

## Booking Information

### REQUIREMENTS FOR CARE

Days required:	Monday	Tuesday	Wednesday	Thursday	Friday
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### CHILD CARE SUBSIDY (CCS)

Please choose the category that best applies to you and your family. *\*Remember when you calculate hours to include time traveling from the centre to work and return and any unpaid hours such as an unpaid lunch break during the day. Include all paid & unpaid work, volunteering, work in a family business, training, and study.*

Hours of Activity (per fortnight)	Maximum number of hours of subsidy (per fortnight)	X
Less than 8 hours (for a family earning over \$65,710)	No eligibility	
Less than 8 hours (for a family earning up to \$65,710)	24 hours	
8 hours to 16 hours	36 hours	
More than 16 hours to 48 hours	72 hours	
More than 48 hours	100 hrs	

Please ensure you accurately reflect these hours with Centrelink or through your MyGov account so that you are eligible to receive the correct hours of CCS. *\*Note that your total eligible CCS hours will be shared across any other services used. If you are claiming CCS at another service, your eligibility to CCS hours at our service may be reduced.*

## Child's Details

Full name:			
Preferred Name:		Proposed Start Date:	
Address:			
Gender:		Child CRN:	
D.O.B.:		Current Age:	
Nationality/Cultural Background and any other languages used at home:	Does your child Identify as (tick all that apply)?		
	<input type="checkbox"/>	Aboriginal	<input type="checkbox"/>
	<input type="checkbox"/>	Torres Strait Islander	<input type="checkbox"/>
	<input type="checkbox"/>	Both	<input type="checkbox"/>
	<input type="checkbox"/>	Neither	<input type="checkbox"/>
	<input type="checkbox"/>	Other	<input type="checkbox"/>

**\*\*\*INFORMATION ABOUT PARENTS / GUARDIANS OF ENROLLING CHILD PHOTO IDENTIFICATION MUST BE PROVIDED ALONG WITH BIRTH CERTIFICATE OR OTHER RELEVANT DOCUMENTS\*\*\***

## Parent/Guardian Details

	PARENT / GUARDIAN 1 <i>*(This should be the parent / guardian who CCS is linked to)</i>	PARENT / GUARDIAN 2
Name:		
Surname:		
Relationship to child:		
Photo ID:		
Relationship to child:		
Address:		
Postcode:		

Occupation:								
Employer / Company:								
Phone Contacts	Mobile:		Mobile:					
	Home:		Home:					
	Work:		Work:					
Email:								
D.O.B.:								
Nationality								
Cultural Background	<input type="checkbox"/>	Aboriginal	<input type="checkbox"/>	Torres Strait Islander	<input type="checkbox"/>	Aboriginal	<input type="checkbox"/>	Torres Strait Islander
	<input type="checkbox"/>	Both	<input type="checkbox"/>	Neither	<input type="checkbox"/>	Both	<input type="checkbox"/>	Neither
	<input type="checkbox"/>	Other		<input type="checkbox"/>	Other		<input type="checkbox"/>	
Language Spoken:								
CRN:								
Do you have a health care card?	Yes	No	Dates		Yes	No	Dates	

## Centre Communication

<b>Please tell us how we can best communicate information about the centre with you and your family?</b>							
<input type="checkbox"/>	Face to Face	<input type="checkbox"/>	Electronically (Email or other software)	<input type="checkbox"/>	Social Media	<input type="checkbox"/>	Noticeboard / Displays
Other:							
<b>Our program is enhanced by the special skills and abilities that our parent/guardians have.</b>							
I would be interested in giving some time to assist in rooms with special projects						Yes	No
I have a special talent to share; play a musical instrument, speak another language, artistic talent, gardening or sustainability interest, dance, construction, sew, cook etc?						Yes	No
Please list:							
Some professions can enhance our learning programs through sharing their knowledge, skills or materials used in their role. Please list below your profession & if you are happy for us to contact you in relation to your field of work.							
Please list							

## Authorised Nominees

**\*An Authorised Nominee is defined under the Education and Services National Regulation as “a person who has been given permission by a parent or family member to collect the child from the education and care service”**

In accordance with the Education and Care Services National Regulation parents/ guardian must list contacts for the Education and Care service to contact in the event that we require consent to medical treatment or administration of medication, and we are unable to reach the parent or guardian of the child.

