-13 **Conditions of enrolment**

14 Fee schedule/agreement

15 Holiday Fees & Schedules

16 Rules and regulations

17-18 STAFF ONLY



Welcome to your new early childhood service.

**REGENTS PARK PRESCHOOL LDC**

**52 AMY ST, REGENTS PARK**

**(02) 9644 9794**

**regentspark.psk@gmail.com**



**Please note that no child’s enrolment will begin until you have provided a copy of their up-to-date immunisations. This is due to Australian Law.**

From 1 January 2018, preschools and long day care centres cannot enrol a child unless the parent/guardian has provided an approved immunisation form that shows that the child:

* is fully immunised for their age, or
* has a medical reason not to be vaccinated, or
* is on a recognised catch-up schedule if the child has fallen behind with their immunisations.

**From 1 January 2018, parents must provide a copy of one or more of the following documents to enrol in a child care centre:**

* an AIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or
* an AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
* an AIR Immunisation Medical Exemption Form which has been certified by a GP.

No other form of documentation is acceptable (i.e. the Interim Vaccination Objection Form or Blue Book).

These changes to the Public Health Act 2010 will remind parents about the importance of timely vaccination and help to reduce the risk of children contracting potentially deadly diseases such as whooping cough and meningococcal disease.

Please find a copy of the **NSW Immunisation
Schedule** attached to this enrolment form, for
your information.

# Immunisation Schedule and Regulations

No child will be

enrolled without up-to-date immunisations or a valid exemption form

Personal information will be managed openly and transparently in a way that protects an individual’s privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to education and care to children at the service, or to comply with our legal obligations. We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

We collect most personal information directly from a parent or guardian. We may also collect information through our website, social media page, Family Law court orders or agreements, special needs agencies and training courses. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child.

The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the Early Years Learning Framework. This includes name, address, date of birth, gender, family contact details, emergency contact details, authorised nominee details, parents’ occupations, cultural background, home language, religious beliefs, payment details, child care benefit information, Medicare number, , immunisation records, medical information and medical management plans, photos of children and information about children’s strengths, interests, preferences and needs, including special needs.

We do not disclose personal information to others unless you would reasonably expect us to do this, we have your consent or we are complying with an Australian law.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Approved Provider or Nominated Supervisor by telephone (02 9644 9794) or email (regentspark.psk@gmail.com) or by mail (52 Amy Street, Regents Park, NSW, 2143).

We will provide a copy of any updates to our Privacy and Confidentiality Policy on our Service Noticeboard and include the changes in our News Post Updates.

# Privacy Notice

We aim to keep the personal information we hold accurate, up-to-date and complete.

Enrolment can sometimes be very confusing, especially if this is your first time. But, don’t worry- at Regents Park Preschool LDC, we are here to help! After you take your enrolment form home, you can follow this process:

*(Please note that if you are not a Resident of Australia,
you may not be able to get help from Centrelink. Please call them to find out.)*

* **CONTACT CENTRELINK & FILL OUT YOUR CCS APPLICATION ONLINE**

The phone number for Centrelink is **136-150**. Or, you can go to [www.my.gov.au](http://www.my.gov.au) to fill out your application for Child Care Subsidy. They may ask you for our ID number. The ID number for Regents Park Preschool LDC is **190008068S**

* **BRING YOUR CHILD’S IMMUNISATION HISTORY STATEMENT**

You will need to show us your child’s Immunisation History Statement from Medicare (we cannot accept the Blue Book). The phone number for Medicare is **1-800-633-4227**. You can visit your local Medicare or ask your family doctor how to get this form. We need to see that your child has been immunised, otherwise we are not legally allowed to accept your enrolment. We will keep a photocopied version in your child’s file.

* **BRING YOUR CHILD’S BIRTH CERTIFICATE**

You will need to show us your child’s birth certificate, even if they were not born in Australia. It doesn’t matter if it is not in English – we still need to keep a photocopy in your child’s file.

* **BRING PARENT’S PASSPORT OR DRIVER’S LICENCE**

You will need to show us your driver’s licence for ID purposes. If you don’t have a driver’s licence, please show us your passport. We will keep a photocopy in your child’s file.

* **FILL OUT AN EASYPAY BANK INFORMATION FORM**

You will need to fill out an EasyPay form so that we have your bank account or bank card information. Weekly fee payments will be automatic from your card or bank account. We cannot begin your enrolment until you have given us this finished form.

