



ENROLMENT FORM

Welcome!

CHILD'S SURNAME: _____

CHILD'S FIRST NAME: _____

START DATE: _____

ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission:

Child's birth certificate/passport			
Immunisation record		Arrangement Form completed & signed	
Parent CRN eligibility letter		Medical documents (if necessary)	
Child CRN eligibility letter		Child Care Subsidy Confirmation	

OFFICE USE ONLY

OFFICE USE ONLY	
Date Entered:	Entered By:

ENROLMENT FORM

Child's Details:

SURNAME: _____ FIRST NAME: _____

SEX: M F DATE OF BIRTH: ____/____/____ CHILD'S CRN: _____

BIRTH DATE VERIFICATION SIGHTED: Birth Certificate Passport: Other:

CHILD'S HOME ADDRESS: _____

ETHNICITY: _____ LANGUAGE SPOKEN AT HOME: _____

CUSTODY/COURT ORDERS? Yes No

BILL ACCOUNT TO: Mother Father Other (Give Details): _____

Please indicate days and approximate times your child will attend this centre on a routine basis.

DAYS REQUIRED	START TIME	END TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Please indicate if you may also require Flexible Care Casual Care

Parent / Guardian Details:

PARENT / GUARDIAN 1

RELATIONSHIP TO CHILD: _____

SURNAME: _____

FIRST NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____

MOBILE: _____

EMAIL ADDRESS: _____

OCCUPATION: _____

EMPLOYER: _____

WORK PHONE: _____

ETHNICITY: _____

LANGUAGE SPOKEN: _____

DATE OF BIRTH: ____/____/____ (CCS requirement)

MOTHER'S CRN: _____

PARENT / GUARDIAN 2

RELATIONSHIP TO CHILD: _____

SURNAME: _____

FIRST NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____

MOBILE: _____

EMAIL ADDRESS: _____

OCCUPATION: _____

EMPLOYER: _____

WORK PHONE: _____

ETHNICITY: _____

LANGUAGE SPOKEN: _____

DATE OF BIRTH: ____/____/____ (CCS requirement)

FATHER'S CRN: _____

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Emergency Information:

NAME OF CHILD'S DOCTOR: _____

ADDRESS OF DOCTOR: _____

PHONE: _____

NAME OF CHILD'S DENTIST: _____

ADDRESS OF DENTIST: _____

PHONE: _____

ANY RELIGIOUS REQUIREMENTS IN CASE OF ACCIDENT: _____

Emergency Contacts:

Your consent is required for other people to collect your child on your behalf. In the event that your child is not collected and the parents or guardians cannot be contacted, this list will also be used to arrange for someone to collect your child.

PERSON 1: SURNAME: _____ FIRST NAME: _____

RELATION TO CHILD: _____ HOME PHONE: _____ WORK PHONE: _____

MOBILE: _____ ADDRESS: _____

EMERGENCY RELEASE: Yes No

DAILY PICKUP: Yes No

PERSON 2: SURNAME: _____ FIRST NAME: _____

RELATION TO CHILD: _____ HOME PHONE: _____ WORK PHONE: _____

MOBILE: _____ ADDRESS: _____

EMERGENCY RELEASE: Yes No

DAILY PICKUP: Yes No

PERSON 3: SURNAME: _____ FIRST NAME: _____

RELATION TO CHILD: _____ HOME PHONE: _____ WORK PHONE: _____

MOBILE: _____ ADDRESS: _____

EMERGENCY RELEASE: Yes No

DAILY PICKUP: Yes No

PERSON 4: SURNAME: _____ FIRST NAME: _____

RELATION TO CHILD: _____ HOME PHONE: _____ WORK PHONE: _____

MOBILE: _____ ADDRESS: _____

EMERGENCY RELEASE: Yes No

DAILY PICKUP: Yes No

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Health Information:

DOES YOUR CHILD HAVE OR SUFFER FROM THE FOLLOWING?

Speech difficulties: Yes No _____

Sight difficulties: Yes No _____

Hearing difficulties: Yes No _____

Balance difficulties: Yes No _____

Muscle control difficulties: Yes No _____

Is your child under the care and/or consultation of any developmental specialists such as a paediatrician, speech pathologist, child psychologist, occupational therapist etc.? Yes No _____

HAS YOUR CHILD HAD?

