



Education and Care Services National Regulations 2011: 177
 Links to National Quality Standard: 6.1.1, 7.3.5

Confidential

OFFICE USE ONLY: Staff: _____ Admin: _____

GRENFELL PRE-SCHOOL AND LONG DAY CARE CENTRE INC

July 2015 Enrolment UPDATE

CHILD'S DETAILS: CHILD'S CRN NUMBER _____

CHILD'S FULL NAME: _____ SEX: M or F

FORMER NAME: _____ KNOWN BY OTHER NAME: _____

CHILD'S PREFERRED NAME: _____ DATE OF BIRTH: _____

HOME ADDRESS: _____ P/C: _____

BIRTH CERTIFICATE PROVIDED _____ Y/N

PLACE & COUNTRY OF BIRTH _____

IMMUNISATION HISTORY STATEMENT _____

It is a condition of enrolment that a current Immunisation History statement be provided

IS ENGLISH THE PRIMARY LANGUAGE SPOKEN AT HOME? Y/N

DOES YOUR CHILD HAVE ADDITIONAL ENGLISH LANGUAGE NEEDS? _____

Is the child of Aboriginal and/or Torres Strait Islander descent? Yes / No

DAYS AND TIMES OF ATTENDANCE: _____

	MON	TUES	WED	THURS	FRI
Start Time					
Finishing Time					

FAMILY DETAILS: Married Defacto Single Separated Divorced

ENROLING PARENT CRN NUMBER _____

Is this parent liable for payment of the fees? Yes/No _____

MOTHER'S NAME/S: _____ FATHER'S NAME/S: _____

SURNAME: _____ SURNAME: _____

Other names by which the parent may be known as or former names: _____

DATE OF BIRTH: _____ DATE OF BIRTH: _____

ADDRESS: _____ ADDRESS: _____

EMAIL: _____ Do you wish to receive information by email YES / NO

TELEPHONE (H) _____ TELEPHONE (H) _____

WORK _____ WORK _____

MOBILE _____ MOBILE _____

OCCUPATION: _____ OCCUPATION: _____

PLACE OF WORK: _____ PLACE OF WORK: _____

LANGUAGE SPOKEN OTHER THAN ENGLISH _____ LANGUAGE SPOKEN OTHER THAN ENGLISH _____

Aboriginal and/or Torres Strait Background Y / N Aboriginal and/or Torres Strait Background Y / N

HEALTHCARE CARD Yes / No Expiry Date _____

MEDICARE NO: _____ AMBULANCE SUBSCRIPTION YES / NO

MEDICAL DETAILS

CHILD'S PREFERRED:

DOCTOR: _____ DENTIST: _____

ADDRESS: _____ ADDRESS: _____

PHONE NO _____ PHONE NO: _____

Immunisation

Has your child been immunised? YES or NO Are immunisations up to date? YES or NO
If no, please provide details: _____

To comply with Education and Care Services Regulations, bring your Immunisation History Statement as proof of your child's immunisation status. Bring in updated records when applicable.

HEALTH

Does your child currently have any serious illness? Please give details:

Has your child had any serious illness in the past? Please give details:

Does your child require regular medication? Please provide details:

Does the medication have any side effects the staff need to be aware of?

Does your child have any allergies (including allergies to sunscreen, soap, grass, antiseptics etc)
Please attach doctor's certificates if necessary)

Does your child have a special diet? If so please provide details: _____

I do / do not give permission for medical/allergy information to be displayed in rooms. Initial: _____

Assessments

Has your child been assessed for any additional needs? (If your child has been please attach any relevant documentation)

Asthma	Yes / No	Gifted/Talented	Yes / No
Anaphylaxis/food allergies	Yes / No	A.D.D/A.D.H.D	Yes / No
Speech	Yes / No	Behavioral Conditions	Yes / No
Disability or developmental delay	Yes / No		

Office use only

Birth certificate sighted: _____ Copy of Health Care Card provided: _____

Immunisation History Statement provided: _____

Does your child have any deep fears about anything eg Noise? Please specify

Are there any words which have special meaning to your child? _____

Is your child cared for on a regular basis outside the home by other people or attends other services?