	Authorised Person 1	Authorised Person 2	Authorised Person 3
Full Name			
Relationship to child			
Address			
Post code			
Email Address			
Phone Contacts	Mobile	Mobile	Mobile
	Home	Home	Home
	Work	Work	Work

	<i>PLEASE CHOOSE</i>		Authorised Person 1		Authorised Person 2		Authorised Person 3	
As the parent/guardian, I authorise this person to <b>collect my child</b> from the service.	YES	NO	YES	NO	YES	NO	YES	NO
As the parent/guardian, I authorise this person to be contacted in the <b>event of an emergency</b> where a parent/guardian cannot be reached.	YES	NO	YES	NO	YES	NO	YES	NO
As the parent/guardian, I authorise this person to <b>consent to the medical treatment</b> of my child and to <b>authorise the administration of medication</b> to my child.	YES	NO	YES	NO	YES	NO	YES	NO
As the parent/guardian, I consent to this person to <b>authorise</b> an educator to take my child outside the service, such as an <b>excursion</b> .	YES	NO	YES	NO	YES	NO	YES	NO
As the parent/guardian, I consent to this person to <b>authorise</b> the education and care service to transport my child or <b>arrange transport</b> of my child.	YES	NO	YES	NO	YES	NO	YES	NO

I further agree to keep the service updated with changes to authorised nominees. I understand that in keeping with the Education and Care Services National Regulations, my child will not be released into the care of a person who has not been listed on this form as a parent/guardian or authorised nominee. I understand that the service will take reasonable steps to prevent a non-custodial parent/guardian (as determined by a current court or parenting order) from having access to, or collecting, any child listed on the order.

I will ensure that all authorised nominees are advised of their responsibility to ensure they collect my child by the service closing time. Failure to do so will result in a late collection fee being applied. I also understand that the service may refuse any authorisation for collection, medication or excursion permission if the forms were not completed fully, not signed by an authorised person or if educators at the service reasonably believe that it would not be in the best interest of the child’s health, safety or wellbeing. Refer to the Acceptance and Refusal of Authorisations Policy.

**Please note** unfamiliar parents/guardians, authorised nominees and emergency contacts of the child will be required to present photographic ID such as a Driver’s License, 18+ card, Senior’s Card or passport before being granted access to the child.

**We recommend that you advise all contacts to bring along photographic ID when collecting your child.**

*This may occur when a different staff member is caring for your child and has not met the person collecting.*

Signed by Parent / Guardian 1		Signed by Parent / Guardian 2	
Full Name		Full Name	
Date		Date	

## In Case of Emergency

I understand, that in the event of an emergency situation where my child has an extreme temperature, a dose of paracetamol may be administered where authorisation is given verbally by—

- (i) a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
- (ii) if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner, or an emergency service.

I further understand that if Paracetamol is administered that I must arrange for the collection of my child as per the Service's Medication and Infectious Disease Policies.

While all efforts are taken to prevent illness or injury to your child, we reserve the right to seek and/or provide medical and/or emergency treatment from a registered medical practitioner, hospital or ambulance service for your child if deemed necessary by centre educators. In the event of an emergency every effort will be made to contact parents/guardians and emergency contacts. If we are unable to do this, educators at the centre will contact an ambulance for transport and authorise treatment as deemed necessary by medical staff. The parents/guardians will be responsible for any costs incurred by this treatment/transportation.

The parents/guardians must notify the centre in writing of any restrictions regarding medical treatment of the child.

**I authorise educators of the centre to seek and/or provide medical and/or emergency treatment from a registered medical practitioner, hospital or ambulance service for my child including the administration of life saving medication (e.g. EpiPen or Ventolin) should this be considered necessary. I further authorise that the service can seek transportation of my child by an ambulance service. I agree to meet all costs incurred by this treatment and or transport.**

Signed by Parent / Guardian 1		Signed by Parent / Guardian 2	
Full Name		Full Name	
Date		Date	