Chicken Pox Yes No German Measles Yes No Measles Yes No Mumps Yes No

Persistent/Regular Ear Infections Yes No Persistent/Regular Throat Infections Yes No

Hepatitis Yes No Seizures Yes No

Allergies: _____ Asthma: _____

Foods and products not allowed: _____

Major illness/medical condition: _____

Medicare #: _____ Private Health Insurance Fund #: _____

If your child has asthma, a serious allergy or other medical condition, a medically certified Health Care Management Plan must be provided. Please ask the Director for more information.

Immunisation Information:

Please supply details of immunisation by attaching the following:

- The Child History Statement from the Australian Childhood Immunisation Register, or
- All children must be immunised unless they have a MEDICAL EXEMPTION
(Updated copies should be provided as further immunisations are completed. Children who are not immunised due to medical conditions WILL be excluded if a communicable disease is identified at the Service)

Photography and Video:

Facebook and Website

We have a Facebook page, Instagram Page and Website and would like to post photos of events at the service, incursions and experiences within the rooms.

I give permission for my child to be in photographs, which may be posted on our public Facebook page.

Yes No Signed: _____ Date: _____

I give permission for my child to be in photographs, which may be posted on our public Instagram page.

Yes No Signed: _____ Date: _____

I give permission for my child to be in photographs, which may be posted on our public Website.

Yes No Signed: _____ Date: _____

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Terms & Conditions of Enrolment:

1. ENROLMENT FORM DETAILS

- a. I confirm that:
- i. I am the/a person with the care, custody and control of the child nominated on the enrolment Form (my Child); and
 - ii. the details provided on the Enrolment Form for my Child are all true and correct.
- b. I understand and acknowledge that:
- i. Dee Why Kindergarten will record attendance details for each session of care provided for my Child and submit these regularly to DHS using the CRN and CCS claimant details I have provided; and
 - ii. if I provide incorrect details, Dee Why Kindergarten is not required to submit or resubmit to DHS any attendance data in respect of my Child.
 - iii. We abide by the National Privacy Principles contained with the Commonwealth Privacy Act 1988 Part 6.2 Division 1 of the Education and Care Services National Regulations (NSW) lists the parties other than parents who may access records e.g. an authorised officer from the Department of Education and Community. Your child's records may be viewed by an Authorised Officer.

Signed: _____ Date: _____

2. CHILD CARE

- a. I delegate the custody and control of my Child to Dee Why Kindergarten whilst Dee Why Kindergarten is caring for my Child and agree to accept the Employees and facilities that Dee Why Kindergarten provide to care for my Child.
- b. I acknowledge that, although Dee Why Kindergarten warrants that it will at all times and to the best of its ability use all reasonable care in respect of my Child, there are inherent and unforeseeable dangers and difficulties in providing the Services and Dee Why Kindergarten cannot guarantee the wellbeing of my Child at all times.
- c. I authorise Dee Why Kindergarten to take any action it considers necessary, appropriate or in the best interests of my Child in the circumstances to protect my Child or any other child at the Service or otherwise under its care or control.
- d. In the event of my child being left after closing time and / or a parent or primary carer being deemed by staff unfit* to collect my child or in an emergency, I authorise the persons listed on my enrolment form to be contacted to collect my child. I understand that in the event that parents and emergency contacts can't be reached, the Department of Education and Community may be contacted to provide after-hours assistance in accordance with our Policy.
- Unfit to collect means; a person considered by staff to be affected by alcohol or drugs, mentally or physically ill, threatening or in fear of danger so as not to be able to provide reasonable safe care for a child

Signed: _____ Date: _____

3. MEDICAL ACKNOWLEDGEMENTS AND CONSENTS

- a. I accept that the decision of Dee Why Kindergarten that my Child is contagious or too ill to attend a Service is final and I agree to ensure my Child is collected promptly after being informed of such a decision.
- b. I acknowledge and agree that in the event of an outbreak of a vaccine-preventable disease at a Service, Dee Why Kindergarten may be required to notify the Department of Health of any children in that Service who have not been fully immunised due to medical exemption. If my Child is not fully immunised due to medical exemption my Child may be excluded from attending the Service for such time as the Department of Health determines and the Childcare Fee must still be paid for the Booked Days.
- c. I accept that if my Child has a contagious illness, I will not return my Child to the Service until:
- i. Dee Why Kindergarten advises me that my Child may return to the Service; or
 - ii. Dee Why Kindergarten has been provided with a medical certificate from a registered medical practitioner confirming my Child is no longer contagious.
- d. I consent to first aid being administered to my Child by any person who is the holder of a current first aid certificate or is a registered nurse.