* **PAY YOUR BOND (DEPOSIT), ENROLMENT FEE, AND FIRST WEEK FEE**

When you bring your finished enrolment form and show us all the papers listed above, your last step is pay your bond, enrolment fee, and first week of payments. The amount of these fees is different for every family because it depends on how many days you are enrolling for, how many children you are enrolling, what Centrelink benefits you can receive, and other details. Management will calculate it for you and let you know on the day.

* **PURCHASE YOUR CHILD’S HAT**

We have provided this to make it easy for parents, as sometimes it can be difficult for parents/families to find hats and sheets that suit the Australian standards and regulations.

* **ACCEPT YOUR CHILD’S ENROLMENT THROUGH MYGOV**

Once we have accepted your child’s enrolment, you will be sent a request through your account at [www.my.gov.au](http://www.my.gov.au). You must approve this request, or Centrelink will not accept your enrolment and will not pay your CCS.

# How do I enrol and get Centrelink help?

**At Regents Park Preschool LDC, we are here to help!**

??

|  |  |
| --- | --- |
| First name: | Surname/ Last name: |
| Other/Previous/English name (if applicable): | **Assigned gender at birth:**☐ Female ☐Male ☐ Not specified |
| Date of birth (day/month/year): | **Age:** |
| Home address: Postcode: |
| Nationality: | **City/country of birth:** |
| Language(s) spoken at home: |
| Are there any court orders affecting the custody or residence of the child?: (If yes, please provide details and a copy of the order)Yes / No |
| Days attending (please tick and write times) | Monday | Tuesday | Wednesday | Thursday | Friday |
| Approximate arrival time |  |  |  |  |  |
| Approximate departure time |  |  |  |  |  |
| Requested day/date to begin enrolment *(Please note all enrolments must be a minimum of 2 days per week for the sake of the child’s settlement and learning)* |
| Please list the gender, age, and name of other children in the family (if any): |
| Child’s Centrelink Reference Number (CRN): | **Do you intend to ever claim child care subsidy (CCS)? ..................**Yes / No |
| Does your child have siblings attending other childcare/before or after school care? Please specify names of centre and the child’s name for our CCB records: |
| MANAGEMENT ONLY: ☐ Deposit & Admin Fee Paid ☐ Enrolled under priority listing ☐ EasyPay form completed and signed Date & sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Child’s birth certificate & immunisation record copied ☐ Parent’s passport/licence copiedDate & sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Child’s details

Please fill out **all** of these details about each of the child’s parents.

 Please make sure that details are correct and true.

If you need any help or translation, please ask the educators or management team for help.

# Parent’s details

Please fill out **all** of these details about each of the child’s parents.

 Please make sure that details are correct and true.

If you need any help or translation, please ask the educators or management team for help.

|  |  |  |
| --- | --- | --- |
| Details | Mother | Father |
| First name: |  |  |
| Last name/Surname: |  |  |
| Other/Previous/Preferred/English name: |  |  |
| Date of birth: |  |  |
| Marital status: | ☐ Married/couple ☐Single ☐ Divorced ☐Separated | ☐ Married/couple ☐Single ☐ Divorced ☐Separated |
| Centrelink Reference Number (CRN) : |  |  |
| Home address: |  |  |
| Home phone: |  |  |
| Mobile phone: |  |  |
| Email address: |  |  |
| Occupation status:(please tick all that apply to each parent) | ☐ Working full-time Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Working part-time Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Working casual Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Not working☐ Looking for work☐ Studying full-time Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Studying part-time Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ Working full-time Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Working part-time Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Working casual Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Not working☐ Looking for work☐ Studying full-time Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Studying part-time Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Work address |  |  |
| Work phone: |  |  |

# More information

Please make sure that details are correct and true.

Please provide photographs if possible. Please provide a photocopy of listed people’s driver’s licenses or ID for our records; to cross-check should anyone attempt to pick-up your child.

