



*“Where tomorrow’s learning starts today”*

### Enrolment Form

This enrolment forms needs to be filled out in its entirety and handed back one week prior to your child/ren starting. If enrolling more than one child, please fill in another form with making mention if information is the same on the other form (ie.parent info, pick up lists)

Requirements for enrolment are(please tick you have attached these)

1. Immunisation records must be given for photocopying: \_\_\_\_\_ Yes
2. Birth certificate must be sighted \_\_\_\_\_ Yes
3. Anaphylaxis and Asthma Management Plans need to be given along with medication prior to starting \_\_\_\_\_ yes \_\_\_\_\_ N/A
4. Both Child and parent CRN’s and birthdates (Both Child and Parent) must be given to receive CCB. No CRN’s or birthdates will result in not being able to apply for any fee assistance or 50% child care rebate. \_\_\_\_\_ Yes
5. Enrolment fee of \$60.00 (\$25 per additional children) must be paid when you hand this form in \_\_\_\_\_ Yes (cash/cheque)
6. Two weeks fees (bond) must be paid prior to starting(added to your direct debit account)

## HOW TO ENROL AT SEASCAPE EARLY LEARNING CENTRE

STEP ONE	<p>Read the Parent Handbook. Choose the days you want and fill this form out. Please make sure you fill the form out in its entirety including <b>ALL</b> birthdates otherwise CCB will not be allocated to you. Forms that are not filled out in full will be rejected. If you have any questions regarding this form please contact the centre's Director on 4297 1888 Check that you and/or your partner have completed all the sections and questions you need to answer, sign and date where necessary and provide all documentation.</p>
STEP TWO	<p>Make sure all documentation is up-to-date and supplied to the centre and that your CRN's have been lodged with Centrelink otherwise you will be paying full fee. For new enrolling parents you will need to bring your forms, all required documentation and have a copy of your CCB details (this must include your CRN, each of your child/ren's CRN, the hours that you can receive and the percentage that you are currently receiving) however, you will be charged full fee until we receive confirmation from Centrelink, this will then be credited to your account depending on your percentage. If a copy of your current CCB details are not shown with your enrolment form, full fee will be charged. (Please see next section for centre CRN's).</p>
STEP THREE	<p>Come into the centre (on the correct dates for enrolments) and hand in the forms with correct money. Please be aware that day's will be given on a first in, first served basis if the positions are available.</p>
Payment methods:	<p>Ezi Debit payment system  *Direct Debit (details are attached)</p>
Costs:	<p><b>Fees:</b> \$66 per child per day for 3-5 year olds <b>Fees:</b> \$69 per child per day for 2 year olds <b>Enrolment fee:</b> \$60 for the first child, \$25 each additional child( This includes a t.shirt, hat, sunscreen, portfolio and admin fees for your children) <b>Late collection fee:</b> \$20 for the first 10 minutes (or part thereof) and then \$10 for every 5 minutes after (or part thereof) per child if your child/ren are picked up after our <b>closing time</b> which is <b>6:00pm</b>.</p>
Enrolment Fee:	<p><b>Enrolment fee:</b> \$60 for the first child, \$25 each additional child (please pay this by cash or cheque) This includes a t.shirt, hat, sunscreen, portfolio and admin fees for your children. Sizes/colours for hat and t. Shirt are on the back page of this form.</p>
PRIORITY OF ACCESS AND RATIOS	<p>Seascope Early Learning Centre's overall aim is to provide quality care for your children at an affordable price. For Seascope Early Learning Centre to achieve this, the centre abides by the National standards. "Staff to Children" ratios are vital to the quality of our service. <b>Please note that Seascope Early Learning Centre complies with the "Priority of Access Agreement"</b> where working parents receive placement priority over non-working parents. To ensure the legislation is enforced, some non-working parents may be required to change their child's enrolled day.</p>

