

Enrolment Form 2022

Welcome to Child Campus Hedland Out of School hours Childcare, Reggio Emilia Inspired early childhood education centre.

Our goal is to always be an inspirational childcare provider; contributing effectively to the learning and teaching of children to foster in them a foundation for a brighter future. We aim to remain focused, relevant, reflective, encouraging, and innovative and effectively implement the Early Childhood Education curriculum, where the children are holistically engaged and challenged. Our strengths are from a team of staff with love and passion for children, value for Early Childhood Education and knowledge for the Innovative Early Childhood Education curriculum and its implementation.

My Time, Our Place Framework for primary function in Australian school age care settings (before and after school and vacation care) is currently being used to plan and implement programs that support children's wellbeing, development and learning at Child Campus Hedland, Reggio Emilia Inspired Childcare Centre. The Reggio has an innovative and inspiring approach to early childhood education which values the child as a strong capable learner, resilient and prosperous in interpreting the world meaningfully. Every child brings with them deep curiosity and potential which drives curiosity and their interest to understand the world and their place within it.

Motto

‘We grow, play and learn together life skills to excel in future adventures’.

Child Campus Hedland is a play-based learning Centre. We are passionate about providing every child with the learning equipment they need to be successful in all aspects of their lives. We maintain a conducive learning environment that is safe and stimulating for the children to explore when they want and as they wish to explore to create meaningful learning experiences and extend the learning from simple to complex.

Families

We believe the families know their child/ren better than the educators, therefore we strive to create a good relationship with parents and guardians for us to understand the child and plan programs, which cater for each individual child's interests and individual learning needs.

Child Campus Hedland cherishes parents and guardians and value their contributions and input in planning and implementation of the Childcare program. Our software gives the parents access to view the documented program, make suggestions and comments about the child's learning. We value the need for your child to have close connections with other families within our local area. The relationship that children form at Child Campus Hedland will help them to be future valued citizens contributing meaningful in their society.

Portfolio

We take pride in children's feedback; the children have access to portfolios and room display as feedback to their learning.

It is our greatest pleasure to have your family come to join us at Child Campus Hedland Childcare.

Date _____

Enrolment 2022

Child's Details

Name		CRN	
DOB		Age	
Gender		Nickname	
Address		Aboriginal/Torres Strait Islander	Y N
Citizen/Cultural Background		Language(s) spoken at home	
Name of school		Classroom number	

A Service Information

Commencement Date: _____ Are you wanting **Casual** or **Permanent** care (please circle)

Session	Cost per session	Monday	Tuesday	Wednesday	Thursday	Friday
Before school care	\$30					
After school care	\$57					
Vacation care long day	\$125					
Vacation Care – School hrs finish 2.30pm	\$85					
Vacation Care Half day	\$70					

1 Account Holder's Details (Parent/Guardian) *(Please give details exactly as they are registered with Centrelink)*

Full Name		CRN	
Address		Relationship to Child	
DOB		Mobile Number	
Home Email		Home Number	
Occupation		Work Number	
Work Email		Cultural Background	
Languages		Do you receive JET/JFA? <i>(If yes please attach supporting documentation)</i>	
	Identification e.g driver's license		
Do you have children enrolled at this service?	Y/N Names		

Commonwealth Government Priority of Access Guidelines- Priorities A Priority must be ticked which relates to your child:

- First Priority:** A Child at risk of serious abuse or neglect
- Second Priority:** A child of a single parent who satisfies or of parents who both satisfy, the work/training/ study test under section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- Third Priority:** Any other child (higher priority children may take a child's place and in 14 days' notice will be provided for the child to vacate)

Please highlight the category which relates to your child.

Children in Aboriginal and Torres Strait Islander Families	Children in families which include a person with disabilities
Children in families from a non-English speaking background	Children in socially isolated families
Children of a single Parent(s)	None of these

2nd Parent/Guardian Details (Emergency Contact other than account holder)

Full Name		Relationship to Child	
Address		Mobile Number	
DOB		Home Number	
Home Email		Work Number	
Occupation		Cultural Background	
Work Email		Languages	

Emergency Contact Persons

Full Name		Relationship to Child	
Address			
DOB		Mobile Number	
Home Email		Home Number	
Occupation		Work Number	
Work Email		Cultural Background	
Languages			

Approved people to collect your child from our service (Must be at least 18 years of age)

* If any person not listed and not known to the program staff should attempt to collect your child from the program, permission will be refused. *

Full Name		Mobile Number	
Relationship to Child		Workplace	
Work Number		Address	

Full Name		Mobile Number	
Relationship to Child		Workplace	
Work Number		Address	

Is this child involved in a custody dispute? Yes No

Always provide current documents and/or any changes to custody documents - to enable enforcement. Please list below any other specific instructions or information that would be helpful and assist us in the care of your child.

