

I understand that ;
I must return this form with the
*non refundable enrolment fee of
\$25.00 per child.....*
Plus a deposit of \$100.00 per
child (refundable)

.....
Parent Signature

Enrolment form

Activity Centres Inc.

Before & After School and Vacation care

PO Box 768, Toongabbie 2146

ABN 46 525 163 148

Child 1 Details (Please print clearly)

Family Name..... Given Name.....

Nickname or Preferred Name..... Date of birth...../...../.....

Child 1 Centrelink Customer Reference number (CRN) _ _ _ _ _ (not parent CRN)

Country of birth Gender..... Male... /...Female.....

School attending..... Home Phone

Home Address..... Post code

Does your child have any life threatening allergies? Yes / No If Yes Give details.....

Does your child have any allergies that are not life threatening Yes / No If Yes Give details.....

Has your child been fully immunised Yes / No *If no, they may need to be kept away from centre if an outbreak occurs.*

Has your child ever been diagnosed with asthma Yes / No *If yes, Please ask staff for asthma record form*

Please list any Disabilities or Medical conditions.....

Has your child been prescribed ongoing medication? Yes / No If yes give details.....

If your child needs to have their medication whilst at the centre please ask staff for a medication form.

Please list any specific fears, dietary or special needs.....

I give permission for the Centre staff to administer Paracetamol if needed yes / noSignature

Do you have any Religious / Cultural upbringing you wish us to respect?

Any other relevant information Centre Staff should be aware of.....

Child 2 Details (Please print clearly)

Family Name..... Given Name.....

Nickname or Preferred Name..... Date of birth...../...../.....

Child 2 Centrelink Customer Reference number (CRN) _ _ _ _ _ (not parent CRN)

Country of birth Gender..... Male... /...Female.....

School attending..... Home Phone

Home Address..... Post code

Does your child have any life threatening allergies? Yes / No If Yes Give details.....

Does your child have any allergies that are not life threatening Yes / No If Yes Give details.....

Has your child been fully immunised Yes / No *If no, they may need to be kept away from centre if an outbreak occurs.*

Has your child ever been diagnosed with asthma Yes / No *If yes, Please ask staff for asthma record form*

Please list any Disabilities or Medical conditions.....

Has your child been prescribed ongoing medication? Yes / No If yes give details.....

If your child needs to have their medication whilst at the centre please ask staff for a medication form.

Please list any specific fears, dietary or special needs.....

I give permission for the Centre staff to administer Paracetamol if needed yes / noSignature

Do you have any Religious / Cultural upbringing you wish us to respect?

Any other relevant information Centre Staff should be aware of.....

Parent / Carers Details

Parent 1

Family Name.....Given NamesDate of Birth...../...../.....
Gender Male / Female...Country of birthE-mail.....
Home Address..... Post code
Home Phone Mobile Phone.....
Work placeWork Phone.....
Work Address Post code
Hours of Work.....Relationship to child/ren

Parent 2

Family Name.....Given NamesDate of Birth...../...../.....
Gender Male / Female...Country of birthE-mail.....
Home Address..... Post code
Home Phone Mobile Phone.....
Work placeWork Phone.....
Work Address Post code
Hours of Work.....Relationship to child/ren

Emergency Contact - not parents named above.

Mr / Mrs / Miss / Ms Family Name..... Given Names
Home Phone Mobile Phone.....
Home Address..... Post code
Work place Work
Hours of Work..... Relationship to child/ren

People Authorised to collect your children - other than people named above

1. Name..... Relationship to child/ren
Phone. Home..... Mobile..... Work.....
2. Name..... Relationship to child/ren
Phone. Home..... Mobile..... Work.....
3. Name..... Relationship to child/ren
Phone. Home..... Mobile..... Work.....

Any person who is not listed will not be able to collect your children unless the Centre receives written permission.

People not authorised to collect your children

Please notify the Centre if there are any custodial arrangements, which specifically states who has access to your children.

Although all efforts will be made to ensure your child’s safety, no natural parent can legally be refused the right to collect their children unless the Centre has seen a copy of any such court order.