Does your child separate from you easily when left with other people?

Does your child have any brothers or sisters? Please write names and ages of siblings. _____

Are there any particular concerns or behaviours that you think we need to know about?

Is there any further information which you feel will assist us in providing the service best suited to you and your child's needs (e.g. religious beliefs, family situations cultural background.)

What celebrations does your child celebrate?

Birthdays	Yes / No	Christmas	Yes / No
Easter	Yes / No	Ramadan	Yes / No
Hanukah	Yes / No	Other: _____	

What particular goals do you have for your child whilst at this centre? **Please tick.**

Social - learning to take turns and share etc. †

Emotional - learning to take turns, separating from parents/guardians, developing independence and self help skills etc †

Language - developing speech, listening skills, understanding and expressive skills. †

Physical - developing walking, running, jumping, hopping, ball skills etc. Also development of fine motor skills, eg using a texta, picks up small objects. †

Cognitive - developing of concepts such as colours, size, shape, counting etc. To learn about the world and develop life skills †

Other - please specify

Would you like to become more involved in the Service's activities? **Yes / No**

How can you best do this?

Please tick.

- Sharing special skills and knowledge with the children and staff. Eg playing a musical instrument. †
- Accompanying us on excursions. †
- Giving suggestions for activities in the programme. †
- Attending parent information and social events. †
- Being involved in the Assessment and Rating process and Centre policy/ procedures †

Other Please specify _____

PERMISSION FOR PANADOL:

In accordance with the Grenfell Preschool & Long Day Care Centre's Policy, I hereby give permission for my child to be given Panadol if his/her temperature is over 38 degrees Celsius. Panadol can only be administered if this section is completed.

Parents Signature _____

Date: _____

GRENFELL PRESCHOOL INC AND LONG DAY CARE CENTRE
CONDITIONS OF ENROLMENT

1. I apply for the admission to Grenfell Preschool and Long Day Care Centre, and certify that the details of the attached enrolment form are correct.
2. I understand that the Centre or its Director/Authorised Supervisor, may require, any parent(s)/guardian(s) to attend an interview at the Centre prior to acceptance of the application for enrolment or during the enrolment of the child.
3. I agree to be bound by the scale of charges as decided from time to time by the Centre's Committee (of which due notice will be given to me) and pay all such accounts within fourteen (14) days of receipt thereof. I understand I must give two weeks notice if I am going to withdraw my child from the Centre.
4. I understand no remission of fees, either whole or in part, will be made should the child be absent from the Centre.
5. The Grenfell Preschool and Long Day Care Centre Committee, through the Director/ Authorised Supervisor, may require the removal from the Centre, permanently or temporarily, of any child if, in the Director's absolute discretion, he or she deems such action advisable, either in the interests of the child or for the good of the Centre, or if the parent or guardian is considered not to be complying with the Conditions of entry or other rules and Regulations of the Centre. No reason need be given in such cases.
6. It is acknowledged that the Committee has a grievance committee to assist inter alia, in the resolution of an disputes relating to sub clause A above by way of advice or recommendation to the Committee and/or Director.

Immediate Medical Attention

In the event that my child becomes ill or is injured at the centre, I give permission for the service to seek urgent medical, dental, hospital or ambulance service and consent to the appropriate medical, dental or hospital treatment being carried out. I also take responsibility for associated costs