If you need any help or translation, please ask the educators or management team for help.

|  |  |
| --- | --- |
| Does your child have any favourite toys, interests, things to do? | Yes / NoDetails: |
| What do you enjoy doing together as a family? |  |
| What are some things that make your child happy? |  |
| What are some things that make your child sad or angry? |  |
| Who are some important people in your child’s life? (Mum, dad, grandparents, cousin, etc.) | **Yes / No****Details:** |

|  |  |
| --- | --- |
| Has your child been to other children’s services before (playgroup, family day care, another preschool, etc)? | Yes / NoDetails: |
| Are there any special sleeping needs for your child? (rocking, milk, singing, etc)? | **Yes / No****Details:** |
| Are there any religious requirements we should know about? | **Yes / No****Details:** |
| What information would you like to know from the educators regularly (how much did my child eat, is my child making friends, etc)? |  |
| Are you involved in any community groups? | **Yes / No****Details:** |
| Do you have any interests, skills, or hobbies that you can share in our educational program? | **Yes / No****Details:** |

# Authorised pick-up details

This section will tell us who is allowed to pick-up your child from the centre and take them home. Please make sure you only select people who you are happy to take your child home! You are giving the people listed permission to access your child from the centre. *ALL LISTED PEOPLE MUST BE OVER 18 YEARS OF AGE.*

Please make sure that details are correct and true.

Please provide photographs if possible. Please provide a photocopy of listed people’s driver’s licenses or ID for our records; to cross-check should anyone attempt to pick-up your child.

If you need any help or translation, please ask the educators or management team for help.

|  |  |  |
| --- | --- | --- |
| Details | Person 1 | Person 2 |
| First name: |  |  |
| Last name/Surname: |  |  |
| Gender: (please tick) | ☐ Female ☐ Male ☐Not specified | ☐ Female ☐ Male ☐Not specified |
| Other/Previous/Preferred/ English name: |  |  |
| Home address: |  |  |
| Relationship to child:(please tick) | ☐ Grandparent (must be over 18)☐ Aunty/uncle/cousin (must be over 18)☐ Older sister/brother (must be over 18)☐ Family friend (must be over 18)☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ Grandparent (must be over 18)☐ Aunty/uncle/cousin (must be over 18)☐ Older sister/brother (must be over 18)☐ Family friend (must be over 18)☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile phone: |  |  |
| Home phone: |  |  |
| Work phone:  |  |  |
| Is there anyone who is NOT allowed to pick up your child? Please write their name and provide a photo, if possible: |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize Regents Park Preschool LDC and their educators/management to contact the above listed persons and to allow above listed persons to collect my child from the service if their photo ID and names match the ones provided on this sheet.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Emergency contact details

If we can’t contact you in an emergency, we will need to contact someone who you trust. Please list the details for two people who we can call if your child is in an emergency and we can’t reach you. ALL PEOPLE LISTED MUST BE OVER 18 YEARS OF AGE.

Please make sure that details are correct and true.

If you need any help or translation, please ask the educators or management team for help.

|  |  |  |
| --- | --- | --- |
| Details | Person 1 | Person 2 |
| First name: |  |  |
| Last name/Surname: |  |  |
| Gender: (please tick) | ☐ Female ☐ Male ☐Not specified | ☐ Female ☐ Male ☐Not specified |
| Other/Previous/Preferred/ English name: |  |  |
| Home address: |  |  |
| Relationship to child:(please tick) | ☐ Grandparent (must be over 18)☐ Aunty/uncle/cousin (must be over 18)☐ Older sister/brother (must be over 18)☐ Family friend (must be over 18)☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ Grandparent (must be over 18)☐ Aunty/uncle/cousin (must be over 18)☐ Older sister/brother (must be over 18)☐ Family friend (must be over 18)☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile phone: |  |  |
| Home phone: |  |  |
| Work phone:  |  |  |
| Is there anyone who is NOT allowed to pick up your child? Please write their name and provide a photo, if possible: |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorize Regents Park Preschool LDC and their educators/management to contact the above listed persons in the case of an emergency involving my child, and to allow above listed persons to collect my child from the service if their photo ID and names match the ones provided on this sheet.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Medical and health details

Please make sure that details are correct and true.

