

Brooklyn Park Private Kindergarten



ENROLMENT FORM

21 Lipsett Tce Brooklyn Park

Phone: (08) 81520436

Email brooklynparkkindergarten@gmail.com

Please notify the service of any changes to details on this form as soon as possible

CHILD'S INFORMATION

Full name M / F D.O.B / / Home ph

Centrelink CRN

Home Address.....

Main language/s spoken at home

Cultural Background

Is the Child of Aboriginal or Torres Strait Islander Descent? (Please Circle) Yes / No

Have you claimed for Child care subsidy via your online Centrelink account at myGov Yes / No

Which parent/guardian has claimed for Child Care Subsidy?

PARENT'S OR LEGAL GUARDIAN'S INFORMATION

Relationship to the Child..... Legal guardian Yes / No

Full name D.O.B / / Centrelink CRN

Home address
.....

Email Mobile phone.....

Home phone

Occupation..... Employer/place of work.....

Work ph.....

Country of birth (If applicable) yr of arrival in Australia

Cultural background

PARENT'S OR LEGAL GUARDIAN'S INFORMATION

Relationship to the Child..... Legal guardian Yes / No

Full name D.O.B / / Centrelink CRN

Home address

Email Mobile phone..... Home phone

Occupation..... Employer/place of work.....

Work ph.....Country of birth (If applicable) yr of arrival in
AustraliaCultural background

AUTHORISED NOMINEE FOR EMERGENCY CONTACT

Name.....
Relationship to child

Home Phone Mobile Phone.....Work phone.....
*Please ensure you have taken the time to read & understand the important information about our service in the
handbook for families found on the Brooklyn Park Kindergarten website
brooklynparkkindergarten.com.au*

DETAILS OF ANY CUSTODY INFORMATION

(You must supply us with a copy of Legal orders for us to follow them)

Attach another sheet if insufficient space.

Court Orders.....
Parenting Orders

Parenting Plans.....

Please list any other people who will have your permission to collect your child (Staff will ask to see ID)

Name..... Phone Nos.....
AddressRelationship to child.....

Name..... Phone Nos.....
AddressRelationship to child.....

Name..... Phone Nos.....
AddressRelationship to child.....

MEDICAL INFORMATION

Family Doctor Phone no

Address

Family Medicare numberChild's no on card Ambulance Cover Yes/No
(We recommend that you have an ambulance subscription, ambulance services cost close to a thousand dollars per service)

I consent to the Approved Provider, Director, Nominated Supervisor or Educator at Brooklyn Park Private Kindergarten seeking emergency medical, dental, hospital or ambulance service for my child if they believe it to be necessary. I understand that I am responsible for any expenses incurred.

Name of preferred medical practitioner or medical service.....

Address..... Ph.....

Parent's / guardian's signature..... Name Date / /

If your child is thought to be unwell staff will check his/her temperature. If temperature is high, there can be a high risk of febrile convulsion. We will attempt to notify you as soon as possible should a high temperature occur. We are unable to administer any medication without written permission from the doctor. However, if there is a delay in contacting you we will call an ambulance.

CONTRACT FOR BOOKINGS & CARE WITH BROOKLYN PARK PRIVATE KINDERGARTEN

Contract commencement date / /

Surname..... First Name.....

Fees

Full Day Standard Rate: \$98

4-5 day week Rate: \$96

Half Day Rate: \$65

Details about fees to be charged for each session under this arrangement may be subject to change at any time. Any increase will be notified by approved provider in writing 14 days before any change takes place.

Routine Days and hours of care required

TIME & FEE	MON	TUES	WED	THURS	FRI
Full Day Start 7.30 Ends 5.30					
Half Day AM- starts 7.30 Ends 12.30					
Half Day PM- Starts 12.30 Ends 5.30					

This complying written arrangement is on a flexible basis for occasional casual change.

Once a place is booked, the selected days and times for care will become your regular booking for care. These times will be allocated to your child and held for you, including during sickness, holidays, public holidays, rostered days off, or other absences that may occur. **The following conditions apply as part of your contract for care (as per Commonwealth Government Guidelines for Childcare Centres) –**

- **One week’s notice is required to alter the above contract for days/sessions for care.** Extra (casual) non-booked days are sometimes available if needed – talk to the Director about this.
- **A booking fee of \$400 per family is required in advance, to ensure that the place is kept available. This amount is non refundable if you do not commence attendance,** as holding your place prevents others from booking in. When you leave the centre, after the week’s attendance have been submitted and validated by Centrelink, a bond of \$400 will be deducted from any unpaid fees, **providing one full week’s notice is given that care is ending.** Any remaining credit will then be reimbursed to you.
- **One week’s notice is required when care is ceasing - or the bond paid will be forfeited.**
- **Fees must be paid promptly, each week. If not paid, your child’s care may be cancelled.** Accounts are provided showing attendances and total Centrelink benefit paid for the previous week, and estimated charges for the current week. We ask parents to pay fees using direct internet transfer.
- When a **public holiday** falls on a day when your child would normally be in care, the normal daily fee applies.
- Holidays are charged at half fees– this is to hold your child's place during this time. Two weeks' notice is required for **holiday bookings** (ie. your annual leave)
- Normal fees are payable if a child is **absent from care due to illness.** If you receive Childcare subsidy we advise you to provide a sickness certificate if your child is sick, as there are limits to your fee subsidy entitlement for absences (42 Days per financial year-Sick days are not counted as one of the 42, providing a medical certificate is provided).