## Important Health Information About your Child

Childs Doctor					
Phone Number					
Address					
Medicare Number					
Private health insurance			Member number		
Child's immunisations up to date?	Yes	No	Copy Provided to Centre	Yes	No
Does your child have any allergies?				Yes	No
List					
Has your child been diagnosed with: Anaphylaxis?	Yes	No	Asthma?	Yes	No
If your child suffers from an allergy / medical condition you are required to provide the Centre with a Medical Action Plan completed by your doctor. <b>Provided to the Centre?</b>				Yes	No
Does your child require any medical aids/devices (such as glasses, contact lenses, prosthetics, or orthotics)				Yes	No
If yes, you will need to complete a Medical Risk Minimisation and Communication Plan in consultation with the service. <b>Provided with Medical Conditions Policy. Plan completed?</b>				Yes	No
Has your child ever suffered from a serious illness, injury or required hospitalisation				Yes	No
List					
Is your child currently taking a long-term medication?				Yes	No
List					
Does your child have any additional needs, medical conditions, or considerations that we should know about to provide them with the highest standard of care possible?				Yes	No
List					

***A copy of your child's immunisation record (Immunisation History Statement from Medicare) needs to be provided to the centre and updated at all times.***

**Please note:** When a vaccine preventable disease is present or suspected at the service, children who have not supplied a complete record of immunisation may be treated as unimmunised and therefore will be excluded from the service for the

Parent/Guardian 1 Initial: \_\_\_\_\_

Parent/Guardian 2 Initial: \_\_\_\_\_ Page 4 of 9 (Reviewed by PO 02.2022)

recommended period of time. This is to protect the child and to prevent further spreading of the disease, normal booking charges will apply during times of absence.

## Allergy Aware

Skippy's supports safe education and care of all children including those with allergies.

We understand that there is several allergens in the environment that can cause serious illness for children. While we take all measures to eliminate or reduce such risks, it is not possible to eliminate all allergens and as such **we are an Allergy Aware service and do not decree to an allergy free environment.**

Families are encouraged to advice the Centre of any know allergies their children have for an action plan to be put in place if required and to reduce the risk of allergic reactions. Please refer to our Allergy Awareness Policy outlining management of allergies at our centre.

In signing below, you understand that our centre is **an Allergy Aware service and does not decree to be an allergy free environment** and although we will take every measure possible to ensure the safety of your child, we cannot be held liable if your child should have an allergic reaction.

Signed by Parent / Guardian 1		Signed by Parent / Guardian 2	
Full Name		Full Name	
Date		Date	

## Your Child's Individual Needs and Preferences

Our centre can provide your child with the highest standard of care possible when the centre's care practices are as similar to home as possible. For this reason, please provide the following information.

What are your child's individual needs and preferences in relation to nappy changing and/or toilet training?			
<input type="checkbox"/>	Independently	<input type="checkbox"/>	Reminded
<input type="checkbox"/>	Nappies	<input type="checkbox"/>	Sleep Nappy only
Is your child allergic to any nappy hygiene products, including wipes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
List			
What are your child's food preferences or dietary requirements/restrictions?			
What strategies do you use at home that are effective in managing and promoting positive behaviour for your child?			
What is your child's normal sleeping and eating routines?			
How can we best support you in the transition to care at our service?			

## Other Details About your Child

Does your child have any siblings?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Siblings' full names	Gender	Age	School / Child Care Attended	
Who else is significant in your child's life?				
Does your child have any pets?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever attended an early education & care service before			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:				
What are some goals that you would like your child to achieve within the next 12 months?				
What would you like for your child to most experience at our service?				

## Custody Information

Who has legal custody of your child?					
Is there any other information about the children's living arrangements that we need to know about?					
<b>Family Court Orders:</b> Are there any current orders made pursuant to the Family Law Act 1975 concerning the welfare, safety or parenting arrangement of your child?					
Yes	No	Commence date		End date	
<b>Other Court Orders:</b> Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of your child?					
Yes	No	Commence date		End date	

**IF YES: You MUST supply a copy to the centre**

*Please note: It is the parent/guardian's responsibility to ensure that these documents are always updated in writing.*

## Terms of Enrolment

**Enrolment at our service cannot occur until the enrolling person provides either of the following:**

- A birth certificate and/or photo identification to show they are a parent of the child.
- Centrelink card and/or Medicare showing the child listed on the parent/guardian card and photo identification for the adult.
- Letter from an external agency stating kinship or guardianship and photo identification (if applicable).

