



Pitt Town Pre-School

62 Cattai Rd Pitt Town

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Enrolment Form Pre-School

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:	
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	Language/s spoken by child at home/Cultural background:		
	Has someone else in the past cared for your child?		

Days Required

(Please indicate in the boxes the estimated hours required for each day of care needed, am time till pm time e.g. 8.00 - 16.00)

Monday	Tuesday	Wednesday	Thursday	Friday

Parent / Guardian Information

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

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

Office Administration Use Only

Child ID #	Blue Book Copied	Birth Cert. Copied	Bond Received	Enrol. Pack Given

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>

Emergency Contact & Authority To Pick Up Details

The people you list in this section will be used as emergency contacts in case 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.

Contact One:	Surname:	Given Name:
Address:		
Relationship to child:	Contact Numbers:	

Contact Two:	Surname:	Given Name:
Address:		
Relationship to child:	Contact Numbers:	

Contact Three:	Surname:	Given Name:
Address:		
Relationship to child:	Contact Numbers:	

Contact Four:	Surname:	Given Name:
Address:		
Relationship to child:	Contact Numbers:	

My Child will usually be collected by:
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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.

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:

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				
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? Yes / No 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)

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.

Parent/Guardian Signature.....

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

Parent/Guardian Signature

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.

Parent/Guardian Signature

& Routines

Eating Likes / Dislikes:
Foods Not Permitted:
Reason:
Does your child normally have a rest/sleep throughout the day?
Does your child have any special comforters or securities?
Does your child have any deep fears about anything in particular?
What stage is your child at with toileting?
Are there any special words that mean toilet to your child?

Family Customs

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

In-house Entertainment

From time to time the Centre holds in-house entertainment & activities. These are held at no extra cost to families. Children who do not attend on a particular day of an in-house, activity or special event are welcome to attend as long as parents remain with them.

Special events such as the end of year Christmas party will be charged to families' accounts as an extra cost to school fees.

I understand the above stated & that I will be charged for some special events.

Parent/Guardian Signature

School Fees

I hereby agree to abide by the Centre's policy of maintaining fees being two weeks in advance. If fees fall behind, my child's place may be in jeopardy. I also understand that fees can be paid by the following methods, cash, cheque or direct deposit.

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

Make-Up Days / Our Policy

It is not a firm policy of the Centre to offer make up days for children who have been absent from school, however in the case of a public holiday, a genuine illness or misfortune, make up days will be considered at the discretion of the Director. Normal school fees will be charged for absent days. When make up days are being considered, the Director is to take into consideration the Centre's daily licensed capacity.

Make up days may be offered to parents / guardians under the following circumstances;

- * Where a day is missed due to a public holiday
- * Days missed due to illness (a limit of 4 per calendar year) providing a medical certificate is supplied
- * Exceptional circumstances (approved by Director)

Where a family has children attending 5 days a week we recognise that make up days are not possible. The centre will then compensate those families with a one days CCB discount at the end of each month completed with a 5 day booking.

Make up days will not be issued for days missed due to casual absences or family holidays throughout the year.

A record of approved absent days will be kept in the office. If you need to use a make up day it must be cleared with the office.

I have read & understand the Centre's Make-up day policy.

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

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

Thankyou for taking the time to complete this lengthy enrolment form which will help us to better care for your child!

Before returning your completed enrolment form please check that you have the following documents with you.

- Your completed enrolment form
- Your child care benefit details
- Your child's blue book or immunisation records for us to sight & copy for our records
- Your child's birth certificate for us to sight & copy for our records
- Your \$100.00 bond



Helping To Build Our Children's Future Since 1985



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Some Extra Information About My Turtle

Because of the special nature of the care required in the 0 - 2 year old room, we would appreciate it if you would take the time to fill in the following information in order to help us care for your child.

Child's Name Birthday Child ID (staff use)

Nappy Change Routines

Is there anything special you would like us to know regarding nappy changing your child?
We usually use curash in the case of nappy rash. Is this OK to use or do you require the use of another product?
We use standard nappy wipes & baby talcum powder when changing nappies. Is this OK to use on your child?

If any of the above are not to be used on your child, you will need to instruct us on the alternative & supply these from home clearly marked with your child's name.

Sleeping Routines

What is your child's sleeping routine like?	How many sleeps is needed usually?
Average resting periods? am till am/pm & or pm till pm Other? till	
Are there any special instructions you feel we need to know when putting your child to sleep? e.g. has a dummy, is wrapped tight or is rocked/patted:	

It is important to keep in mind that your child's sleep routines may slightly different at pre-school to home due to a different environment & routine.

Meal Times

At what stage is your child with meals? e.g. solid, mashed foods, formula only etc.:
Are there any particular foods you would not like us to offer your child? Reasons? e.g. allergy, cultural etc.:
We offer all children of an eating solids age a variety of sandwiches including vegemite, cheese & a rotation of spaghetti, devon, egg & tuna, sometimes the teachers have trouble choosing a filling for the children due to a language barrier, does your child prefer any of these fillings over another?

Bottles & Formulas

What's in your child's bottles? Circle: Cows milk Formula Other:
Are there any allergies to cows milk when using it in cooking?
How many hours apart are bottles needed?
What times are these generally given? am, am,pm, pm

Our Centre will supply cows milk, however formulas & special milk requirements will need to be supplied from home!

When you drop of your child each day there is also daily info sheets for you to fill out to ease the children & staff through their day.

Don't forget that unfortunately if your enrolling a second or third child in our Centre we will require an additional bond of \$100.00, \$70.00 will be refunded when leaving our Centre.

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