Your Child's Health

General state of health:

Doctors Name		Practice Name	
Doctor's Contact Number		Medicare Number	
Health Fund Name		Health Fund Number	
Ambulance Membership Number			

Is your child's immunization up to date? _____ **(Please attach a copy of immunisation records)**

Does your child have any of the following?

- | | | | |
|-------------------|--|-------------------------|--------------------------|
| A.D.D / A.D.H.D. | <input type="checkbox"/> | Epilepsy | <input type="checkbox"/> |
| Allergies | <input type="checkbox"/> (see box next page) | Haemophilia | <input type="checkbox"/> |
| Asthma | <input type="checkbox"/> | Heart problems | <input type="checkbox"/> |
| Diabetes | <input type="checkbox"/> | Anaphylaxis | <input type="checkbox"/> |
| Physical needs | <input type="checkbox"/> | Behavioural need | <input type="checkbox"/> |
| Educational Needs | <input type="checkbox"/> | Any other special needs | <input type="checkbox"/> |

Provide any medical/ Behavior management plans, assessment or other documentation related to the child's needs prior to commencement at Child Campus Hedland OSHC

Allergies

If your child has allergies, advise us what of them and the severity of the reactions, e.g., High, Moderate, Low. Kindly provide a Medication Management Plan for all allergies.

Bee Sting				
Severity – Please Circle	Low	Moderate	High	Symptoms if stung
Medication to be taken?				Action to be taken?
Food/Additive Allergy / Dietary requirements				
Severity – Please Circle	Low	Moderate	High	
Food/Additive Type				Symptoms if ingested
Medication to be taken?				Action to be taken?
Medication Allergy				
Severity – Please Circle:	Low	Moderate	High	Medication Type
Symptoms if ingested				Action to be taken?

Does your child wear prescription glasses? Yes No

Is your child on any medication? Yes No

Type? Dosage?

Please ask staff for a Medical Information & Authorisation Form to complete.

Does your child have any speech, hearing or visual difficulties?

Would there be any restrictions to play or activities?

About Your Child

Cultural background:

Has your child ever been in OSHC before? _____

Was it a positive experience?

What do you want your child to achieve?

How does your child feel about attending Child Campus Hedland?

Are there any recent traumatic situations the child has been exposed to such as a death in the family, divorce, new sibling etc.?

What is your normal method of discipline?

What is your child's temperament? Are they easy going, hard to please, demanding etc.

Does your child have any food restrictions? (if so please provide us with details)

Child's Interests (Please tick)

- | | | | | |
|--|-------------------------------------|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Art and Craft | <input type="checkbox"/> Cooking | <input type="checkbox"/> Construction | <input type="checkbox"/> Drama | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Music | <input type="checkbox"/> Technology | <input type="checkbox"/> Sports | <input type="checkbox"/> Science/Nature | |

Please provide any other information you feel is important about their interests/Likes/dislikes:

Are there any siblings? Please name them and specify ages and gender.

Name _____ age _____ gender _____

Name _____ age _____ gender _____

Name _____ age _____ gender _____

Are there any other comments, concerns or information you would like us to know about?

Parent/Guardian Signature: _____ Date _____

Enrolment Contract

It is my/our desire to have my/our child/ren enrolled at Child Campus Hedland.

I/we have received a copy of the Child Campus Hedland Parent Handbook. Y / N

I/we have read, understand and agree to abide by the policies contained therein. Y / N

Unless otherwise notified, the child/ren will be accepted and permanently enrolled.

I/we agree to give a minimum of two weeks written notice (ten daycare days) of my/our intent to withdraw/change of circumstances to my/our child/child/ren from the Child Campus Hedland program. If two weeks' notice is not given, I/we agree to make full payment for the final two weeks.

Please **initial** next to each item. We want to be sure you **understand and agree** to these policies.

_____ I/we understand that I/we must provide up to date immunisation records to Child Campus Hedland.

_____ I/ we understand that I/we must provide a copy of your child/ren Birth certificate(s)

_____ I/we understand the Child Campus Hedland Fees as listed on the page of enrolment form.

_____ I/we understand that fees are charged one week in advance, it is my/our responsibility to keep fees up to date.

_____ I/we understand I/we will be charged the usual rate when our child is booked in and does not attend (absent), this applies to both casual bookings and permanent bookings.

_____ I/we understand there are no refunds for public holidays, charged at the applicable rate for bookings normally required that day.

_____ I/We understand parents are not charged fees during the Christmas holidays when the centre is closed. Fees are charged when the centre is closed, due to emergencies such as fire outbreaks, natural disasters, acts of terrorism, disease outbreaks, and any closure that the centre could not avoid. During the period of the closure, the parents will be kept up to date with the information on when possible, to bring the children.