*In the case of a child at risk or special circumstances, enrolment may be accepted at the discretion of the Approved Provider or Nominated Supervisor, documentation can be provided at a later date where genuine circumstances apply. Note that permissions for authorised collectors, medication and excursions may only be given by a parent or guardian.*

I confirm that all details in the enrolment form is true and correct.

I confirm I have agreed to days of care with this service/s and understand the start and end times of the care provided.

I confirm I understand the fees associated with the care of my child.

I understand that these fees may vary from time to time and that I will be provided with at least 14 days' notice of any change in fees.

Where I am not eligible for Government subsidies, do not want to receive Government subsidies or have an alternate arrangement (e.g.: my employer is paying for my child care fees), I will notify the Nominated Supervisor immediately.

I agree that any hours attended, not covered by my Child Care Subsidy will be charged at full fees.

I understand that I am responsible for the full fee less any subsidies I may be eligible for, and I acknowledge that should my eligible subsidies change, it will result in a change in the gap fee required to be paid to the service. This may occur where I update my hours of work / study, my income or where Centrelink makes changes.

I further acknowledge that I must discuss any changes to my CCS with Centrelink directly.

Signed by Parent / Guardian 1		Signed by Parent / Guardian 2	
Full Name		Full Name	
Date		Date	

# Enrolment Agreement

I understand and agree to the following information as a condition of enrolment:

## Fees and Attendance

Fees must be paid one week in advance at all times to secure my placement.

Where a bond or enrolment fee is required to be paid to the service, I will ensure this is paid prior to commencing care.

I understand and agree to abide by the Fees and Attendance Policy including payment for public holidays, emergency closures out of the centres control, days my child is absent and any late fees resulting from late collection.

I understand that the service must comply with the Childcare Provider Handbook Priority of Access requirements for the allocation of bookings. I acknowledge that when a child with a higher priority requires care that I may be contacted to change or reduce my days. I understand that I will be provided with 14 days' notice if this occurs.

### ***"Priority of Access – prioritising vacancies***

*As vacancies in a service arise, providers are asked to prioritise children who are:*

- *at risk of serious abuse or neglect*
- *a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment."*

**I agree that two weeks' notice in writing is required to cancel or reduce bookings.**

**I understand that Child Care Subsidy (CCS) may not be payable for days after my child's last day in attendance. If my child does not attend their last booked day full fees (without CCS) may be charged to my account for any days absent after their last attended day if the reason for the absence is not approved under Family Assistance Law.**

I understand the importance of signing my child in and out of care and agree to do so on each day of my child's booked attendance. I understand that failure to sign in and out correctly will result in full fees being charged without Child Care Benefit reductions. I acknowledge that the service may use an electronic system for this and that I must use a back-up paper version in the event of this system not being operational.

**I agree to pay outstanding fees owed to the service and understand that should my account not be paid and is required to be passed to a debt collection agency that charges related to any debt recovery expenses including mercantile agent's fee, court costs and legal fees reasonably incurred by the centre will be added to my outstanding amount.**

In the case of a default, the parent/guardian acknowledges that any enrolment information specifically required for the purpose of debt recovery and identification of individuals in default may be forwarded to legal/collection agencies for legal recovery action.

I understand that in the case of a default on payments for childcare fees, enrolment details may be listed on the National Default Register for a period of six (6) years and 30 days or until paid. This information may be accessed by other providers at the time of enrolment.

I acknowledge that care may be refused in the case of a default.

I agree to keep the service updated of any changes or extended absences.

## Evacuation from Premises

In the case of a required emergency evacuation I give the educators permission to escort my child off the premises to safety.

## Illness and Medication

I agree to keep my child away from the centre when she/he is unwell or suffering from an infectious disease or condition as per the Infectious Disease policy of the centre.

I understand that for my child to receive medication whilst at the centre I must complete a medication form for the administration of any medication to my child. This includes prescription and over the counter medications and creams as per the Education and Care Services Regulation 2011.

I understand that the health and safety of my child is the main priority at the service and as such information about my child's allergies or serious medication conditions may be on display, including their picture and name. While this information is primarily for the educators at the service it may be viewed by students, volunteers, visitors and other families. A condition of enrolment at this service is that this information is readily available to ensure your child's safety.