Name of any person who is not to collect your child/ren

Name of Natural Parent who is not to collect your children

Is there a court order yes / no.

Staff use only

I have seen the Court order stating the person named above is not to collect

(Staff members Name)

the children on attached enrolment form

(List children names as on court order)

...../...../.....

Staff Signature

Date

Medical details.

Doctors Name.....Number.....

Address.....Post code.....

Medicare Number.....

Details of Adult registered with Centrelink for Child Care Benefit.

NameDate of Birth ___/___/___

Centrelink Customer Reference number (CRN) _ _ _ _ _

Do you have any other children in CCB approved care yes / no , if yes how many children other than the children you have enrolled at this centre do you have in CCB approved care.....

Please register my child/ren for the following;

- * Girraween Before and After School
- * Toongabbie West Before and After School
- * Beresford Road Before and After School
- * Girraween Vacation Care

Before and After School Care days required, (Please circle)

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM
Monday PM	Tuesday PM	Wednesday PM	Thursday PM	Friday PM

- * Vacation care enrolments are taken prior to each vacation care period (see parent handbook for details)
- * It is the parent’s responsibility to contact Centrelink to register their children for Child Care Benefit, refer to parent handbook for full details and service codes.

I understand that

- ü The days I have requested are a permanent booking that I must pay for even if my child is absent, or if the permanent booking falls on a public holiday or pupil free day.
- ü I must pay fees in advance to secure my place.
- ü I must give 2 weeks notice to change or cancel bookings
- ü I must contact the centre if my child will be absent on a booked day (\$5.00 non notification fee applies)
- ü There is a \$5.00 per minute late fee if my child is collected after 6.30pm

Activity Centres Inc

Conditions of enrolment

Child/rens name/s.....

1. I understand that the centre staff, committee and other authorised persons reserve the right, after all reasonable attempts have been made to contact the parents or guardians stated on the enrolment form, to seek medical attention and/or ambulance or hospital assistance should the need arise.
2. I understand that the centre staff, committee and any other authorised persons reserve the right to suspend my child/ren if s/he continues to use disruptive or aggressive behaviour and puts other children and/or staff/parents safety at risk. This will be enforced and the children will lose their place at the centre. (refer to centre policy and procedure)
3. I understand that the centre has no right to refuse natural parents access to their child/ren, unless the centre has viewed a custody order or equivalent.
4. I understand that the staff at the centre have all had the working with children check lodged with the NSW Commission For Children & Young People and have been cleared to work with children. All staff as mandatory reporters are under obligation by law to report to Community Services any concerns of children at risk of harm.
5. I understand that only an authorised person (listed on the enrolment form) must collect and sign children in and out of the centre.
6. I shall contact the centre if my child/ren is NOT attending on a scheduled day, or the non-notification fee will be charged per family if parents do not contact the centre.
7. I understand that I must contact the centre if I am unable to collect my child/ren from the centre before the centre closes at 6.30pm sharp. A late fee will apply, this will be added to my account, however, if the child/ren have not been collected within 1 hour of the centre closing and parents have made no contact with the centre, staff have the right to take the child/ren to the closest police station.
8. I understand that it is the parents responsibility to sign the child into care each morning and out each afternoon. Failure to do so could jeopardise your Child Care Benefit payment as it is a requirement by DEWAR that attendance records be signed.
9. I understand that the centre staff take all care when taking and collecting Children from Girraween Public School, however in some cases children may be left at school and or the centre for whatever reason (sick, sore leg, etc.) I then give permission for a centre staff member or Girraween school teacher to collect my child in their private vehicle and transport them to school and or the centre. (RTA restraint laws permitting).
10. I understand that if my child attends Girraween Public School they may be placed onto a public school bus before school during wet weather. Staff will ensure children get on the bus and the driver will ensure they alight at the front gate of the school. The cost of the bus trip will be added to your account. Children must have wet weather gear in their bags at all times.
11. I understand that if my child attends Toongabbie West Activity Centre they will be taken to Ambrose Park, which adjoins the school playground. Children will play on the equipment as part of our programmed activities.
12. I understand that if my child attends Girraween Activity Centre they will be taken to Keene Park, which is behind the units directly opposite the centre. Children will play on the equipment as part of our programmed activities.
13. I understand that if my child/ren decides to run away, the centre and its staff, committee and or any other authorised persons are not to be held responsible. All children must remain within the school grounds. The centre staff by law is not able to chase a child/ren that runs away; (it would leave the children at the centre in danger and without adequate care). If my child/ren runs away, the staff will phone a parent and it is up to the parents to take whatever action they feel is right, however if my child does run away and is injured in anyway the centre, management and its staff are not liable.
14. I understand that a parent management committee, which meets the last Wednesday of the month runs the centre, all parents are encouraged to attend and contribute opinions and suggestions.
15. I understand that if my child/ren wilfully damages or breaks equipment at the centre, or within the school grounds, I shall replace/reimburse the centre and/or school.

