

Kradle to Krayons Before & After School Care Enrolment Form



Child's Full Name:	Please attach coloured photo of child here.
Nicknames:	
Commencement Date:	
Child's CRN Number:	
Gender: <i>(Please circle)</i> Male Female Other	
I come from rainbow family <i>(Please circle)</i> Yes No	
Date of Birth: <i>(DD/MM/YYYY)</i> ___ / ___ / ___ <i>**Copy of Birth Certificate to be attached**</i>	
Address: _____ _____ Postcode:	
Cultural background of child and language spoken in child's home: _____ _____ _____	

Are there any court/parenting orders affecting custody of your child? Yes No N/A *If Yes please provide further details below. (A photocopy must be attached and the Director needs to be notified if circumstances change.)*

*****The centre is unable to enforce custody issues without a copy of relevant Court Orders at the centre. Please discuss any custody issues with the Centre Director. *****

Requested Days of Attendance and hours required - Please tick the days/session you would like your child to attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care \$25 per session 7:00am – 9:15am					
After School Care \$30 per session 3:15pm – 6:00pm					

Parent/Guardian 1:

Name: _____

Relationship: _____

Mobile number: _____

Home number: _____

Work number: _____

Email: _____

Address: _____

Postcode: _____

CRN Number: _____

License Number: _____

Date of Birth: _____

Marital status: _____

Occupation: _____

Place of work: _____

Do you or your child identify as Aboriginal
Or Torres Straight Islander? **Yes** **No**

Parent/Guardian 2:

Name: _____

Relationship: _____

Mobile number: _____

Home number: _____

Work number: _____

Email: _____

Address: _____

Postcode: _____

CRN Number: _____

License Number: _____

Date of Birth: _____

Marital status: _____

Occupation: _____

Place of work: _____

Do you or your child identify as Aboriginal
Or Torres Straight Islander? **Yes** **No**

Emergency Contact 1:

Name: _____

Gender: *(Please Circle)* **Male** | **Female** | **Other**

Relationship: _____

Contact Number: _____

Address: _____

Postcode: _____

License Number: _____

Date of Birth: _____

Authority to Collect:

Yes **No**

Authority to make medical decisions

In the event you can't be contacted:

Yes **No**

Emergency Contact 2:

Name: _____

Gender: *(Please Circle)* **Male** | **Female** | **Other**

Relationship: _____

Contact Number: _____

Address: _____

Postcode: _____

License Number: _____

Date of Birth: _____

Authority to Collect:

Yes **No**

Authority to make medical decisions

In the event you can't be contacted:

Yes **No**

<p>Authority to authorise Panadol administration: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Authority to authorise a service educator to take the child outside of the care premise in the case of an emergency. Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Authority to authorise Panadol administration: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Authority to authorise a service educator to take the child outside of the care premise in the case of an emergency. Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Health

It is important to keep this information current at all times. Special medical needs or disabilities WILL NOT affect your child's acceptance into the centre.

Medicare number (emergency use only) _____ Position _____

Family Doctor/Practice Name: _____

Address: _____ Phone: (____) _____
 _____ Fax: (____) _____
 _____ Postcode: _____

Does your child have any allergies? Yes **No** **N/A**
If yes, please list details below including reaction and attach copy of the medical management plan.

Does your child have any continuing serious medical conditions or require any regular medication (including Diabetes, Anaphylaxis, Asthma etc.)? Yes **No** **N/A** *If yes, please list further details below.*

Does your child have any dietary requirements? Yes **No** **N/A** *If yes, please list further details below.*

Does your child have any fears or phobias? Yes **No** **N/A** *If yes, please list further details below.*

Immunisation Status

Has your child been immunised? **Yes** **No**

Is your child's immunisations up to date? **Yes** **No**

The Centre needs to maintain an up to date record of all child/ren's immunisations. A copy of your child's immunisation record will need to be sighted and copied for the Centre. Please provide a copy of your child's "Immunisation History Statement", you will be required to provide up to date copies of the immunisation record each time your child has a new immunisation.