Signed: _____ Date: _____

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e. PARACETAMOL

A child's temperature can sometime rise suddenly and the educators will be call should your child's temperature rise above 37.5°C. I give permission for my child to be given an appropriate dose of children's paracetamol if his/ her temperature rises to 38.5°C or above and a parent cannot be contacted within 30 minutes. Should a dose of children's paracetamol be administered to my child, I will arrange for my child to be collected within an hour. I understand that children's paracetamol will not be administered to any child under 1 month of age. I will advise the service when children's paracetamol has been administered to my child within 4 hours of arrival at the service.

Signed: _____ Date: _____

f. In the event of an emergency, illness or injury accident concerning my child, I hereby give permission to Dee Why Kindergarten to seek on my behalf registered medical practitioner, dental practitioner, hospital and transportation of my child by an ambulance service and I accept liability for medical, dental, hospital and ambulance expenses incurred.

I acknowledge Dee Why Kindergarten will inform me as soon as possible about the nature of the illness or injury to my Child.

Signed: _____ Date: _____

g. I acknowledge that Dee Why Kindergarten is not authorised to administer any medication to my child unless written authorisation is provided by me. I further indemnify Dee Why Kindergarten from all responsibility in administering any medication. I understand that all medication must be in the original container, clearly labelled with child's name and the dosage, and should be stored either in the fridge or in the medication container.

h. I authorise Dee Why Kindergarten to apply:

- i. an SPF30+ sunscreen to all unprotected areas of skin on my Child as necessary; and/or
- ii. non-prescription insect repellent, nappy rash cream, moisturiser and/or teething gel to my Child as necessary, unless such application is recorded as not permitted in a Medication Authorisation Form.

I authorise Dee Why Kindergarten to respectfully check my Child's head if it is concerned about the presence of head lice and if lice are found I agree to collect my child immediately.

Signed: _____ Date: _____

j. I consent to Dee Why Kindergarten:

- i. conducting various screening(s), observations or assessment(s) for my Child including for sight, hearing, speech or by an occupational therapist (Screenings). I acknowledge I will be advised prior to any screening and may choose for my child not to take part
- ii. sharing with relevant Employees and either parent or guardian of my Child any information or reports relating to such Screenings.

k. I agree to provide to Dee Why Kindergarten upon commencement, and if there are any changes or updates, my Child's current immunisation statement from Medicare. (and In some circumstances an Immunisation Medical Exemption)

Signed: _____ Date: _____

4. Other Authorisations

a. I consent to Dee Why Kindergarten providing, or bringing third party service providers onto the Service to provide activities or programs that Dee Why Kindergarten consider to be in the interests of my Child and I consent to my Child's participation in any of those activities

b. I consent to my Child being photographed and/or filmed at a Service or while in the care of Dee Why Kindergarten and any resulting images, together with my Child's first name, being used by Dee Why Kindergarten in connection with the Services, including for:

- i. display or use in connection with Service activities or programming;
- ii. keeping records of my Child's activities including artwork (whether done in a group or individually);
- iii. Displaying or recording dietary or allergy information or for other health or wellbeing purposes;

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iv. publication on the Dee Why Kindergarten application, Educa which is used to record our learning observations and plan for each child.

v. but excluding any use for marketing or promotional purposes, for which specific consent will be sought.

c. I consent to my Child being collected from or brought to the Service by any person listed in the 'Authority to Collect' or 'Emergency Contacts' sections of the Enrolment Form, even if I have not given prior advice of such collection and agree to advise Service Employees if my Child is to be collected by any other person.

d. I acknowledge that Dee Why Kindergarten may require any person collecting my Child to be introduced to the appropriate Employees and provide photo identification prior to my Child being released to them.