If you need any help or translation, please ask the educators or management team for help.

|  |  |  |
| --- | --- | --- |
| Does your child have… ? | Answer | If answered Yes please provide the following |
| Asthma/ Epilepsy/ Allergies | Yes / No | Management Plan from your Doctor |
| Does your child require an Epi-pen for allergies? | Yes / No | Provide Epi-pen |
| Anaphylaxis | Yes / No | Anaphylaxis Action Plan signed by your Doctor including picture of your child |
| Food allergies | Yes / No | A letter from your Doctor explaining allergies,symptoms and if necessary, an Action Plan |
| Food Intolerances | Yes / No | A letter from health professional |
| Other allergies or any other medical or special needs condition, please specify | Yes / No | A letter from your Doctor explaining allergies,symptoms and if necessary, an Action Plan |
| Food restrictions due to cultural practices or religious needs? | Yes / No | Details: |
| Has your child been immunised? | Yes / No | Provide a copy of your child’s immunisation certificate |
| Please specify any other specific medical condition and/or treatment we should know about: |
| Please specify any religious and cultural practices to be observed for the child due to religion or background: |

**IF YOUR CHILD HAS A MEDICAL CONDITION, PLEASE REQUEST A ‘MEDICAL COMMUNICTION & RISK MANAGEMENT FORM’!**

|  |
| --- |
| Family health care contacts |
| Family doctor’s name: |  | **Family dentist’s name:** |  |
| Phone number: |  | **Phone number:** |  |
| Office address: |  | **Office address:** |  |
| We do not see a regular or local family doctor. Please use the services local medical centre. |

|  |
| --- |
| Family health care details |
| Medicare number:(if applicable) |  |
| Name of private health fund and your member number:(if applicable) |  |

# Conditions of enrolment

Please read the following conditions carefully and sign only if you agree to the terms.

If you need any help or translation, please ask the educators or management team for help.

**Accident and Medical Emergency Agreement:**

Every possible care will be taken with your child while at the Centre. In the event of an accident, illness or other emergency, every effort will be made to contact parents. However, should this prove impossible, I give permission for the centre to seek medical, dental, hospital or ambulance service and to the carrying out of appropriate medical, dental or hospital treatment for my child and I accept any medical, dental and /or ambulance expense incurred. I understand that this may include my child being involved in ambulance transportation to or from medical service locations such as a hospital.
.
**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In the event of my child developing a fever over 37.5 degrees, consent will be sought for the administration of Panadol (dosage according to instruction). If parents cannot be contacted the Director/Authorised Supervisor or the First Aid staff will act the in the best interest of my child and administer the required amount of medicine and parents will be asked to sign the medication form upon collection of their child.

**Parents signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Illness:**

In the event of any infectious disease the child will have to be excluded during the period of infection, as specifies by the Health Authorities. My child may only return to the preschool with clearance from a doctor. All children must have the health departments recommended immunisations pertaining to their age group before being admitted to the Centre. The centre is required to keep an up to date copy of this immunisation record. Please update our records as your child receives their immunisations. In case of not proceeding with the immunisation schedule as stated by Immunise Australia Program, we will need a letter from your doctor stating the reason for that and how will it be safe for the child to attend preschool.

Staff will only administer medication if it’s in the original container, showing the child’s name, date, dosage, current use by date enclosed in a Ziploc bag or lunchbox marked with child’s name. A medication form is to be completed and handed to a staff member with the medication. No medication is to be left in bags or lockers.

**Parent’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sun Safety:**

I am to apply sunscreen to my child before arrival or upon arrival at the centre. I give permission for staff to apply sunscreen SPF 30+ to my child for afternoon outside play or extended morning play.

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorisation for Excursions Agreement:**

I hereby consent to my child participate in excursions or outings that are within walking distance of the centre. I understand that I will receive due notification of any excursions which will involve transport and that these will require a separate consent.

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* The photographs taken by educators and staff members being used to support the curriculum.
* The photographs taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs on our Service website or including them in Service brochures and media articles.
* The photographs taken by Researchers and students being used to support their research project or student placement. This may include publishing the photo in journal articles, reports or conference papers and assignments.
* The posting of photographs taken by educators and staff members on the Service’s social media account or a related social media account with which the Service has a professional relationship.

**I understand I can withdraw my consent about the taking of photographs of my child at any time by advising the Nominated Supervisor in writing.**

# Conditions of enrolment continued

Please read the following conditions carefully and sign only if you agree to the terms.

If you need any help or translation, please ask the educators or management team for help.