Permission to seek medical assistance in an emergency

In the case of an accident or other emergency resulting in the need for immediate medical attention, I hereby authorise the staff of Kradle 2 Krayons to seek the appropriate emergency medical treatment for my child _____ should this be necessary, including transport via ambulance service.

Signed Parent/Guardian 1 _____ Date: ___ / ___ / ___

Signed Parent/Guardian 2 _____ Date: ___ / ___ / ___

I give the staff of Kradle 2 Krayons permission to administer Panadol as prescribed on the bottle at the discretion of a staff member that holds a current first aid certificate for the relief of pain or fever.

In the occasion where medicine is administered I will collect my child ASAP from the centre and will sign the medication form provided to me by the staff.

Signed Parent/Guardian 1 _____ Date: ___ / ___ / ___

Signed Parent/Guardian 2 _____ Date: ___ / ___ / ___

Is your child toilet trained or do they need assistance?

Toilet trained, no assistance needed. / Needs assistance with toileting. / Still in nappies

Yes **No**

Yes **No**

N/A

Comments _____

At Kradle 2 Krayons, we are actively supporting the inclusion of all cultures, are there any cultural or religious celebrations that your child celebrates? _____

Please list any interests your child may have so Kradle 2 Krayons may incorporate them into our program.

Is there any other information we should know about your child or any additional needs?

Outing Type: Regular Transportation to and from Penrith Public School

Date of excursion: School Days throughout 2021
(28/01/2021 – 23/12/2021)

Excursion destination: Penrith Public School

Est. departure from K2K Centre: 8:55am

Est. arrival at Penrith Public School: 9:05am

Est. depart (Pick up) from Penrith Public School:
3:15pm

Est. arrival at K2K Centre: 3:30pm

Anticipated number of children being transported:
10

Number of staff supervising during transit: 1 +
driver.

Activities and Transport: Children will travel by Kradle 2 Krayons 12-seated bus, driven by staff, to Penrith Public School in the morning to be dropped off to school. Once arrived at school, the supervising staff will assist the children off the bus and hand over to school staff.
For afternoon pick up, K2K staff will greet children at the back bus bays where Penrith Public School Staff will hand children over to K2K staff. Children will then be transported back to the Kradle 2 Krayons centre.

Requirement of seatbelts and/or child restraints during transport.

In NSW, it is a requirement that all children under the age of seven years old be transported in an approved child restraint/booster seat. All children under the age of seven will have the appropriate restraint/booster seat available to be transported in to and from excursion venues.

Risk Assessment/Transportation policy and procedure:

A Risk Assessment has been conducted and is available to view upon request. The Kradle 2 Krayons 'transportation policy and procedure' is also available at the centre upon request.

Number of staff/volunteers attending excursion: 2

Drivers: Holly Young / Taylor Vaughan / Lisa Paluch / Olivia Panuccio / Hossai Nawazi / Laura Taylor-Scott / Shona Elcham / Nikki (Irbandeep) Kaur

Supervising Staff: Holly Young / Taylor Vaughan / Lisa Paluch / Olivia Panuccio / Hossai Nawazi / Laura Taylor-Scott / Shona Elcham / Nikki (Irbandeep) Kaur

First Aid Officer/s: Holly Young / Taylor Vaughan / Lisa Paluch / Olivia Panuccio / Hossai Nawazi / Laura Taylor-Scott / Shona Elcham / Nikki (Irbandeep) Kaur

I have read the above information and give permission for my child _____
to transported as a part of this regular outing to and from Penrith Public School.

