



# Pitt Town Pre-School

62 Cattai Rd Pitt Town

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## Enrolment Form Before / After School & Vacation Care

### Child Details

Child's Surname:	Child's Given Names:		
Child's Preferred Name:	Country of Birth:	Former Names:	
Child lives with: <input type="checkbox"/> Mum & Dad <input type="checkbox"/> Mum <input type="checkbox"/> Dad	Child's Sex: Male or Female	D.O.B:	
	Language/s spoken by family at home/Cultural background:		
School of attendance:	Class:	Current Teacher:	
Is your child of either aboriginal or Torres Strait Islander decent.? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither			

### Days Required For B&A

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

### Days Required For Vacation Care (if known)

Monday	Tuesday	Wednesday	Thursday	Friday

### Parent / Guardian Information

<b>Parent One</b>	Surname:	Given Names:	D.O.B:
Former or other names Known By:		Relationship to child:	
Address:		Occupation & Place of Work:	
Home Ph:		Mobile:	Work Ph:
<b>Parent Two</b>	Surname:	Given Names:	D.O.B:
Former or other names Known By:		Relationship to child:	
Address: (if different to parent one)		Occupation & Place of Work:	
Home Ph:		Mobile:	Work Ph:

Does your family have an e-mail address/s that we can contact you on?

## Transport To & From School For B&A

My child will be getting to & from B&A care by:  Bus  Car (Pitt Town & Oakville School)  Other.....

Any Details:

Children who attend Pitt Town Public school will be driven to & from B&A care by the staff at the Pitt Town Pre-school. In this case we need parental/guardian permission to do this.

I give permission for the staff at the Pitt Town Pre-school to transport my child to & from B&A care on the days when care is required.

**Parent/Guardian Signature** .....

## Excursion Authority For Vacation Care

I understand that as part of the vacation care program some days will include excursions out of the centre. I understand that I will always be given advance notice of the date, time and method of transport including cost involved. I agree to the centre taking my child out of the centre under the above conditions and transporting my child/ren to and from the agreed excursion destination.

**Parent/Guardian Signature**.....

## Emergency Contact & Authority To Pick Up Details

The people you list in this section will be used as emergency contacts incase your child becomes ill or needs to go home & parents are not contactable. These people will also have automatic authority to collect your child at any time.

Should you wish to change or revoke any of these people from the list you will need to give the Centre written instruction?

It is also advisable that you choose people who are realistically going to be able to collect your child should you not be available & who live within a reasonable driving distance from the Centre.

It is not necessary to fill in all the fields however at least one contact person must be nominated other than Mum or Dad

Please ensure that these contact details are kept current.

<b>Contact One:</b>	Surname:	Given Name:
Address:		
Relationship to child:		Contact Numbers:

<b>Contact Two:</b>	Surname:	Given Name:
Address:		
Relationship to child:		Contact Numbers:

<b>Contact Three:</b>	Surname:	Given Name:
Address:		
Relationship to child:		Contact Numbers:

If a person not listed above is required to collect your child then the following steps need to be taken;

1. Written permission from parent/s where possible.
2. Verbal permission can only be accepted from Mother/Father or legal guardian.
3. Staff member accepting verbal permission needs to have a second staff member verify conversation. This is to be noted in appropriate room diary.
4. The collecting person will need to show proof of identity e.g. drivers license & must be over 16 years of age.

## Family Status

Marital Status of Parents:
If parents are separated or divorced, does the noncustodial parent have access to the child?
Are there any court orders?
<i>In the case of a court order restricting the access of either parent, it is necessary that the Centre witness the relevant documents. Without this the Centre is not legally able to deny access to either of the natural parents.</i>

## Child's Health History

Medicare No.:	Or Private Health Care Details:
Family Doctor:	Phone No.
Address	
Family Dentist	Phone No.
Address	

The Centre may contact the child's Doctor if parents/emergency contacts are not available & medical advice is required.

Does your child suffer from any chronic illnesses? And does this require treatment or prescribed medication?															
Does your child have any allergies?															
If the answer is yes to any of the above - what treatment has been recommended by his/her Doctor (please obtain a letter from your child's medical practitioner outlining the exact details of treatment)															
Has your child ever suffered any of the following illnesses? Please Circle															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">Measles</td> <td style="width: 20%;">German Measles</td> <td style="width: 20%;">Asthma</td> <td style="width: 20%;">Re-occurring Ear Trouble</td> <td style="width: 20%;">Chicken Pox</td> </tr> <tr> <td>Mumps</td> <td>Epilepsy</td> <td>Convulsions</td> <td>Bronchitis</td> <td>Constipation</td> </tr> <tr> <td>Reflux</td> <td>Eczema</td> <td colspan="3">Other:</td> </tr> </table>	Measles	German Measles	Asthma	Re-occurring Ear Trouble	Chicken Pox	Mumps	Epilepsy	Convulsions	Bronchitis	Constipation	Reflux	Eczema	Other:		
Measles	German Measles	Asthma	Re-occurring Ear Trouble	Chicken Pox											
Mumps	Epilepsy	Convulsions	Bronchitis	Constipation											
Reflux	Eczema	Other:													
Has your child ever experienced any language or speech difficulties, physical problems, serious illnesses, hospitalisation or any other health or non-health related difficulties? Also are there any special agencies involved in your child's needs?															

A permission form will need to be signed by parent/s in order for medication to be administered by Centre Staff.

## Immunisation

In regulation with the NSW Department of Health we require that all children enrolling must provide written continuing proof of immunisation. Where a child has not been immunised or has failed to provide evidence of up to date immunisation and an outbreak of a vaccine-preventable disease occurs, it may mean that that child will not be able to attend the Centre for that period until the outbreak is contained.