_____ I/we understand fees are deducted from my bank account via Debit pro every Monday and I have attached my Debit pro form with my/our enrolment form. Credit card facilities are not available.

_____ I/we understand the late pickup/early drop off fee is \$15.00 and \$1.00 per minute thereafter.

_____ I/we understand the pick-up policy for other than parental/additional contact pick up.

_____ I/we understand the illness policy and exclusion time we enforce after each illness.

_____ I/we understand the behavior policy and I/we have read and shared the Child Campus Hedland rules with my/our child/children.

_____ I/we understand that photos and video's may be taken of my/our child from time to time, and these may be used for promotional activities some which may appear in the media, and Child Campus Hedland specific social media sites, parent information sites etc., unless I advise staff in writing that I do not wish this to occur.

_____ I/we give permission to the staff of Child Campus Hedland to administer medically prescribed medication to my child and understand I will be required to sign a medical information & Authorization form. I understand that the staff will record each administration of medication. I acknowledge that all care will be taken and will not hold Child Campus Hedland responsible. I also understand my child cannot attend

Child Campus Hedland if suffering from an infectious or communicable disease that has been identified by the Department of Health.

_____ I/we understand I/we need to notify staff in person that my child carries medication with them and will self-medicate. I understand I will provide a letter/plan from a doctor to support this, and I will sign a Medical information & Authorization form.

_____ I hereby give my permission for the Child Campus Hedland staff to treat my child if a minor accident occurs. In the case of a more urgent matter, I understand an ambulance will be called first then I will be notified and agree to meet any expenses incurred.

_____ I/we understand the Excursions section of the center policies and procedures and I hereby give Child Campus Hedland permission to transport my child should they be attending an excursion or school drop off or pick up. I also understand, risk assessment plans will be undertaken for each occasion this occurs i.e., evacuation, group trip etc. Children will not be transported unless a permission form is completed and signed by the parent/guardian.

_____ I/We understand excursion may incur an additional cost and that will increase the daily rate. I will be notified about the extra cost through email or will be shown on the displayed programme.

_____ I /we understand that Child Campus Hedland will transport my child/children in their vehicles or approved public transport and car restraints will be provided.

_____ I/We hereby give permission for the Child Campus Hedland staff to apply sunscreen supplied by Child Campus Hedland. (If No is answered to this question, I agree to provide my child's own sunscreen).

_____ I/We agree to send my child in proper dress code shoes.

_____ I/ We agree to send a water bottle and a wide brimmed hat with my child and take it home each night. I understand if I do not send the hat, it is a no hat no play policy.

_____ I/We hereby give permission for my/our child to watch G rated movies and games.

_____ I/We understand the provider and staff are not liable for any personal, injury, loss or damage to personal property due to any cause whatsoever unless there is proven negligence by the provider or employee.

_____ I/ We understand that Child Campus Hedland Employees have no responsibility for my child until I or an authorized person has signed them in/out for each session.

_____ I/We Do/Do not/ give permission for you to use face paints on my child.

_____ I/We understand if my child breaks/destroys Child Campus Hedland's equipment due to negligence, you will be required to pay the cost to replace the broken item.

_____ I/We understand my obligation to notify the staff if my child is not attending childcare.

_____ **Child Campus Hedland**

_____ **Parent**

_____ **Date**

Nominated Supervisor Full Name _____ Signature _____ Date _____

Has an orientation occurred? _____

Employee confirmation of Kidsoft entry

Payment of Fees Policy

Our Service aims to provide a quality, cost effective program for children who need care outside normal school hours. The standards for OSHC require that programs operate with a specific number of qualified and unqualified staff, depending on the number of children present. A major challenge is to achieve a balance between having the correct number of staff and the need to keep costs down by not rostering staff who are not required. Consequently, we rely on your cooperation to support the program by adhering to the following guidelines.

HOW POLICY WILL BE IMPLEMENTED

Child Campus Hedland management will set the required fee level to meet the budget.

- The fee level will be reviewed each year.
- Parents will be given at least two weeks' notice of any fee increase.

With Effect from 01 January 2022 the following rates have been set for each session:

BEFORE SCHOOL CARE		AFTERSCHOOL CARE		VACATION CARE		
				FULL DAY	SCHOOL HOURS	HALF DAY
				06.00 – 18.00	08.00-14.30	08.00-12.30
06.00 – 08.00	\$30.00	14.30– 18.00	\$57.00	\$125.00	\$85.00	\$70.00

Payment

- Accounts are issued by Friday of each week (Thursday if a Public Holiday falls on Friday).
- Fees should be paid by debit direct order.
- A dated receipt in accordance with Commonwealth Department of Health and Family Services Guidelines will be provided for each payment.
- Hours and sessions of care will be recorded in accordance with Commonwealth regulations.
- Fee payment will be recorded according to Commonwealth Department of Health and Family Services Guidelines.
- Details of a family's fees and accounts will be confidential and stored appropriately. Families may access their own account records at any time, or particulars of fees can be made available in writing.