### ENROLMENT INFORMATION – PLEASE READ CAREFULLY

Child Care Benefit (CCB)/ Child Care Management System (CCMS)	<p>To receive Child Care Benefit (CCB) you must link your child to the centre. If your child is not linked to the centre, the full fee must be paid. To receive CCB, please phone Family Assistance Office on <b>136 150</b> Parents that claim their rebate at the end of the year (50% rebate at Tax time) need to have a CRN listed with Centrelink as well as having given your CRN to the centre (both family and each individual child's CRN). If you don't register with Centrelink and give the details to the centre, you will not receive your 50% rebate at the end of the financial year .</p>
Cancellation of positions and make up days	<p>If you need to cancel your child/ren's permanent position at the centre you will need to give the centre two week's written notice and be paid up in full by the end of the two week's notice. If your child/ren are away for a day that they are booked in, you will still be charged for that day. You are entitled to 10 make up days in a calendar year (make up days can not be carried over to another year), Make up days are given for public holidays. If your child is away sick we will honor a make up day if there is a doctors certificate presented. If there is no doctors certificate supplied then a half day fee will be charged at \$30 for 3-5 year olds and \$31.50 for 2 year olds if you require a make up day. Make up days can only be given if there is room at the centre for the chosen day. Make up days can</p>

	<p>not replace days that your currently booked in for. You can only receive a make up day if you notify the centre of your child's absence before 8.30am on the day that they are not attending.</p>
Meals and What to bring	<p>We supply morning tea, lunch, afternoon tea and late afternoon tea. Please see our menu on the foyer noticeboard.</p> <p>Seascope Early Learning Centre has a "No hat – No Outdoor Play" Policy, therefore all children <u>must</u> have a broadrim bucket hat or legionaires hat to play outside.(please read our Sunsmart policy). Please ensure that all property is labelled with your child's name.</p> <p>We ask that you pack spare clothes (t-shirt, shorts, underwear, jumper/jacket) in case of accidents and change in weather.</p> <p><b>2-3 year olds:</b> please supply 2 nappies/pull-ups each day. (we supply extras). If your child sleeps please bring a fitted cot sheet set, pillow and a sleep comforter (if needed). Please pack these items in a drawstring library bag with your child's name clearly labelled on all items.</p>
Lost Property	<p>Seascope Early Learning Centre takes <b>NO</b> responsibility for lost property. Families are advised not to let their children bring any valuables to the centre.</p>
Immunisation	<p>Children who have not been immunised will be excluded from the centre in the event of an outbreak of an infectious disease. Families must provide evidence of immunisation or have exemption to be eligible for the CCB allowance. Please indicate immunisation status in the space provided on the enrolment form. As well, we ask that if your child/ren are sick that they stay at home so the illness doesn't spread throughout the centre.</p>
Allergies	<p>Parents are required to inform the centre of any allergies their child may have when enrolling in the centre or as soon as they become aware. Space is provided on this form to detail known triggers and symptoms to assist staff in managing allergies: all efforts will be made to avoid such triggers. Parents of children with potential anaphylactic shock reactions must discuss management strategies with the Director. Staff are not allowed to administer an EpiPen without training. If your child has an Anaphylactic reaction or Asthma please supply your child's "Action Plan" or see the Director for an "Action Plan". If your child/ren are anaphylactic please supply a list of foods that your child/ren can eat: we can not always guarantee there are no triggers in most meals.</p>
Medication	<p>In accordance with the regulations from the Department of Health, SICK CHILDREN WITH A CONTAGIOUS ILLNESS MUST NOT ATTEND THE CENTRE. Please notify staff if your child has contracted a contagious illness or other health concern while attending the centre i.e. Measles, Chickenpox, Head Lice, etc. As the centre does not have the staff or facilities to care for a sick child please make alternative arrangements in the interest of your child's health and welfare. Medication can only be administered by Seascope Early Learning Centre staff with the written permission of a parent / guardian. Parents requiring Seascope Early Learning Centre staff to administer medication should complete a 'medication authority form' available at the centre. Medication MUST have the child's name and correct dosage, time and come in the original packaging and a letter from their doctor.</p>
Arrival and Departures SIGNING IN/OUT	<p>Parents are required to sign their children in and out of the centre each day, stating the time. It is important that a staff member is advised of the arrival and departure of your child/ren, for their own safety. Children will not be allowed to leave the Centre with any person that is not an "Authority to Collect" the child. Please phone the centre and advise them of who is picking up even if they are on the list. Pick ups must be listed on enrolment forms, parent's must inform the centre of the person picking up your child/ren and they must show identification to pick the child up. Written notification is required to allow another person to collect your child.</p> <p>Make sure that you sign your child/ren in and out of the centre as this is a legal requirement and is your responsibility.</p>
Breach of Centre Rules	<p>Centre rules are established for the safety and enjoyment of all children. Breaches of these rules may result in exclusion from activities or the centre following consultation between centre staff and parents.</p>
Contacting the centre	<p>Please be aware that it is your responsibility to contact the centre if:</p> <ul style="list-style-type: none"> <li>- Your child/ren is going to be away (before 8.30am)</li> <li>- Your child/ren are being picked up by another person (even if on pick up list)</li> </ul>

# Enrolment Form

Child's Last Name:  Child's First Name:

Date of Birth:  /  /  Gender: M  / F

Nicknames:  May we use these names: Y  / N

Child's CRN:

Address:

Postcode:

Child's ethnic background:

Child's place of birth:

Languages spoken at home:

Is your Child a: Torres Strait Islander  / Aboriginal  / Aboriginal Torres Strait Islander  / None

.....