7. I agree to keep my child at home when suffering from infectious or contagious illnesses, and to notify the Director/ Authorised Supervisor promptly of the reason for any absence.
8. I will keep my child at home if an outbreak of the disease from which he or she is not fully immunised occurs.
9. I hereby give permission for my child to be photographed in connection with the Grenfell Preschool and Long Day Care Centre programme by staff, visitors, and media.
10. I hereby give permission for photographs of my child to be used for promotional matters for the centre.
11. I hereby give permission for photographs taken by staff at the centre of my child with other children to be included in other children's portfolios. These photos will mostly depict social interactions and friendships.
12. My child is authorised to be taken on routine excursions or outings away from the centre. These outings will be within walking distance of the centre, and will not cross any major roads or involve transportation. For example: Walking around the block, feeding the chicken next door. For all non- routine excursions (for example, where private and public transport may be used) separate permission will be sought.
13. I hereby acknowledge that the Grenfell Preschool and Long Day Care Centre Policy Book is on display in the foyer. A policy disk may be borrowed by me after notification is given to the Director/ Authorised Supervisor. I agree to abide by the policies and conditions set down.

14. It is the responsibility of the parents to inform the Director/ Authorised Supervisor of any changes in circumstances relating to the information contained in your Child's enrolment form.
15. The Grenfell Pre School and Long Day Care Centre will not be responsible for anything that happens as a result of false information given on enrolment.
16. I give permission for my child to use the provided SPF 30+ Water Resistant Cancer Council sunscreen at Pre-School.
YES / NO
OR
I will provide my child with his/her own clearly labeled sunscreen to apply at Pre-School.†
17. I give permission for the staff to use non-alcohol baby Wipes when changing nappy N/A
18. As a condition of the Centre being a nut free zone, I hereby agree to abide to such conditions and will not send nuts or nut products to the Centre with my child/ren.
19. I have understood and accept the rules, regulations and requirements pertaining to my child's enrolment in this form, in the centre Parent information booklet and Policy folder. I understand and will abide by all conditions appearing in this form, in the information booklet or in any documentation, as amended by the centre. I declare that the information given above is accurate and agree to notify the centre immediately if there are any changes to the above information

Signature Parent/Legal
Guardian_____

DATE_____

In accordance with the Early Childhood Education and Care Funding Agreement General Terms & Conditions (April 2015) it is necessary for all children attending our Grenfell Preschool service, including the Weddin Mobile Preschool Service to sign and accept the below disclosure form.

CONSENT TO USE AND DISCLOSURE OF CHILD'S PERSONAL INFORMATION

I understand that Grenfell Preschool and Long Day Care centre incorporated will collect my child/ children's _____ personal information.

Personal information (including information or an opinion) may include information that I provide (or someone else provides on my behalf) as part of my Child's enrolment application or as part of an application for funding for my child or otherwise in connection with the Child's attendance at the service, in Child's name, date of birth, and sensitive information relating to the child's health including any disability (this may include medical records and reports) (**Personal Information**).

I authorise the service to disclose my Child's Personal Information to the New South Wales Department of Education and Communities (**Department**). I understand that the Department will only use or disclose such Personal Information relating to the child under applicable privacy laws including the *Privacy and Personal Information Protection Act 1998* (NSW). In limited circumstances this may include disclosure to other Australian government agencies, including the Commonwealth and to those located in states and territories outside New South Wales.

The Department may use my Child's Personal Information for any purpose relating to the exercise of its government functions for, but not limited to, the assessment and potential provision of support or funding to my child or the Service including for any teachers or caregivers in connection with the Service. If you do not agree to your Child's Personal Information being provided then this could impact the funding allocation made available to the service.

Under law, you may have a right of access to, and correction of, such Personal Information. Please contact the Service or the Department in such circumstances.

I consent to the collection, use and disclosure of the Childs Personal Information in the manner outlined in this form.

DETAILS OF CHILD	
PRINT FULL NAME OF CHILD	
DATE OF BIRTH	

DETAILS OF PARENT LEGAL GUARDIAN	
PRINT FULL NAME OF PARENT/LEGAL GUARDIAN	
RELATIONSHIP TO CHILD/ (e.g. mother, father, guardian)	

SIGNATURE OF PARENT/GUARDIAN

DATE

_____/_____/_____

Policy 4.3: Fees

1. Aim

Grenfell Preschool & Long Day Care Centre is a non-profit organisation. We will endeavour to maintain a fee structure which is affordable and sustainable. Grenfell Preschool and Long Day Care Centre deliver a high quality educational service which is subsidised by the Federal and State Governments.