**Publicity & Photographed Authorisation Agreement:**

Please tick the boxes that you agree to

**I consent to:**

* My child being photographed by educators and staff members at the Service.
* My child being photographed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements.
* The photographs taken by educators and staff members being used to support the curriculum.
* The photographs taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs on our Service website or including them in Service brochures and media articles.
* The photographs taken by Researchers and students being used to support their research project or student placement. This may include publishing the photo in journal articles, reports or conference papers and assignments.
* The posting of photographs taken by educators and staff members on the Service’s social media account or a related social media account with which the Service has a professional relationship.

**I understand I can change my mind about taking photographs of my child at any time by advising the Nominated Supervisor in writing.**

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information Booklet and Parents Handbook Policies /Procedures:**

I have read and understood the Regents Park Preschool Information Booklet and Parents Handbook, Policies and Procedures. I agree to abide by the conditions.

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* The photographs taken by educators and staff members being used to support the curriculum.
* The photographs taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs on our Service website or including them in Service brochures and media articles.
* The photographs taken by Researchers and students being used to support their research project or student placement. This may include publishing the photo in journal articles, reports or conference papers and assignments.
* The posting of photographs taken by educators and staff members on the Service’s social media account or a related social media account with which the Service has a professional relationship.

**I understand I can withdraw my consent about the taking of photographs of my child at any time by advising the Nominated Supervisor in writing.**

# Fee schedule and agreement

Please read the following conditions carefully and sign only if you agree to the terms.

If you need any help or translation, please ask the educators or management team for help.

The current daily fees are listed below. If there are any changes, we will let you know in advance. The prices below do not count your Centrelink discounts.

**Fees per day $120.00 (before Childcare Subsidy)**

* A refundable deposit/bond of two weeks fee (before Centrelink) *must* be paid upon enrolment. Your deposit/bond amount depends on your enrolment days. Management will calculate it and tell you on the day.
	+ The deposit is **not refundable** if your child does not end up coming to the service, regardless of any notification you make to the service of this occurring. Please make sure you are certain that your child will attend the centre before paying your deposit. After your child has started at the service, this deposit is held until you indicate, within minimum 2 weeks’ notice that your child is leaving.
	+ The deposit is **not refundable** for enrolments that are cancelled within 28 days, regardless of if your child has attended or not. Special circumstances such as moving house or settlement issues will be considered, but will require evidence.
* An initial *non-refundable* administration fee of $50.00 is to be paid on enrolment and every January thereafter. This is charged to your account every year and covers the cost of software, printing, filing and administration covering your child’s care.
* All fees must be paid **weekly in advance** by our EasyPay direct debit system. You must provide this form when you sign the enrolment papers. Our EasyPay system will charge your weekly fee (and any overdue fees) to your account every **Monday**. If you want to be charged fortnightly or monthly instead, please let the director or supervisor know.
* **It’s true – we no longer charge for public holidays! We will still charge to your CCS account, but will remove families’ fees (gap) on all public holidays as credit to your account! That means you will never have to pay out-of-pocket for a public holiday again! But please remember that other absences, for any reason, will still need to be paid, even if your child is sick. This is to hold their place. We do not swap days within the week.**
* A late fee of **$10** will apply to any overdue fees, each week. In most cases, if payments are not made when we direct debit you, your bank will also charge you. Please make sure your fee payment money is ready in your account every week.
* If you are struggling to meet the payments, or cannot use our direct debit system, please make an appointment to speak with the director or supervisor to arrange a payment plan.
* Fees that are left continuously unpaid for a period of more than 3 weeks will result in the family being **suspended** from the centre until suitable payments are arranged.
* Families, who leave the service with outstanding fees, and without a payment plan, will be reported immediately to debt collectors.
* A late fee of $10.00 will apply for every 15 minutes after 5:30pm that your child is late to be picked-up.

**PLEASE BE AWARE:**

* **Two weeks’ notice is required before you withdraw your child, for any reason. Your bond/deposit will not be refunded to you if you do not give two weeks’ notice before leaving.**
* **Please note that according to Centrelink, after giving two weeks’ notice, your child should continue to attend the Centre if you wish to claim CCS for that period. If your child does not attend the Centre for those two weeks, you need to pay full fees.**

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Holiday Fees and Schedules

Please read the following conditions carefully and sign only if you agree to the terms.

If you need any help or translation, please ask the educators or management team for help.

