



“Where tomorrow’s learning starts today”

Waiting list Form

This waiting list form needs to be filled out in its entirety and handed back in order to place your child on our waiting list

\$15 bond must be paid for your child to go on the waiting list

Once your child is offered a position we will organise an orientation visit to the centre with you and your child.

An enrolment package will be given to you at this time (enrolment form and handbook)

You can view our website www.seascopeelc.com.au for further information and online copies of our enrolment form and handbook

ENROLMENT INFORMATION- PLEASE READ	
Payment methods:	Ezi Debit payment system *Direct Debit (details are attached)
Costs:	Fees: \$69 per child per day for 3-5 year olds Fees: \$72 per child per day for 2 year olds Late collection fee: \$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 closing time which is 6:00pm .
Enrolment Fee:	Waiting list fee: \$15 (payable now) Enrolment fee: \$75 for the first child, \$41 each additional child (This includes a t-shirt, hat, sunscreen, portfolio and admin fees for your children) (\$15 waiting list fee will be deducted from this) This includes a t-shirt, hat, sunscreen, and online portfolio system and admin fees for your children.
Yearly Reenrolment Fee:	Reenrolment fee: \$16.00 per child per year. This cover’s children’s online portfolio and other digital media that families access.
Child Care Benefit (CCB)/ Child Care Management System	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 136 150 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.

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 honour 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.</p> <p>Make up days can only be given if there is room at the centre for the chosen day. Make up days cannot replace days that you're 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 have a broad rim bucket hat or legionnaires hat to play outside.</u> (Please read our Sun smart 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>2-3 year olds: 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 NO responsibility for lost property. Families are advised not to let their children bring any valuables to the centre.</p>
Immunisation	<p>All children must be immunised and kept up to date with immunisation as of January 2014. 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 cannot 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.</p> <p>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, parents 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"> - Your child/ren is going to be away (before 8.30am) - Your child/ren are being picked up by another person (even if on pick up list)

Waiting list Details

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

Date of Birth: _____ / _____ / _____ Gender: M / F

Address:

Postcode: _____

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

Title:	Mr / Mrs / Ms	Parent One	Mr / Mrs / Ms	Parent 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"/>
Date of Birth:		<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
Home phone No.:		<input type="text"/>		<input type="text"/>
Mobile No.:		<input type="text"/>		<input type="text"/>
Occupation:		<input type="text"/>		<input type="text"/>
Place of Work:		<input type="text"/>		<input type="text"/>
Work Phone No.:		<input type="text"/>		<input type="text"/>
Current Email:		<input type="text"/>		<input type="text"/>

Is Parent 1 or Parent 2: Torres Strait Islander Aboriginal Aboriginal Torres Strait Islander

Anything else we need to know about your child? Allergies/ special requirements /medical diagnosis?

Waiting List Days: **Surfers Room** **Nippers Room**

Monday **Tuesday** **Wednesday** **Thursday** **Friday**