WE REGRET, WE WILL BE UNABLE TO TAKE CHILDREN INTO CARE IF FEES ARE NOT PAID PROMPTLY

I Parent/Guardian of _____ agree to pay Kindy fees weekly as per account, and remain liable for any reasonable expenses, costs or disbursements, including mercantile agents fees, incurred by Brooklyn Park Private Kindergarten to recover said money and fees due to them.

I have read the terms and agree to accept the conditions of enrolment as stated above.

Date / / SignedName

PERMISSIONS REQUIRED

Do you give permission for your child to participate in celebrations or events such as birthday, Christmas, Easter?

Yes No

Do you give permission for us to apply sunscreen provided by the service?

If your child is sensitive or allergic to some sunscreens, please provide a sunscreen that can be kept at the service.

Yes No

PERMISSION FOR PHOTOGRAPHY

Our documentation of your child/ren's learning experiences while in the centre include the taking of many photographs which are converted in Learning Stories in your child/ren's Learning Portfolio. The portfolios are kept in the rooms and sent to parents via a secure online system, and are usually only seen by parents, Centre staff, or authorised personnel. We love to share them with you and your children to discuss their learning achievements. Additionally, we take group photos of various learning activities which we like to display in the rooms for all parents and visitors to see. We would also like to make printed photos of group activities available to parents, or use them in other children's Learning Portfolio.

Do you give permission for your child's name (first name only) and photo to be used in centre displays and other children's developmental profiles?

Yes No

Do you give permission for your child's photo to be used for the centre promotions, including media?

Yes No

PERMISSION FOR EXCURSIONS & INCURSIONS

Do you give permission for your child to be taken on short excursions in the neighbourhood of the Kindergarten Centre, for relevant learning experiences?

Yes No

Do you give permission for them to participate in activities with visitors to the Centre which are part of their learning experiences? Further details will be provided when these excursions are planned.

Yes No

PERMISSION TO ATTEND LYSLE PARK & Lipsett Tce Park

We like to go for regular walks to the park/playground at Lysle Reserve (Lysle St, Brooklyn Park) And Lipsett Park (Lipsett Tce, Brooklyn Park) for relevant learning experiences.

There will always be a 1 to 9 staff to Child ratio present on our walks and at least 2 educators present at all times and 2 educators holding a diploma/teaching qualification.

Parents will be informed on the day that we wish to go on our walks of more precise times, but we will always be departing and returning between 10am and 2pm.

A risk assessment has been completed and is available for review

Do you give ongoing permission for your child to go on regular walks to Lysle Reserve with Brooklyn Park Private Kindergarten?

Yes No

PERMISSION TO ATTEND HENLEY COMMUNITY GARDENS

We go on an excursion two to three times a term to the Henley Community Gardens. Approx 20 children will attend. There will always be a 1:5 staff to child ratio with at least 2 educators attending at all times. 2 educators holding a diploma/teaching qualification.

We will be departing at 9:45 am and return by 12.00am. We will be travelling with Paul via a private bus company (Easy Bus hire and Tours). A risk assessment has been completed and is available for review

Do you give permission for your child to attend the Henley Community Gardens with the Brooklyn Park Private Kindergarten?

Yes No

PERMISSION TO ATTEND ST JOHN BOSCO SCHOOL

On a weekly basis we take the children to the St John Bosco Primary school (next door to our Kindy-Lipsett Tce, Brooklyn Park) to use their library and oval. We have direct access through a shared gate to the school from our premises. We will have no more than a 1:10 staff to child ratio attending with always at least 2 educators attending all holding a teaching/diploma qualification.

We will always be departing and returning between 9.30am and 11.30am.

Do you give permission for your child to regularly attend visits to St John Bosco Primary School.

Yes No

Declaration and Consent

Our service will collect some personal information on me. Some might be provided by government or other agencies, but most information I supply at interview or by filling out forms. Generally, information collected from outside will be checked with me to make sure it is correct.

Some of the information collected may be health information, which Child Care Centre will handle with particular care. All information will be used to assist my child at the service.

Some information may be given to other organisations (such as government agencies) as required or authorised by law.

During my involvement with the education and care service, I may want, or be offered, other services by the Child Care Centre. If that happens, I consent to relevant information being given to other Child Care Centre staff so they can assess my needs.

I received and am willing to adhere to the Child Care Centre's fee agreement as per the Fee Management Policy.

I hereby declare that all the information given is accurate and agree to abide by the conditions of enrolment at the Child Care Centre.

I have down loaded, read, understood, agree and comply with the policies, procedures and important information about our service provided in the handbook for families found on the Brooklyn Park Private Kindergarten website.

Name.....Sign.....Date.....