Signed: _____ Date: _____

5. ENROLMENT TERM

a. I agree that my Child's enrolment with Dee Why Kindergarten (and my obligation to pay the Childcare Fees for the Booked Days):

i. starts on the Commencement Date; and

ii. continues until terminated under these Terms and Conditions.

b. I understand and agree that:

i. my Child is enrolled in the designated Room on the Booked Days; and

ii. the opportunity to transition to the next age group Room will be offered to my Child based on availability over time and otherwise at Dee Why Kindergarten's discretion.

Signed: _____ Date: _____

6. PRIORITY OF ACCESS

I understand that, where there are insufficient childcare places available to meet the needs of families, we must apply the Federal Government's Priority of Access Guidelines:

1. Children at risk of serious abuse or neglect
2. A child of a single parent who satisfies or of two parents who both satisfy the work/ training study test under Section 14 of the Family Assistance Act
3. Any other child within each category, the following children are given priority:
 - Children in Aboriginal or Torres Strait Islander families
 - Children in families which include a disabled person
 - Children in families on lower incomes
 - Children in families with a non-English speaking background
 - Children in socially isolated families
 - Children of single parents

This may result in a child who is a third priority being asked to relinquish a place for a higher priority child. Should this unlikely situation arise, we will give fourteen days' notice

Signed: _____ Date: _____

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7. FEES AND CHARGES

Enrolment Fee and Waitlist Fee

I acknowledge that a Bond is payable by me to Dee Why Kindergarten in relation to my Child's enrolment
A bond of \$200 per booked day is payable at the time of place being offered and accepted. Bond monies paid sit in credit against the account until departure from the service and are not adjusted if enrolled days are reduced
Any additional day offered and accepted throughout your term at our service would also incur an additional \$200 bond
Should I not take up the original booking the bond will be forfeited. Forfeiture of the bond for a booked day not taken up would not affect the requirement to give 4 weeks' notice for cancellation. Therefore, if I give no notice I would forfeit my \$200 per day bond and be billed for the 4 week notice period.
An after-hours fee is charged if your child is not collected until after closing time. A fee of \$50 for the first 15 minutes or part thereof and then \$50 per 10 minutes thereafter will be charged
A sibling discount applies to eligible families.

Signed: _____ Date: _____

INITIAL PAYMENT

a. I agree to pay the Initial Payment prior to my Child first attending a Service and in accordance with the Enrolment Confirmation.

Signed: _____ Date: _____

CHILDCARE FEES

a. I agree to pay the Childcare Fees as directed by Dee Why Kindergarten as stipulated in the service 'Fee Policy'.

b. I acknowledge that if I fail to pay the Childcare Fees on time Dee Why Kindergarten may immediately cease to provide care, and/or terminate the enrolment of, my Child. Please contact the Director to discuss your circumstances and the effect on fees.

c. The Childcare Fees nominated by Dee Why Kindergarten are payable for:

- i. each Booked Day on which my Child is enrolled (regardless of my Child's attendance);
- ii. each extra day booked for my Child.

d. I acknowledge that the Childcare Fees are determined and set by Dee Why Kindergarten at its discretion and are payable in respect of public holidays and designated Service closure days which may fall on my Child's Booked Days and when my Child is absent for any reason.

e. The Childcare Fees may be changed by Dee Why Kindergarten at any time, including during the time in which my Child is enrolled.

Signed: _____ Date: _____

8. PAYMENTS

a. I acknowledge that I may be required to pay Childcare Fees and any other fees and charges payable under these Terms and Conditions by direct bank deposit or cash and I will provide and maintain the necessary details and authorisation to allow Dee Why Kindergarten to set up and administer the required payment process.

b. A late payment fee applies to my account if it falls into arrears – a fee of 10% of the outstanding balance will be added to overdue childcare fees. Fees remain payable when a child is absent, including sickness, holidays and if a public holiday falls during the week

Signed: _____ Date: _____

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9. TERMINATION OF SERVICES

- a. I agree to give Dee Why Kindergarten notice of my intention to terminate the Service in respect of my Child and agree I will give at least 4 weeks' written notice.
- b. I agree that when leaving the service or reducing days, 4 weeks' notice is required. 4 weeks will be charged regardless of whether or not the child attends during the notice period.