<b>Photographs and publicity</b>	<b>YES</b>	<b>NO</b>
I give permission for the centre to take and use photographs/video of my child/children for educational purposes, developmental measurements tools, displays and newsletters.	Yes	No
I give permission for the centre to take and use photographs/video of my child/children for newspaper articles, brochures, our centre website and for other marketing purposes.	Yes	No
I give permission for the centre to take and use photographs/videos of my child/children on our centre Facebook page or other centre related social media applications	Yes	No
I give permission for the centre to take and use photographs/video of myself and my family at special events and post these on our social media applications such as Facebook.	Yes	No
I give permission for photographs/videos of my child to be provided to other families when they are engaged in play with other children. (E.g. photos/videos with multiple children playing together)	Yes	No
I give permission for photographs and videos of my child to be loaded to our educational learning programs for sharing with families.	Yes	No

<b>Special Events</b>	<b>YES</b>	<b>NO</b>
I give permission for my child to celebrate BIRTHDAYS	Yes	No
I give permission for my child to celebrate service events which may include a variety of cultural and local celebrations. (Please ask for examples if unsure)	Yes	No
At times children may bring a cake along to celebrate with their friends, do you give permission for your child to share this cake?	Yes	No
Under the National Quality Framework, we value diversity and inclusivity and share a range of cultural information and celebrations, please ask us about the National Quality Framework for more information. <b>Are there any other restrictions to cultural events?</b>	Yes	No
Details		

<b>Foreign Substances</b>		
I authorise educators to apply certain products to my child/children's skin as necessary to maintain health and hygiene (includes sunscreen and nappy wipes that are currently purchased by the centre). Please check with the educators on the current brands being used and notify of any allergic reaction prior to enrolment	Yes	No

**By signing this form, I acknowledge that I have read, understood and agree to abide by the information contained in the enrolment form and enrolment agreement. I understand that information gathered in this form and other forms will be used by the service in the provision of education and care for my child. Information gathered will be shared with others in the provision of care, which may include, but is not limited to, educators, students, volunteers and regulatory authorities. All care will be taken to store my sensitive information in a confidential manner.**

Signed by Parent / Guardian 1		Signed by Parent / Guardian 2	
Full Name		Full Name	
Date		Date	

*We acknowledge the traditional custodians of the land upon which we work, play, and learn. We pay our respects to elders of the past, present and those emerging. We respect the relationship between the land and first nations people and aim to do our part to continue caring for our precious environment for future generations.*



\*\*\*This enrolment must be fully complete prior to the child starting care.

<b>OFFICE USE</b>	Start date		
Is the enrolment complete		Yes	No
Have the relevant fees been paid		Yes	No
Immunisation Record		Yes	No
Medical Risk Communication Plan	N/A	Yes	No
Medical Conditions Action Plan	N/A	Yes	No

<b>OFFICE USE</b>	<b>YES</b>	<b>NO</b>	<b>Notes</b>
Has an Enrolment Booking Form been completed?	Yes	No	
Copy of Immunisation History Statement provided?	Yes	No	
All sections completed including permissions and at least one authorised nominee? (NB: Health Care provider details)	Yes	No	
Relevant fees explained and paid including any paperwork associated with automatic payments?	Yes	No	
Are there any allergies or serious illnesses?	Yes	No	
Has information about illness and allergies been passed onto educators and any person responsible for food preparation?	Yes	No	
<b>Where there is a serious illness have the following forms been completed and provided:</b>			
<b>Action Plan</b>	Yes	No	
<b>Medical Risk Minimisation and Communication Plan</b>	Yes	No	
<b>Long-Term Medication Plan</b>	Yes	No	
<b>Medical conditions Policy</b>	Yes	No	
Are there any restrictions to share with educators in relation to permissions, photos, sunscreen, custody etc?	Yes	No	
Has this form been entered into the relevant CCMS software system?	Yes	No	
Has information from this form been shared with all educators responsible for education and care of the child, including relevant auxiliary staff.	Yes	No	
<b>Name and signature of Supervisor / Administrator completing enrolment process:</b>	<b>Date</b>		



**Frenchville**

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**Gracemere**

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4933 3434  
gracemere@skippys.com.au

**The Range (OSHC)**

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**Yeppoon**

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**Coming Soon!**

[www.skippys.com.au](http://www.skippys.com.au)