	Mr/Mrs/Ms <input type="checkbox"/> Parent One	Mr/Mrs/Ms <input type="checkbox"/> Parent Two
<b>Title:</b>		
<b>Last Name:</b>	<input type="text"/>	<input type="text"/>

<b>First Name:</b>	<input type="text"/>	<input type="text"/>
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<b>Address:</b>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

<b>Postcode:</b>	<input type="text"/>	<input type="text"/>
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<b>Date of Birth:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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<b>Family CRN:</b>	<input type="text"/>	<input type="text"/>
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<b>Home phone No.:</b>	<input type="text"/>	<input type="text"/>
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<b>Mobile No.:</b>	<input type="text"/>	<input type="text"/>
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<b>Occupation:</b>	<input type="text"/>	<input type="text"/>
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<b>Place of Work:</b>	<input type="text"/>	<input type="text"/>
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<b>Work Phone No.:</b>	<input type="text"/>	<input type="text"/>
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<b>Current Email:</b>	<input type="text"/>	<input type="text"/>
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Is Parent 1  or Parent 2 : Torres Strait Islander  / Aboriginal  / Aboriginal Torres Strait Islander  / None

Who's CCB will be the primary use: Parent one  or Parent two

.....

**Court Orders**

Are there any Court Orders affecting the custody of your child? Yes  No

If Yes, are they attached? Yes  No

(A Photocopy of the Court Order must be attached to this enrolment form and the Director must be notified if circumstances change)

.....  
**Emergency**

In case of an emergency, if we are unable to contact you, please indicate two people in order of preference who may act on your behalf, must be over 18 years of age.

	Contact One	Contact Two
Last Name:	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home Phone No:	<input type="text"/>	<input type="text"/>
Work Phone No:	<input type="text"/>	<input type="text"/>
Mobile No:	<input type="text"/>	<input type="text"/>
Relationship to child:	<input type="text"/>	<input type="text"/>

.....  
**Authorised Collectors**

Please nominate particulars of people, other than parents, authorised to collect your child. Please indicate if as above, must be over 18 years of age.

	Contact One	Contact Two
Last Name:	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home Phone No:	<input type="text"/>	<input type="text"/>
Work Phone No:	<input type="text"/>	<input type="text"/>
Mobile No:	<input type="text"/>	<input type="text"/>
Relationship to child:	<input type="text"/>	<input type="text"/>

Please note: Staff will not allow anyone to collect your child unless notice is given by the parent or guardian of the child.

Are there any other people it would be important for us to know about with whom your child has close, regular contact?

Name:  Relationship to child:

Please inform the Staff in writing (below or attached) if there will be a person, other than the parent(s) picking your child up on a regular basis. e.g. a regular grandparent, relative or friend.

I,..... give permission for.....  
to pick up my child (insert name)..... on a regular basis without being contacted when they arrive at the centre. I take full responsibility if anything happens to my child once they have been signed out by this nominated person(s) and I fully relinquish all responsibility from the centre once my child has been signed out.

Signature: ..... Date:.....

.....  
**Other Children in the family**

Name:  Age:

Name:  Age:

Name:  Age:

Are any of these children currently attending another child care centre that is not Seascope Early Learning Centre?  
Yes / No

.....  
**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 this centre.

Family Doctor:  Phone No:

Address:

Postcode:

Medicare Number (Emergency use only):

Private Health Fund (Emergency use only):

Private Health Fund Number:

Does your child have a continuing serious illness? Yes  No

Details: .....

Does your child need regular medicine? Yes  No

Details: .....

Has your child ever been hospitalised? If so please provide details. Yes  No

Details: .....

Does your child have any allergies? Yes  No

Details: .....

Has your child been immunised? Yes  No

Your child's immunisation records will need to be copied, kept on file and updated whenever necessary. If your child is not immunised and an outbreak occurs in the centre, you will be asked to keep your child at home until the outbreak has passed.