FAO rules state that childcare subsidy cannot be applied to fees if the child is absent on their first or last day of enrolment. Non-attendance during the first or last day of attendance can therefore result full fees being charged with no CCS applied. If your child will not be attending on their last day of attendance, please contact the Director to discuss your circumstances and the effect on fees.

- c. I agree to give Dee Why Kindergarten at least 4 weeks' prior written notice of my intention to alter my Child's number of Booked days.

Signed: _____ Date: _____

10. LIABILITY

- a. Dee Why Kindergarten excludes all implied conditions and warranties from these Terms and Conditions except any condition or warranty (such as conditions and warranties implied by legislation) which cannot, by law, be excluded. Dee Why Kindergarten's liability in respect of the Services is limited to:

- i. supplying of the Services again; or
- ii. payment of the cost of having the Services supplied again.

- b. I acknowledge that, to the maximum extent permitted by law, Dee Why Kindergarten excludes all liability for any costs, expenses, losses and damages suffered by me, whether that liability arises in contract, tort (including by Dee Why Kindergarten's negligence) or under statute in connection with its provision of the Services. Without limitation, Dee Why Kindergarten will in no circumstances be liable for any indirect or consequential losses, including loss of profits, loss of revenue and loss of business opportunity.

- c. The Parent/Guardian consents to Dee Why Kindergarten being given a consumer credit report to collect overdue payment on commercial credit in accordance with Section 18K(1)(h) of the Privacy Act 1988. The Parent/Guardian agrees for Dee Why Kindergarten to obtain from a credit reporting agency a credit report containing personal credit information about the Parent/Guardian in relation to credit provided. The Parent/Guardian further agrees that Dee Why Kindergarten may exchange information about the Parent/Guardian with those credit providers named in a consumer credit report issued by a reporting agency for the following purposes: i) to assess an application by the Parent/Guardian, ii) to notify other credit providers of a default by the Parent/Guardian, iii) to exchange information with other credit providers as to the status of this credit account, where the Parent/Guardian is in default with other credit providers; and iv) to assess the credit worthiness of the Parent/Guardian.

Signed: _____ Date: _____

11. STAFF

I will not offer to employ or engage the services of any Employee of Dee Why Kindergarten during my Child's enrolment and for a period of 12 months after my Child's enrolment ends.

Signed: _____ Date: _____

12. PRIVACY

- a. I acknowledge that Dee Why Kindergarten collects personal information in relation to provision of the Services and for invoicing and may disclose this personal information to debt collection agencies as required.

- b. I confirm that I am aware of Dee Why Kindergarten's privacy policy which is accessible on the Dee Why Kindergarten website.

Signed: _____ Date: _____

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13. BEHAVIOUR OF PARENTS/GUARDIANS

- a. I agree that I have a responsibility to treat all Dee Why Kindergarten team members with respect and I agree to behave appropriately at all times when dealing with any Employee. Swearing, raised voices and rudeness directed at team members will not be tolerated and I understand my Child's enrolment may be terminated if I breach this provision.
- b. I understand that Dee Why Kindergarten may choose not to accept my Child into care if: any of these Terms and Conditions are breached; or Dee Why Kindergarten believes it is unable to adequately care for my Child due to any special or medical needs or behavioural problems.
- c. Dee Why Kindergarten reserves the right to terminate the Services in respect of my Child if it believes (in its absolute discretion) that to do so is in the best interests of: the Child, other children in the Service, the Employees; or the business operations or reputation of Dee Why Kindergarten.
- d. Dee Why Kindergarten reserves the right to refuse entry to any of its Services to anyone for any reason and at any time.

Signed: _____ Date: _____

14. POLICY

I understand that the Service's Policy document is available in the foyer for my perusal or loan and I agree I will comply with the stated Policies and Procedures.

Signed: _____ Date: _____

15. AMENDMENTS

You accept that Dee Why Kindergarten may change these Terms and Conditions without notice to me provided that the updated Terms and Conditions are made available at www.deewhykindergarten.com.au If changes to the Terms and Conditions would reasonably be expected to be material to you, you will be given no less than the Notice Period before such changes apply.