Difficulty With Payment of Fees

- Families who cannot afford fees, due to sudden unforeseen expenditure or short-term financial difficulty, will be assisted where possible and/or provided with information on other possible avenues of financial support, including Special Child Care Subsidy of which conditions applies.
- Parents with overdue fees will be encouraged by management to discuss any difficulties they may have in meeting payments and to make suitable arrangements to pay. However, it is the parent's responsible to contact the manager and discuss the challenges pertaining failure to pay fees.

Non-Payment of Fees or Debt Management

If non arrangements are not kept agreed or agreements not honoured, the following procedure will apply:

- First Action – Text Message - A Reminder text will be forwarded to the parent, advising that their account is overdue and to contact management immediately. The letter will include a reminder that parents are encouraged to discuss payment difficulties and make suitable arrangements to pay.
- Second Action - Letter - Following this, a Final Notice letter will be forwarded to the parent in which placement will be cancelled and debt forwarded to debt collection agency if arrangements or payment in full is not made within 7 days. The parent/caregiver is responsible for any other fees associated with the debt recovery.
- Please note overdue fees of 3 months may not receive warning letter and will be send away for debit controllers for further actions.

Changes to Bookings and Illness

- Any change in booked times need to be arranged with the manager/coordinator at least 1 week beforehand. Should children be away for extended periods (i.e. – family holidays) notice in writing at least one week in advance will be required. Please note full payment will be charged when the child is not attending school due to illness or holidays. At the discretion of the manager/coordinator, exemptions may be granted in extreme circumstances.
- All our bookings are permanent bookings and public holidays between the permanent bookings are part of the bookings. We do not skip them when they follow in between normal days they automatically fit in the books.
- However, we accept casual bookings of a day or 2 days for emergency bookings. In this case parents book each day as it comes through text or email. This also depends on availability of spots and is on first come first served basis. This option does not allow the parents and guardians to skip the public holidays that fall within/between normal days of the week's bookings.
- Parents are not charged fees during the Christmas holidays when the centre is closed. Fees are charged when the centre is closed due to emergencies such as fire outbreaks, natural disasters, acts of terrorism, disease outbreaks, and any closure that the centre could not avoid. During the period of the closure the parents will be kept up to date with the information on when possible, to bring the children
- Parents should tell the Service of their child's inability to attend as soon as this is known. A minimum of 2 weeks' notice is required for cancellation of permanent bookings. This is when the child is leaving the centre or reducing the number of days of attendances. Failure to inform the service within this time frame will result in full payment of fees.
- Parents are charged fees when the child is not attending childcare for a short period of which they will come back, due to either one parent on leave or relative visit to stay with the child, such circumstances should be discussed with the manager of which the child will lose his/her place to someone.

Late Collection

- Whenever possible, the parent should ring the Service to advise they will be late to collect their child.
- A parent is regarded as being late when they arrive to collect their child 1 minute after closing time.
- A late collection fee of \$15 per 15 minutes for OSHC, or part thereof, will be imposed when parents arrive later than the closing time.
- Special circumstances, such as a traffic accident or vehicle breakdown, will be given consideration in relation to collection of late fees.
- When a parent is continually arriving late at the service to collect their child, the manager/coordinator will discuss other Out of School Hours Care options with the parent.
- NOTE: Any child that is not collected by 6:30 pm (without OSHC being notified of the reason), will result in an emergency call to Crisis Care for intervention.

Out of School Hours Care

- All fees need to be paid in full weekly on every Monday (there should be no outstanding fees at the beginning of each week).
- Accounts outstanding at the beginning of each Term may result in cancellation of bookings.

Vacation Care

- Booked for the whole year.
- \$ 125.00 Vacation Care per day per child from 6.00am – 6:00pm.
- \$ certain amount will be added for excursions. Excursion Fees will apply if your child attends excursion
- 48 hours' notice is required for cancellations of attendances. Any cancellations of a processed booking will incur a full charge of daily fee.
- A late collection fee of \$2.00 per minute for, or part thereof, will be imposed when parents arrive later than the closing time.
- Bookings will not be taken or confirmed if there are any outstanding amounts owing on the account.
- Snacks and Lunches to be provided by parents/caregivers. We provide the fruits and snacks to children who need food in case they have not packed their meals. We do not provide meals.

DATE REVIEWED	DETAILS OF COMMENTS