**Regents Park Preschool LDC has introduced special packages and holiday guidelines. We are not required to offer any of these specials, but we recognise the importance of family time, and have designed these options to support families to spend time together!**

**Family Holiday Level 1 or Level 2**

- **Level 1**families (**2 or 3 day per week enrolment**) are eligible for 50% gap discount for 1 week between January – December of each year. Your enrolment must be active for the 3 consecutive months before applying.

- **Level 2** families (**4 or 5 day per week enrolment**) are eligible for 50% gap discount for 2 weeks between January – December of each year. Your enrolment must be active for the 3 consecutive months before applying.

- Families with 1 day per week enrolments are not eligible for any Family Holiday Option.

- Please respect these guidelines. Requests for further discounts or requests by families who do not meet criteria will be automatically rejected.

- You must give at least one full week’s notice

- This is not applied automatically – you must **sign a request form and wait for confirmation!**

- We keep a close record of all weeks already used. If the service believes you have used your maximum limit, your application will not be approved.

- Regents Park Preschool LDC reserves the right to reject your request at any time and for any reason.

- Unused Family Holiday weeks will not build up over the years. Unused weeks will not be accessible after 31st December of each year.

- Your child cannot attend the centre on any dates for which you have activated a Family Holiday discount. This option is only for Family Holiday absences. Any days of *attendance* will be charged at the usual rate; regardless of it Family Holiday was approved.

- Family Holiday leave **cannot** be taken “by the day.” It must be taken “by the week.” This means you **cannot** take only one day of Family Holiday leave – you must be absent for the entire week minimum. Any days of attendance will be charged at the usual rate.

- Your enrolment must be active for at least 3 months before any leave will be approved.

**Public Holidays Are Free!**

No family will be charged any gap fee for Public Holidays *on which the centre is closed*. Your CCS will still be charged, but all gap payments will be 100% discounted. This is for all families.

**General Absences or Sick Days**

**Any general or random absences, including sick days, will still be charged at the usual rate.**

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read, understood and agree to the above.**

# Rules and regulations for parents/families

Please read the following conditions carefully and sign only if you agree to the terms.

If you need any help or translation, please ask the educators or management team for help.

1. No child will be enrolled without their immunisation certificate.
2. I understand that :
3. All children should be in the centre by 9:00 AM. Families are asked to bring children on time unless you inform the school that the child is going to be late.
4. I, or a responsible, designated adult will walk into the building to pick up my child/ren and inform a teacher that we are leaving. I will not wait in the carpark and send minors inside.
5. I will keep my child/ren home with the following: those with fever, diarrhoea, or vomiting in previous 24 –hour period. I understand that children too sick to participate in full program, including outside play, need to be kept at home. I understand that staff will not accept my child in the morning if my child is still sick.
6. I will provide my child, regardless of age, with a complete change of clothing and a hat at the centre at all times, with the child’s name on each item.
7. All children must wear appropriate clothing for running, playing, and getting dirty/painted/wet. I will not send my child to the centre in precious clothing. I understand that children and their learning can be messy. I will not send my child in thongs, heels, or with fancy jewellery or hair accessories.
8. I will not send my child/ren to the centre with any toys or special items from home. I understand that if I do, **the centre will not be responsible for any lost or damaged items.** I understand that any weapon toys such as toy guns, etc. are strictly not allowed in the centre.
9. I will inform the centre of changes in address, phone numbers, employment, emergency information, or any changes in family situation.
10. I will notify the director TWO WEEKS IN ADVANCE before a child is to be withdrawn or one week before change of enrolment days. I understand that I am required to pay for those two weeks regardless of when the child leaves the centre. I will fill out a form and I understand that failure to give two weeks’ notice will result in not getting my bond/deposit payment back.
11. I understand that if, after 3 months’ time, it is found that my child is unable to adjust to the centre, or is found to cause distress to themselves, the existing children or staff, for any reason, the centre reserves the right to request withdrawal of the child. This decision is left to the discretion of the director(s).
12. We are **nut & egg free** centre. Although we do not give the children nut based products, some of our ingredients used “may contain traces of nuts” as per manufacturer’s information. Parents/families are not to send children with food containing nuts, including MnM’s or Nutella.
13. I am responsible for payment of fees on time. A late fee of **$10 a week** will apply to any overdue fees every week.
14. I understand that fees must be paid, even if the child is absent for any reason including sick days. I understand that I will not be charged (gap) fees on Australian NSW Public Holidays on which the centre is closed, but will still be charged absences to my CCS account for those days.
15. I understand that no medication can be administered to a child without written consent and instructions from the parent. I will never leave medication in my child’s bag without informing the staff.
16. Parents are expected to pick up children before closing time, 5.30 pm. There will be an overtime charge of $10.00 for each 15 minutes late.
17. I will make sure that I close all gates and doors at all times and be especially safety conscious of my child in the car park.
18. I understand that by Australian law, I ***have*** to sign my child in and out of the centre every day.
19. I understand that the centre reserves the right to cancel my enrolment at any time if I am believed to have acted inappropriately or disrespectfully to other families, children or any staff member, whether on the premises or not.