Signed: _____ Date: _____

16. GOVERNING LAW

The laws of the State where your Child is enrolled apply to these Terms and Conditions and any services provided by Dee Why Kindergarten.

Signed: _____ Date: _____

17. PROGRAMMING

We use an online program called EDUCA. This means you can view your child portfolio AND the daily program journal with the daily photos online. To participate, you are required to complete the below terms and conditions

1. I give permission for Dee Why Kindergarten to upload photos of my child to the EDUCA program to be used for my child's portfolio and for the daily program journal.
2. I Understand and agree that all families from my child's room will be able to view the daily program journal with photos of all children from the room and all daily activities.
3. I Understand and agree that my child's portfolio is only viewed by the parents/guardians of the child. This includes uploaded photos used for my child's individual observations and written information for my child's goals
4. I Understand and agree that my child can be included in group observations. This includes an observation written for more than one child. This observation will be the same for the group of children it is written for.
5. I agree that the photos uploaded onto my child's file will only be used for the purpose intended and will not be reproduced for any other reasons.

Signed: _____ Date: _____

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CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay. To claim Child Care Subsidy (CCS) Families must meet eligibility requirements which include:

1. Do you and your partner care for your child at least 2 nights per fortnight or have 14% care?

YES NO

2. Are you liable for fees for care provided at an approved child care service?

YES NO

3. Do you meet residency requirements?

YES NO

4. Does your child meet immunisation requirements?

YES NO

5. Have you completed the Child Care Subsidy assessment on the [myGov](#) website?

YES NO

6. Have you received confirmation about your Child Care Subsidy?

YES NO

Please Note:

If you need assistance with filling out this form please speak to the Director who will be happy to help. Please ensure that if any details change, you notify the Service immediately.

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18. GLOSSARY

- a. Booked Days means the days on which a child is booked per week to regularly receive the Services at a Service as set out in the Enrolment Confirmation.
- b. Service means a premises or location managed or controlled by Dee Why Kindergarten from which it provides the Services.
- c. CCS means the government approved child care subsidy.
- d. Childcare Fees means the fees that Dee Why Kindergarten determines are payable for a child's enrolment at a Service and include fees payable for Booked Days
- e. Commencement Date means the date on which a child's enrolment starts as set out in that child's Enrolment Confirmation.
- f. CRN means a customer reference number from Centrelink.
- g. DHS means the Commonwealth Department of Human Services.
- h. Employee means any employee, servant, contractor or agent of Dee Why Kindergarten or any other person attending at a Service with the permission of Dee Why Kindergarten in relation to the provision of the Services.
- i. Enrolment Confirmation means the correspondence sent to a child's parent or guardian by Dee Why Kindergarten, confirming the Commencement Date, Room, Booked Days, Childcare Fees and other terms and conditions upon which that child is enrolled at a Service.
- j. Enrolment Fee means a non-refundable fee payable to Dee Why Kindergarten upon acceptance of a child's offer of enrolment.
- k. Enrolment Form means the Dee Why Kindergarten standard enrolment form completed in relation to my Child's enrolment at a Service.
- l. Medication Authorisation Form means the form described as such and completed and signed as part of the enrolment process for a child.
- m. Extra Day means a day on which a child attends a Service and receives the Services that falls outside the Booked Days or other structured enrolment schedule (as may be arranged with Dee Why Kindergarten from time to time).
- n. Dee Why Kindergarten means Caring 4 Kids Pty Ltd ABN: 471 552 684 28 and/or any associated entity that manages or operates a Service or provides Services and where the context requires includes its Employees.
- o. Room means the room in which the child is booked to receive the Services as set out in the Enrolment Confirmation.
- p. Services means services in relation to the education, development, care and well-being of children and related services provided at or by means of a Service.



Our Details are:

ABN: 471 552 684 28

A 2 Clarence Ave DEE WHY NSW 2099

T (02) 9972 9720

F (02) 9972 1990

AH Emergency Contact Kerry Smith 0411 366 311

E director@deewhykindergarten.com.au

W deewhykindergarten.com.au