The purpose of this policy is to ensure that all parents are aware of the terms and conditions associated with their fees, and that they accept responsibility for meeting this financial commitment.

2. Practices

Fees

Long Day Care Rates (8.00am to 6.00pm)	Full Day	Half Day
	\$72.00	\$36.00
Occasional Care	\$7.50 per hour	
After School Care (3.30-6.00)	\$15.00 flat rate	
Preschool Rates (8.30-3.30)		Full Day
Children not eligible for school for following year		\$30.00
Children eligible for school the following year; or from a disadvantaged background (i.e. family holding a low income Health Care Card and/or is Aboriginal)- known as equity children		\$28.00

- An equity child is one who:
 - Is at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling
 - Is at least 3 years old on or before 31 July and from a disadvantaged background (i.e. from a family holding a low income Health Care Card and/or is Aboriginal)
- Occasional Care is a one off booking
- Payment of fees books your child's position and ensures a placement. Fees falling into arrears are at risk of the position being lost.
- Parents are able to access Child Care Benefits through the Department of Human Services to assist with fees. The percentage the government will subsidise fees will be dependent upon income.
- The Centre is open for 10 hours per day and provides full day, half day and occasional care. A full day is from 8.00am to 6.00pm. A half day is from 8:00am to 1.00pm or 1.00pm to 6:00pm. If more than 5 hours care is required then fees will be charged for a full day. If 3 to 5 hours care is required a half day fee will be charged. If a casual booking of less than 3 hours care is required the occasional rate is charged. Full day's positions will have priority over half day position. Half day positions may have to be extended to full days to secure a position.

Long Day Care fees are payable for permanent positions for the 50 weeks of the year that the centre is open including during school holidays and when your child is absent due to illness, family holidays or other circumstances.

Children accessing the service that are aged between 3 and 6 years will have the option attending Long Day Care between the hours of 8am and 6pm and receiving Child Care Benefit or they can elect to pay a fee of \$30/\$28 per day for 7 hours care from 8.30 am to 3.30pm accessing a Preschool place.

Preschool Funded places are available for preschool aged children from 8.30-3.30pm. Each term families will be issued with an account for the term - payable by the 4th week of each term or four payments over 4 weeks. The cost of the service will be \$30/28 per day; however, as we are a Registered Care provider you will be eligible to claim Child Care Benefit for Registered Care.

For Registered Care you and your partner only have to participate in work related commitments at some time during a week to have an exemption. No minimum number of hours is required.

To claim this rebate you will need to fill out a claim form and take it and your statements to Department of Human Services Offices

Forms can be obtained from the Department of Human Services, or you can download them from www.humanservices.gov.au.

Payment Options

Payments can be made by cheque, cash, EFTPOS, credit card, Centrepay or direct deposit.

Banking Details

Account Name: Grenfell Preschool Inc. BSB No: 032820 Account No: 136321

Holding Fee

For all permanent bookings a non-refundable administration and membership charge of \$25 is required to be paid on enrolment and paid annually. Parents need to provide two weeks' notice of cancellation of their child's position. The membership fee is in accordance with the centre's constitution.

General Information

Fees will be processed on a weekly basis and posted into parent information pockets or emailed. For children travelling on buses, accounts will be put into children's bags if they are not sent electronically.

Fees are payable when your child is absent due to illness, family holidays or other circumstances.

Fees are calculated on the previous week's usage. The date of the accounting period is clearly marked on accounts.

Fees are not payable when the centre is closed for two weeks at Christmas or on Public Holidays.

Fees will be reviewed at the last meeting of each year and at other times as deemed necessary by the Management Committee.