I agree to abide by these rules and regulations:

**Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*By signing this page, you agree to all information, rules, and conditions stated throughout this **entire** enrolment form, and accept responsibility for any consequences that result in failure to oblige or follow the rules.\*\*

# STAFF ONLY

# STAFF ONLY

Please ignore the next two pages. It is for staff to fill out after your enrolment. Thank you.

|  |  |
| --- | --- |
| **Enrolment Checklist (National)** | Director |
| National Regulations | Part 4.7 – 160, 161, 162. |
| Director or Nominated Supervisor’s Name: | Date: |
| Director or Nominated Supervisor’s Signature: |
| Parent ONE Name: |
| Parent TWO Name: |
| All parts of the Enrolment Form completed and signed where necessary. |  |
| All relevant information attached as required – court orders, parenting orders, parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child, the child’s residence or child’s contacts with parents or other person. |  |
| All relevant information provided as required – cultural, religious, dietary requirements or additional needs. |  |
| All authorisations are noted and signed by parents in relation to – authority for medical treatment, dental treatment, administration of general first aid products and ambulance transportation. |  |
| All declarations of consent for being an emergency contact person are signed by the Authorised Nominee. |  |
| Relevant health information is included – medical practitioner or medical service, Medicare number, dental practitioner or service, healthcare needs including medical conditions, allergies, anaphylaxis or at risk of anaphylaxis. |  |
| All relevant information attached as required – medical management plan, anaphylaxis medical management plan or risk minimisation plan, dietary restrictions and “immunisation certificate(or certificate that child on approved catch up schedule, is not fully immunised due to medical contra-indications or parents have conscientious objection.)” . |  |
| Sunscreen and Photography policies explained and signed where necessary.  |  |
| Parent Information Pack discussed including relevant service policies and procedures. |  |
| Bond and Administration Fee paid in full. |  |
| Parents 1, 2 and DOB and CRN provided. |  |
| Child’s DOB and CRN provided. |  |
| Child’s Birth Certificate or equivalent cited. |  |
| All indemnity and permission notes signed. |  |
| Authorisation signed for the service to take child on regular outings.  |  |
| Authorisation signed for the service for child to participate in incursions. |  |
| Sign in/out procedure explained. |  |
| Tour of service and introduction to educators. |  |
| Medication and Illness procedures explained. |  |
| Guiding Children’s Behaviour Policy explained and discussed. |  |
| Internet banking information given |  |
| Fee payment structure explained |  |

|  |
| --- |
| * Expression of interest form attached.
* ChildCareEasyPay form attached.
 |
| Ask the following questions at time of enrolment: |
| Is this child of Aboriginal or Torres Strait Islander origin?* No
* Yes, Aboriginal
* Yes, Torres Strait Islander
* Both Aboriginal and Torres Strait Islander origin
 |
| Does this child have a need for additional assistance in any of the following areas, compared to children of a similar age, that is related to an underlying long-term (lasting more than 6 months) health condition or disability? Please tick: |
| * Learning and applying knowledge, education
* Communication
* Mobility
* Self- care
* Interpersonal interactions and relationships
* Other-including general tasks, domestic life, community and social life
* N/A
 |
| Identifying children with special needs. Does this child fall into one of the following priority groups?* Children from culturally and linguistically different backgrounds
* Children with a refugee background who have been subjected to trauma
* Indigenous children
* The child’s place has been sought by a state or territory child protection worker
* The child is in the care of the state or other forms of out of home care.
* N/A
 |
| ParentName\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | EducatorName\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# STAFF ONLY

Please ignore the next two pages. It is for staff to fill out after your enrolment. Thank you.