



# LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE ENROLMENT FORM 2017

## Child's Information:

Surname: ..... First Name: ..... Middle Name: .....

Address: ..... Post Code: .....

Phone: ..... DOB: ..... M / F: .....

Child CRN: ..... Number order of child on CCB form .....

Do you claim CCB for your child at another service?

YES (if yes please add details below eg service name)  NO

Does your child have any siblings who attend other services that also claim CCB?

YES (if yes please supply details below)  NO

Is your child of Aboriginal/Torres Strait Islander descent?  YES  NO

Country of birth: ..... Languages spoken: .....

Does your child have any allergies, medical or other conditions:  YES  NO

If yes, please provide further information and an action plan: .....

Does your child have any other additional needs (including dietary needs)?

Birth Certificate sighted:

Immunisation (up to date details sighted):

## Child's Medical Practitioner

Name: .....

Address: .....

Telephone no: ..... Medicare no: .....

We regret we are unable to care for sick children, or children with a contagious illness. In such an event if we are unable to contact you or your emergency contacts having due regard to the wellbeing of your child we may deem it necessary to call an ambulance.

**BOOKING INFORMATION**

Permanent bookings are preferred to ensure adequate staffing can be arranged to remain within the child to educator ratios. Please note that any CASUAL booking made with less than 1 WEEK'S notice will be charged an extra **20%** of the session fee for each extra day each child is booked and 1 WEEK'S notice is required to cancel any care days or you will be charged for that day. Session fees will be charged if your child is unwell and absent from care without the required notice.

**Please tick below the days you anticipate your child will be attending the centre each week.**

Child's Classroom/Grade: \_\_\_\_\_ Teacher's Name \_\_\_\_\_

BEFORE SCHOOL CARE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AFTER SCHOOL CARE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
VACATION CARE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

**Parent/Guardian Information:**

Parent/Guardian (Account Holder)	Parent/Guardian
Name:	Name:
DOB:	DOB:
CRN:	CRN:
Address:	Address:
P/C:	P/C:
Phone:	Phone:
Mob:	Mob:
Email:	Email:
Occupation:	Occupation:
Place of Work:	Place of Work:
Address:	Address:
Phone:	Phone:
Country of Birth:	Country of Birth:
Languages Spoken:	Languages Spoken:
Cultural Considerations:	Cultural Considerations:
Care required for (work/study/respite/other):	Care required for (work/study/respite/other):

**Custody Arrangements:**

Are there any court orders in place for your child?  YES  NO (attach documentation)

Please provide further details:

.....  
 .....

## Authorised and Emergency Contacts

PERSONS TO BE CONTACTED IN CASE OF EMERGENCY ARE AUTHORISED TO CONSENT TO MEDICAL TREATMENT FOR THE CHILD OR TO AUTHORISE ADMINISTRATION OF MEDICATION TO THE CHILD; THEY ARE ALSO AUTHORISED TO TAKE THE CHILD FROM THE SERVICE'S PREMISES OR TO GIVE APPROVAL FOR AN EDUCATOR TO TAKE THE CHILD OUT OF THE SERVICE IN THE CASE OF AN EMERGENCY; PERSONS MUST BE OF GOOD HEALTH, EASILY CONTACTABLE, WITHIN CLOSE PROXIMITY TO THE SERVICE, AND CAPABLE OF DEALING WITH EMERGENCIES.

EMERGENCY CONTACT:	EMERGENCY CONTACT:
Name:	Name:
Address:	Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile:	Mobile:
Relationship to your child:	Relationship to your child:

PERSONS AUTHORISED TO COLLECT YOUR CHILD FROM THE CENTRE.

PERSONS AUTHORISED TO COLLECT THE CHILD FROM THE CENTRE:	PERSONS AUTHORISED TO COLLECT THE CHILD FROM THE CENTRE:
Name:	Name:
Address:	Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile:	Mobile:
Relationship to your child:	Relationship to your child:

## Permissions

I give my permission for:

- My child to participate in all activities offered in the education and care service.  
I agree it is my responsibility to familiarise myself with the program and to advise the service in writing if I do not wish my child to participate in a particular activity.  
 YES  NO
- My child being observed by educators for programming purposes.  
 YES  NO
- My child's photograph, to be taken or recorded at the service for use within the service (May include photo development and/or printing outside the service)
- YES  NO

Signature of Parent/Guardian (1) : \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Statement

Liwara Catholic Outside School Hours Care service - located at 5 Tuart Rd, Greenwood - maintains enrolment details and records of attendance, fee payment, medication administered and information about the development, well-being and health of each child while attending the service. This enables us to plan and program for your child's needs and ensure we meet all of our legislative and regulatory responsibilities.