In the event where the centre is full and the centre is notified, the position may be sold to a child waiting for care

Fee Payment

Fees are to be paid to the Administrative Officer during office hours 8am - 4pm or to the Director/Authorised Supervisor.

Fees may be paid by cash, cheque, direct credit or using EFTPOS facilities. All payments will be receipted.

Fees are on a 14 day account. Fees are to be paid in full before the end of the 14 day period, unless a previous arrangement has been made with the Administrative Officer/ Director/ Authorised Supervisor/ Treasurer.

Fees in Arrears

If an account falls into arrears, the following procedures will be implemented.

1. At the end of the 21 day period, a written reminder will be issued (Letter 1).

If no response to Letter 1 is received then the parents concerned will be telephoned by the Director/ Authorised Supervisor.

2. And informed of the amount they owe and reminded of the centre's policy on fee payment and requested to pay their fees within 7 days, date specified.

If there is no response or no payment of fees, following review by the Director/ Authorised Supervisor.

3. And the Executive Committee, Letter 2 will be sent. Letter 2 informs the parents that, since fees have not been forthcoming their child's position at the centre has been cancelled and that legal action will be undertaken to recover the outstanding debt. Parents are also informed that they will be responsible for meeting any additional costs incurred during this legal process
4. Three weeks prior to the end of the preschool term 4 a letter will be sent to all parents of children starting school requesting that their fees be finalised prior to the child's last preschool day.
5. Families whose fees continually go into the 21 day payment will be assisted to manage their account by a requirement to pay on day of usage.

Parents are encouraged to discuss financial difficulties with the Director/ Authorised Supervisor prior to accumulating a debt.

Parents will be informed that when the account and legal fees have been paid, their child will be eligible for re-enrolment. If a vacancy exists, the child may re-enrol and attend the next nominated day.

Exceptional Circumstances

Special Child Care Benefit (SCCB) may be applied for if a family is faced with an event that reduces its ability to pay the fees normally charged. The purpose of the SCCB for hardship is to give the family time to recover from, or adjust to, the new circumstances. It would not be approved for more than 13 weeks.

Families must notify the centre of their hardship and the centre then applies to the Department of Human Services Office for SCCB. If the SCCB is approved the Department of Human Services will pay the gap between CCB and the centre's fees. That is, the Department of Human Services will pay the family's fees for a period of up to 13 weeks.

To qualify for SCCB parents must provide documentation of their changed circumstances.

Child Care Benefit (CCB)

Parents using approved child care are able to choose to receive Child Care Benefit through fee reduction or as a lump sum payment after the ATO has processed their tax returns. The new CCMS will require enrolment records to be created for all children attending our service. To ensure that the new enrolment records can be matched and verified against the entitlement information held by the FAO, parents/guardians will need to provide their CRN (Customer Reference Number) and date of birth for both the parent/guardian and child for a formal enrolment to be created.

Child Care Rebate

**The Child Care Rebate is a payment for parents or guardians who are working, studying or training.
The Child Care Rebate is not income tested.**

For more information visit www.humanservices.gov.au or contact Centrelink Families and Parents Information line, 136 150.

Late Fee

The centre is licensed to operate between the hours of 8.00am and 6.00pm. It is a regulatory requirement that two staff members be present on the premises at all times when children are in attendance. If a parent is late picking up their child this means overtime must be paid to two staff members. Therefore to cover this cost a late fee will be charged.

The charges applied to arriving late to collect your child are:

- **Flat rate of \$10 plus \$1 for a minute late per child**
- **Late half day bookings will be charged as a full day**

In the best interest of the child, parents will be contacted if they are late. If parents are unavailable the emergency person listed on the enrolment form will be contacted and the child released to them. If the emergency contact person is unavailable then the Police will be notified and they will take custody of the child. A late fee will still be charged pending on the length of time the above process takes.