Parent Signature.....PTO

Conditions of enrolment (cont'd)

16. I understand that to keep fees to a minimum, parents are asked to fundraise and to donate items of need as listed on notice board throughout the year.
17. I understand that fees must be kept up to date at all times and if my fees fall behind my child's place at the centre will be jeopardised. (Please see centre co-ordinator if you are experiencing financial difficulties).
18. I understand that if I default in paying my account in full upon my child leaving the service, my details will be forward to an external debit collection agency, I understand that once my account has been sent to the external debt collection agency a one off \$200.00 collection fee will be applied to my account together with the \$20.00 sundry fee every month until the account is paid in full, including all fees and charges.
19. I understand that afternoon tea must be supplied by me (the centre does not supply food), however the centre will provide a fruit and vegetable platter at afternoon tea to supplement the snack sent in from home.
20. I understand that offensive language and or gestures are not to be used in front of the children or on school grounds.
21. I understand that if my child or I have a problem with a child who is at the centre and in the centre's care, I am not to approach the child and or child's parent. I must speak to the supervisor and leave it to the centre coordinator, manager and or management committee to assess the situation. I will be informed of the outcome. Under no circumstances is a parent or guardian allowed to discipline another child.
22. I understand that the information collected on this form is for the centre's records. It is very important that the centre has current address, phone numbers and medical information.
23. I understand that it would be in my child/rens best interest to notify the centre staff of anything that may affect my child/rens behaviour, e.g.; the death of a family member or friend, divorce etc, as this may help the staff to understand the child/rens behaviour and to offer support to the child/ren and/or family.
24. I understand that (at St Anthony's) I must not drive in the school grounds and or park across the driveways or block any entrances to the school/centre.
25. Toongabbie West Activity Centre and Beresford Road Activity Centre parents may park in the school car park in the marked places provided, before and after school only. Please check with the school principal for parking arrangements during school hours.
26. I agree to follow and abide by the centre's rules and policies.
27. I will notify the centre of any changes of information I have given on this form.
28. The information I have given is true and correct; I understand that any false and/or misleading information will result in my child's place being terminated.
29. Whilst at the centre your children may be photographed or appear in Centre video's or on our website.
30. Whilst at the centre your children may be observed and have relevant observations documented.
31. The centre and grounds is a non-smoking environment.
32. I understand that the centre has an anti bias policy; all persons on the premises will be treated with respect regardless of their age, gender, race, culture or religious beliefs.
33. I understand that it is my responsibility to view the centre's policy book on site at anytime to ensure I understand all centre policies.

I HAVE READ AND UNDERSTOOD THE CONDITIONS OF ENROLMENT AND AGREE TO THE CONDITIONS ON THIS FORM AND WILL ABIDE BY THEM AT ALL TIMES.

I understand that the enrolment form needs to be completely filled in, and returned to the centre with the \$25.00 (non refundable) enrolment fee and a \$100.00 (refundable) deposit before my child/rens first day. Total \$125.00 per child.

Print Name.....Signature.....

(Parent / Guardian)

Date/...../.....

For you convenience a copy of these conditions has been added to the parent handbook (page 8)