Has your child ever experienced any language or speech difficulties, physical problems or other health-related issues? Yes  No

Details: .....

.....  
**Routines**

*Toileting*

Is your child:

In nappies? Yes  No

Being toilet trained? Yes  No

Needs reminding? Yes  No

Independent in toileting? Yes  No

What words does your child use when asking to go to the toilet? Yes  No

Details:.....

*Sleeping*

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

If so, at what time and for how long?.....

Does your child need a nappy, dummy or a bottle at sleep time? Yes  No

Or any special toys or objects? Yes  No

Details:.....

Does your child have any special bed time routine? Yes  No

Details:.....

*Diet*

Does your child have any particular dietary requirements (vegetarian, religious, medical) or restrictions? Yes  No

Details:.....  
.....

Is your child allergic to any foods? Yes  No

Details:.....  
.....

Is there any food your child particularly likes? Yes  No

Details:.....

Or dislikes? Yes  No

Details:.....

Does your child feed himself or herself? Yes  No

Details:.....  
.....

Are there any particular requirements at meal times (i.e. use of chopsticks)? Yes  No

Details:.....  
.....

### ***General needs***

Does your child have a special toy or object during the day (apart from sleep time)? Yes  No

Details:.....

Does your child have deep fears about anything particular (noise, darkness)? Yes  No

Details:.....

Are there any words that we need to know that have special meaning for your child? Yes  No

(Please translate if appropriate)

Details:.....

Has your child attended other children's services (playgroup etc) or been cared for Yes  No

outside the home before?

Details:.....

How would you describe your child's reaction to being with other children? Yes  No

Details:.....

.....

Does your child get upset when left with other people? Yes  No

Details:.....

.....

Is there any further information which you feel may assist us in providing Yes  No

the best service for you and your child this year (e.g. religious beliefs, family situations, recent significant events)?

Details:.....

.....

Is there any particular issues that concerns you about your child that we need to know Yes  No

about?

Details:.....

.....

Do you have any skills you would like to contribute to the centre's program? Yes  No



(e.g. cooking, Police visits etc)

Details:.....  
.....

***Celebrations***

Is it ok for your to child to celebrate the following at the centre:

- Birthdays?      Yes       No
- Easter?            Yes       No
- Christmas?        Yes       No
- Fathers Day?        Yes       No
- Mothers Day?      Yes       No

We look forward to caring for your child and we welcome your family into the centre. If you have any suggestions you would like us to put forward, please talk to the staff. We also hope that you will approach us with any concerns about the service we provide.

.....  
**Agreements and consents**

***Emergencies/ First aid Authorisation***

I give permission for staff at Pre School to take action in case of any accident or emergency that involves my child. This includes staff seeking emergency medical or dental treatment, hospital or ambulance service if necessary. I agree to the Pre School staff giving first aid to my child.

**Signature of Parent / Guardian .....**      Yes       No

***Sun Protection Permission***

I give permission for the staff to apply 30+ Broad Spectrum Sunscreen for normal skin-water resistant (approved by the Cancer Council). This sunscreen will be provided by the centre and will be applied to your child’s face, arms and legs each day, 20 minutes before going outside. If you child has a special skin sunscreen please bring this into the centre, labelled with your child’s name.

**Signature of Parent / Guardian .....**      Yes       No

***Paracetamol Authorisation***

In the event of my child getting a high temperature,I give consent to the staff to administer Panadol as per required doage if my child has a high temperature/fever. Parents will always be notified if this procedure needed to take place at the centre. We use Children’s Panadol Elixir. If I prefer an alternative brand of paracetamol, I will provide the centre with the medication. I understand that every effort will be made to notify myself ( or my emergency contact as detailed in the enrolment form), as my child will need to be collected immediately.

**Signature of Parent / Guardian .....**      Yes       No

***Illness***

I agree to not bring my child to the centre within 24 hours of him or her having had diarrhoea, vomiting or a fever. I will not send my child to the centre with any infectious illness. I agree to arrange for my child to be collected from the centre if staff feel that he / she is not well enough to be in attendance.

**Signature of Parent / Guardian .....**      Yes       No

**Publicity/Photography**

I agree to my child being photographed / videoed during activities and those photos or video being displayed at Pre School.