3. Evaluation

In order to assess whether the policy has achieved its aim, the committee will:

Take into account feedback from staff, families and committee members regarding policies.

Monitor complaints and incidents.

Conduct an annual family survey incorporating questions relating to specific policies.

4. Date Adopted

This policy was adopted by the Management Committee of the Grenfell Preschool & Long Day Care Centre at the committee meeting held in August 2003.

5. Review Dates

Reviews of the policy were conducted on the following dates:
December 2003, September 2004, July 2005, January 2006

January 2007, April 2007, September 2008

July 2010. Amended Dec 2010

Amended Dec 2011

Amended Dec 2012

Amended April 2013

Amended Dec 2013

Amended July 2014

Amended Feb 2015

Amended July 2015

Grenfell Pre-School & Long Day Care Orientation Checklist 4.1.3

For staff to inform parent/s of all the following information on enrolment. At the completion of this process for staff and parents to sign this form. This sheet will be filed with enrolment details.

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="radio"/> Enrolment form<input type="radio"/> Immunisation History Statement<input type="radio"/> Birth Certificate<input type="radio"/> Confidentiality<input type="radio"/> Custody<input type="radio"/> Allergies to be displayed<input type="radio"/> Parent information book<input type="radio"/> Rating and Assessment Information<input type="radio"/> Fee policy/Account System<input type="radio"/> Parent pocket system<input type="radio"/> Family Service Plan<input type="radio"/> Policy book/CD<input type="radio"/> Emergency Evacuation<input type="radio"/> Management Committee<input type="radio"/> General Meetings<input type="radio"/> Grievance Procedure<input type="radio"/> Authorised to Collect<input type="radio"/> Door locked from approximately 5pm<input type="radio"/> Evaluation: P G VG EX | <ul style="list-style-type: none"><input type="radio"/> What to bring<input type="radio"/> Types of food to pack<input type="radio"/> Nut Free Centre<input type="radio"/> Sun Protection/Hats<input type="radio"/> Shoes<input type="radio"/> Where to put food/drinks<input type="radio"/> Lockers<input type="radio"/> Introduce to staff<input type="radio"/> Routine<input type="radio"/> Programme<input type="radio"/> Child portfolios<input type="radio"/> Parents welcome anytime<input type="radio"/> Sign in/out books<input type="radio"/> Nappy Changing Procedure<input type="radio"/> Child Protection<input type="radio"/> Medication<input type="radio"/> Sick Children<input type="radio"/> Keep records updated<input type="radio"/> WH&S issues<input checked="" type="radio"/> Emailing newsletters and Story of the Day<input type="radio"/> ACECQA<input type="radio"/> Comments: _____ |
|---|--|

Staff Name:

Signature:

Date:

Parent/s Name:

Signature:

Date:



grenfell preschool & long day care centre

Family Service Plan 6.1.1

Parent's Name/s: _____

Child's Name: _____

Dear: _____

The Early Year Learning Framework allows all children to have the best start in life to create a better future for them and for the nation. Our programmes are based on The Early Years Learning Framework. They provide experiences in fine motor, gross motor, thinking and problem solving, language (listening and expressing), music, art and craft, creativity, role-playing, socialisation, emotional development, science, maths and self-help skills.

We are asking you to contribute to their portfolios by listing your expected outcomes for your child. This will help us support and help with your child's development.

Things that you may like to include on his suggestion sheet

- Something you are working on at home (e.g.: independent feeding, toilet training)
- Interests that your child displays at home (e.g.: dinosaurs, dress-ups, music, books)
- Something that is important to you as a parent (e.g.: manners, social skills, school readiness)
- Areas that you are unable to work on at home, such as messy play and painting
- Extension on an event that has happened in your child's life recently such as a family holiday or a new baby

For children and families to develop a sense of belonging we ask you to provide a family photo to add to our belonging area.

Please come on this important journey with us as we provide a quality service for your child's early and most important years.

Parent's Signature/s: _____

Date: ____ / ____ / ____