Kradle 2 Krayons - CONDITIONS OF ENROLMENT

(Please initial the box beside each condition of enrolment)

1. I declare that all information given is true and correct, and if not, the Centre may review any placement offered, and withdraw placement of the child.
2. You must advise the Centre if any information on this form should change.
3. You need to notify the Centre in writing should you wish your child to be collected by any other person than those stated on this enrolment form. Upon entering the Centre photo ID will be required and photocopied.
4. **At the time of enrolment, you will be asked if you would like to pay your fees via direct debit or manually. You may choose from 1 of 3 options regarding your payment cycle. Option 1 weekly payments, option 2 fortnightly payments, option 3 monthly payments. All fees are required to be 2 weeks advance at all times (1 month advance if on a monthly payment cycle).**
5. Should your account fall into arrears and not be rectified within a reasonable timeframe, you will be issued a 'Letter One', as per our current fee policy. 'Letter One' will advise of the arrears owing, along with options and timeframes to rectify. Should your account remain in arrears after the specified time within the letter, management will proceed to the next step by issuing 'Letter Two'. Any subsequent letters received may result in your child's placement within the centre ceasing effect of immediately and recovery action.
6. **You must provide two (2) weeks written notice should you wish to cease your child's care within the centre. If you do not give two weeks written notice you will be liable for two (2) weeks fees.**
7. **If your child's care is terminated and there are outstanding fees, this account will be referred to the centre's debt collection agency if arrears is not paid in full.**
8. Should you be entitled to and wish to claim Child Care Subsidy for your child's placement, it is your responsibility to lodge the claim with Centrelink and follow up on this assessment process. The Child Care Subsidy you are entitled to may not be back dated by Centrelink so it is important that you lodge your claim at your earliest convenience, as full fees will be charged to your account until the Child Care Subsidy starts being received.
9. You must notify the Centre of any absences. If your child is absent for more than 42 days out of the financial year you will be charge full fee if a medical certificate is not received upon returning. This is a requirement to receive the Child Care Subsidy set out by Centrelink and the NSW Governing Body.
10. Your child may not be brought to the centre while they have an infectious disease. Exclusion periods may apply, and a doctor's certificate is required upon returning to verify the child is no longer contagious.
11. You are required to pay fees when your child is absent due to sickness or holidays and on public holidays.
12. It is a condition of enrolment that this application or any placement that is offered and accepted may be cancelled or not processed if the centre sees fit. Prior to cancelling an enrolment, the Centre will give the applicant two (2) days' notice of its intention.

13. Your child's immunisation must be kept up to date according to the standard outlined by the Commonwealth Department of Health and Age Care. Should your child's immunisations not be kept up to date, Centrelink will cease your Child Care Subsidy entitlements and full fees will be charged to your account until immunisations have been received and Centrelink recommence.

Kradle 2 Krayons - ACKNOWLEDGEMENT

If I/We fail to make payment of an outstanding account, Kradle 2 Krayons will send accounts details to a collection agency. Any agency fees incurred in recovering the outstanding debt will be incurred by me/us, the undersigned. Under provisions of the Privacy Act 1988 (amended 2001) Kradle 2 Krayons may give information about me/us to a credit reporting agency to allow such agency to maintain a credit information file containing information about my/our credit worthiness.

Publicity

I consent to my child's photograph being used for publicity for the centre, should this be required.

Sunscreen

I give permission for staff to apply sunscreen to my child.

Evacuation Drills

I give permission for my child to take part in evacuation procedures which will involve my child meeting at the assembly area which is located in the car park outside the dentist.

Observations

I give permission for my child to be observed through photographs and other means by University or TAFE students as well as by the staff at the centre. I understand that at times my child may be seen in other children's photos as they interact with each other and these are used in the centre for observations in the children's portfolios.

Parent Handbook

I acknowledge that I have received a copy of the Centre's 'Parent Handbook' in either a soft or hard copy. I understand I will be notified of any updates to this handbook and that these will be made available at any time.

Emergency Action

In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact the parents.

Education and Care Services National Regulations 2011 states:

161 Authorisations to be kept in enrolment record

(1) The authorisations to be kept in the enrolment record for each child enrolled at an education and care service are—

(a) an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek—

(i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and

(ii) transportation of the child by an ambulance service;

PARENT DECLARATION

I _____ Parent/Guardian of _____ verify that I have read, understand and agree to the above Kradle 2 Krayons Condition of Enrolment and Agreement. I understand that this agreement is a legally binding document.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____