**Signature of Parent / Guardian** ..... Yes  No

Do you allow for staff to use photos/videos of your child for the purpose of advertising of the centre, such as pamphlets, T.V., website, etc. (names, ages and address will not be displayed for confidential reasons)

**Signature of Parent / Guardian** ..... Yes  No

**Email Information**

Would you prefer newsletters, notices, upcoming events etc, be emailed to you? This would assist us in saving paper and reducing waste.

- Yes** Please provide your email address \_\_\_\_\_
- No** ( I would prefer paper copies put in my pigeon hole at the centre to collect)

**Terms and agreement**

I agree to the following;

1. **I accept that fees must be paid at least 2 weeks in advance at all times.**
2. I understand that two week’s written notice must be given prior to my child leaving permanently.
3. I will pay a one off administration fee of \$25 which is non-refundable prior to my child attending.
4. I will pay a deposit( 2 weeks fees) to secure my child’s place at the centre and this will be used if I fall behind in my fee’s, which will result in losing my position
5. I acknowledge that fees are to be paid even if my child is unable to attend, for any reason whatsoever on any of the pre-arranged days (below)
6. I have read the Seascap Early Learning Centre Parent Information Booklet and agree to the contents and conditions therein.
7. I will inform Seascap Early Learning Centre in writing of any changes to the information in this enrolment form as soon as possible.

**Name of Parent / Guardian** \_\_\_\_\_ **Signature of Parent /Guardian** ..... **Date:**  /  /

**Overdue Fee’s**

At Seascap Early Learning Centre, we ask that ALL parents pay two weeks in advance at all times. Failure to do so will result in your child/ren’s place(s) being lost until ALL outstanding monies have been paid. Your child/ren may then be placed on the waiting list (if positions are not available) until those places become available. If failure of payment has not been made after three attempts of contacting you i.e first letter, verbal/email and final letter, your details will then be given to our centre’s debt collecting agency to recover the debt. In any event of departure with any outstanding monies, your contact details will be given to the Centre’s debt collecting agency for collection immediately. All fee’s and charges that are associated with collection of debt will be in addition to the total amount owing.

I \_\_\_\_\_ agree to Seascap Early Learning Centre’s Terms of Fee policy. If I \_\_\_\_\_ do not abide by the centre’s policy I understand that my child/ren’s place(s) will be lost and that if I have not paid my outstanding account, I acknowledge that my details will be given to the centre’s debt collecting agency for collection of outstanding monies along with all additional fee’s and charges relating to the debt.

**Name of Parent / Guardian** \_\_\_\_\_ **Signature of Parent /Guardian** ..... **Date:**  /  /

**Uniform**

Item	Size	Quantity	Colour Yellow, Hot Pink, Sky Blue, lime Green	Unit Price	Sub-Total
Shirt		extra		\$13.50	\$
Bucket Hat		extra		\$12.00	\$
Shirt and Hat Combo		1 combo Included in enrolment fee	Shirt: Hat:	\$25.00	\$0
				Order Total	\$

**NB: Details of any court order affecting custody of child. (Copies must be provided)**

Where did you find out about Seascope Early Learning Centre:.....  
 .....  
 .....

**Office use only.** Place Given, commencing \_\_\_\_\_

**Days agreed (circle):** Monday Tuesday Wednesday Thursday Friday

**Waiting list days:** Monday Tuesday Wednesday Thursday Friday

**Enrolment Fee Paid \$** \_\_\_\_\_

**Bond Paid \$** \_\_\_\_\_

**Immunisation copy given and attached? Yes or No**

**Birth Certificate sighted? Yes or No**

**Copy of custody order given? Yes or No or Not applicable**

**Anaphylaxis Management Plan supplied along with epi pen? Yes or No or Not applicable**

**Asthma Management Plan supplied along with asthmatic medications? Yes or No or Not applicable**

**Authorised Staff Signature** ..... **Date:**...../...../.....



## **Parent Orientation Feedback Form**

We would love to know your thoughts on our orientation process. Please spend a few minutes to complete this form and return to us.

Which staff member showed you around the centre?

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Did you meet or were you told about all staff employed at the centre?

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Were you shown around the centre? Indoors and outdoors?

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Did you see and were you explained our program, individual portfolio records and day book?

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Were you explained the centre's fees and payment options, operating hours and items that your child is required to bring each day?

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Were you given an enrolment package containing forms and parent handbook?

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How did you feel about the orientation process? Were you made to feel welcome in our centre?

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Any further comments you would like to add so we can improve this process in the future?

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Thank You for taking the time to complete this feedback form.