Information provided by you for this purpose will be treated respectfully and confidentially. All personal, sensitive and health information is kept in a secure place to protect it from unauthorised access, modification or disclosure. Failure to provide the required information may result in non-acceptance of your child's enrolment.

Only authorised staff members who directly require your information for professional purposes will have access to it. Families are able to access their information upon request.

Information may be disclosed to relevant authorities to confirm our compliance with child care and Child Care Benefit laws.

### **Declaration**

I/We hereby declare that all the information given is accurate and agree to abide by the conditions of the enrolment at the centre.

Parent / Guardian Name: ..... Date: .....

Signature: .....

## Registration Agreement

1. I have received and read the Family Information Booklet and I understand any updates to policy will be displayed in the centre and on the school website.
2. I understand that I need to comply with all Government requirements in relation to the Centre and its service.
3. I will advise the Centre as soon as practicable of any updates to my circumstances.
4. I agree that in the case of accident or injury, the centre will contact me. If they cannot reach me they will try to contact a listed emergency contact. If determined necessary by staff at the centre, I authorise an ambulance to take my child to hospital, and agree to meet any expenses incurred.
5. I understand that it is my responsibility to fulfil any obligations required to receive Child Care Benefit (CCB).
6. I agree to pay my fees one week in advance as determined by the fee payment policy.
7. I am aware that any failure to pay fees may result in cancellation of my child's place at the centre.
8. I am aware that fees will be reviewed annually and I will receive a minimum of two (2) weeks' notice of any changes being made.
9. I am aware that seven (7) days' notice in writing of cancellation of care must be given in advance for all bookings.
10. I am aware that I am responsible for fees my child is unwell and absent from care without the required notice.
11. I am aware that my child will be excluded from care at the centre if they have a communicable or infectious disease.
12. I understand that my child will be accepted back into the centre once the exclusion guidelines have been met.
13. I consent to my child being in the presence of volunteers, visitors and students with due notice given, with the appropriate supervision by centre staff.
14. I have presented the centre with a copy of my child's current immunisation details and birth certificate.
15. I have read and understand the Privacy Statement.
16. The Centre reserves the right to cancel care if it considers doing so would be in the best interest of the Centre. Two weeks' notice of cancellation of care will be provided and any outstanding fee credits reimbursed at the conclusion of care at the centre.

I have read the registration agreement and agree to adhere to the above conditions and policies.

Signature of Parent/Guardian (1) \_\_\_\_\_ Date: \_\_\_\_\_

## Information to help us plan for your child

We believe that it is important for parents and guardians to contribute towards program development. To do this, we ask you to complete the following questions. All comments and information about your child are valued and appreciated. We will use them to help us tailor our program to your child's interests and needs.

### Child 1

Child's name \_\_\_\_\_

My child likes to \_\_\_\_\_

\_\_\_\_\_

My child's favourite outdoor activities include \_\_\_\_\_

\_\_\_\_\_

My child's favourite indoor activities include \_\_\_\_\_

\_\_\_\_\_

My child doesn't like to eat \_\_\_\_\_

\_\_\_\_\_

My child loves to eat \_\_\_\_\_

\_\_\_\_\_

Any other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Child 2

Child's name \_\_\_\_\_

My child likes to \_\_\_\_\_

\_\_\_\_\_

My child's favourite outdoor activities include \_\_\_\_\_

\_\_\_\_\_

My child's favourite indoor activities include \_\_\_\_\_

\_\_\_\_\_

My child doesn't like to eat \_\_\_\_\_

\_\_\_\_\_

My child loves to eat \_\_\_\_\_

\_\_\_\_\_

Any other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Child 3

Child's name \_\_\_\_\_

My child likes to \_\_\_\_\_

\_\_\_\_\_

My child's favourite outdoor activities include \_\_\_\_\_

\_\_\_\_\_

My child's favourite indoor activities include \_\_\_\_\_

\_\_\_\_\_

My child doesn't like to eat \_\_\_\_\_

\_\_\_\_\_

My child loves to eat \_\_\_\_\_

\_\_\_\_\_

Any other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_