Is your child's immunisation up to date? <b>Yes / No</b> If no (please give reason):
The Centre will need to sight a copy of your child's immunisation status to keep on file (blue book)

## Child Care Benefit Details

Yes Child Care Benefits are available for B&A & Vac. Care. It is important that we gather your childcare benefit details now so that we can make sure that you get what you are entitled to straight away! If your family hasn't got a CRN yet (customer reference number), Please ring the FAO on 136 150 & register. If you do not give us your CRN then we cannot give you reduced fees & you will not be entitled to claim the 50% rebate if eligible.

Whose name is your family CRN registered under (mum or dad)?:	
Family CRN#:	D.O.B. of registered parent/guardian:
Child's registered name at the FAO:	
Child's individual CRN#:	D.O.B. of Child:

### First Aid

The staff at our Centre have been trained in the administration of first aid. Simple first aid will be administered by first aid officers. In the case your child has an accident or becomes ill while at vacation care, the Centre will ensure that he/she will be supervised by a staff member until the child recovers or until a parent of the child or nominated emergency contact or medical authority can take charge of the child.

Should the child require medical treatment, the Centre will make every effort to ensure that the immediate steps are taken to ensure the safety of the child as per Centre policy & parents/guardians contacted as soon as possible.

Incident reports will be kept in your child's file at the Centre & placed in your child's information pocket in the front foyer for your information or comment.

I understand the information above & hereby give consent for staff to seek & carry out the necessary medical, dental, hospital or ambulance assistance in the case of an emergency. All efforts will be made to contact nominated medical practitioners where possible.
<b>Parent/Guardian Signature.....</b>

The following are first aid items that may be used on your child within the Centre.

Dettol - cuts & Grazes	Savlon - cuts & grazes	Hirudoid Ointment - bruising	Curash - rashes
Sorbaline, lanolin, vaseline - soothing creams	Soov Ointment - bites & stings	Band-aids - cuts	
I give permission for the above stated items to be used on my child			
<b>Parent/Guardian Signature .....</b>			
I do not want the following items used on my child:			
Reason:			
Alternative product that may be used:			

### Panadol

This may only be administered to a child with the permission of a parent or family Doctor & only as an interim measure in order to reduce fever or pain while arrangements are made for the child to be collected from school.
My Child has had Children's Panadol administered previously & I am not aware of any reactions or allergies. I agree for the staff at the Centre to administer the correct dose for their age & weight of Children's Panadol to my child only under the above stated circumstances.
<b>Parent/Guardian Signature .....</b>

## Family Customs & Routines

Eating Likes / Dislikes:
Foods Not Permitted:
Reason:
Would you like your child to do their homework while at B&A?
Are there any special instructions e.g. change clothes on arrival?:
Are there any customs relating to religion, food or clothing we need to be aware of:
Is there anything else in particular you feel we should know about your child:

## Photographs

At Pre-school we like to take lots of photographs of our children at play & at special events. In some cases these photo's may be used by the centre for advertising purposes such as in newspapers & on our website. There will also be occasions where families are in the centre taking photos of special events such as Easter hat parades etc.

I hereby give permission for my child to participate in photographs being taken within the pre-school environment during the normal course of the day & have no objection to my child being part of group photographs that may leave the Centre. Including local newspapers & the pre-school website.

Comments:

Parent/Guardian Signature .....

## Sunscreen

Due to the sensitive nature of children's skin & upon recommendation from the Cancer Council. It is the policy of our Centre that children have sunscreen applied at all times at outdoor play.

The sunscreen used at this Centre is in accordance with recommendations from the Australian Cancer Council. If your child has an allergy to a particular sunscreen, it is important that you advise us as soon as possible.

I hereby give permission for the staff to apply sunscreen to my child according to the above stated.

Parent/Guardian Signature .....

## Code of Conduct

The Centre asks family's to abide by the Centre's code of conduct when inside Centre grounds, including the car park. It is important to remember that the pre-school environment is a fun, loving & learning experience for all children, to keep it this way we ask that all families refrain from using inappropriate language, behaviour & be good role models for children. And please remember that the Centre is a cigarette free zone.

My family has read the centre's code of conduct & we agree to abide by it whilst within the Centre's grounds

Parent/Guardian Signature .....

## School Fees

I hereby agree to abide by the Centre's policy of maintaining fees being two weeks in advance (B&A only). I also understand that fees for B&A & Vacation care are to be paid for all days the child is absent or sick where adequate notice has not been given as per our policy, & that if fees fall behind, my child's place may be in jeopardy.

All families that do not *regularly* attend our after school care program must provide credit card details before commencing vacation care as a payment security measure.

If fees are not paid by the end of the vacation care program, we will debit your credit card with fees due.

Fees can be paid via cash, cheque, EFTPOS, bank deposit.

I give permission for the Pitt Town Pre-school to debit my account : Signature.....Date:.....

Name on Card:

Card Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

Expire Date: \_ \_ / \_ \_

In the case that fees remain outstanding after leaving the centre, & no effort is made to pay the account, the cost of the debt collection will be added to the account.

Parent/Guardian Signature .....

## Policy & Enrolment Information

I have read & understand the enrolment form & agree to abide by the policies & regulations of the Centre. I have also been given a copy of the Family Information Guide & understand that the Centre's Policies are available for me to read at all times which are located in the foyer.

Parent/Guardian Signature ..... Date .....

Thank you for taking the time to complete this lengthy enrolment form,  
this will help us to better care for your child!

Please be sure to fill out both sections when it refers to B&A & Vacation care if you think might need either of these services.

