



South Liverpool Out of School Hours KidsCare Inc

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 ABN: 61 425 407 142

## ENROLMENT FORM

for  
**BEFORE SCHOOL & AFTER SCHOOL**

You **must** answer **all questions** - please print & use a black or blue pen.

You'll need to fill in separate forms for each child

Child's Surname	First Name
Child's CRN	
Preferred Name	
Home Address	
Suburb	Postcode
Is this child of Aboriginal or Torres Strait Islander Decent?	

D.O. B	1 <sup>st</sup> day at this centre	1 <sup>st</sup> day at school
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Religion	Gender
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**PLEASE PROVIDE YOUR CHILDS BIRTH CERTIFICATE**

What language is spoken at home?

Please advise us on any cultural or religious practices you would like us to follow:

If you child has siblings, please advise their names and ages:

Please provide us with any other information we should know about your child: (e.g. favourite activity, favourite food, strengths.



**Bookings:** When do you require care for this child? (Please tick)

	Mon	Tue	Wed	Thu	Fri
Before School					
After School					

**PARENT/ GAURDIAN INFORMATION**

Title	Surname	First Name	D.O. B

Are you of Aboriginal or Torres Strait Islander Descent? YES/NO

**Address:**

		State		Postcode	
Home Phone			Mobile Phone		
Email					
Occupation					
Home Address					
Country of birth					
Preferred language					
Does your child live with you					

**Employer:**

	Work Phone	
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**Partner:**

Title	Surname	First Name	D.O. B

Are you of Aboriginal or Torres Strait Islander Descent?

**Address:**

		State		Postcode	
Home Phone			Mobile Phone		
Email					
Occupation					
Home Address					



Country of birth	
Preferred language	
Does your child live with you	

**Employer:**

	Work Phone	
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What is your family CRN?		
Will your Child Care Rebate (CCR) go directly to the service centre	Yes	No

Please ensure that all your details are up to date and active with **CENTRELINK**.  
 In order to be eligible to receive **SUBSIDISED CARE**.  
 If we don't receive the **required information** from **CENTRELINK** we will have, **NO ALTERNATIVE**, but to charge you the **FULL RATE** for any care provided.

In case of emergency, please give the names of persons we can contact, (other than parents or guardians).

Can this person consent to the Nomination Supervisor or an educator taking the child outside the service if we cannot contact you? Yes No

Contact Name 1		Mobile	
Relationship to child		Work Phone	
Address		Mobile	
Email		Contacts signature	
Contact Name 2		Mobile	
Relationship to child		Work Phone	
Address		Mobile	
Email		Contacts signature	



**Contact 1**

I Authorise this person to collect my child from this service: Yes No

Can this person consent to medical treatment or the administration of medication if you are not contactable? Yes No

**Contact 2**

I Authorise this person to collect my child from this service: Yes No

Can this person consent to medical treatment or the administration of medication if you are not contactable? Yes No

Are there any restrictions, custody or access matters that would affect who can pick up your child / children such as court orders? YES NO

**Please give details and attach relevant documents:**


Doctor Name		Doctor Phone	
Doctors Address:			

Medicare Number	
Private health fund?	

Do you have ambulance cover?		Fund name and number	
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**IMMUNISATION**

Are your child's immunisations up to date? Yes No

Please provide a copy for your child's Australian Childhood immunisation Records Statement. You can't get a copy by calling 1800 653 809 or by emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)

If your child immunisations are not up to date, please attach the following documents:

- A current ACIR Immunisation History Form on which the doctor has certified the child is on an approved catch-up
- An ACIR Immunisation Exemption- Medical Contraindication Form signed by a doctor

**Immunisation & Health:**

Does your child suffer from Allergies?	YES/NO	If Yes, please detail below your child's allergy, side effects, treatment and action:	
Does your child have a diagnosed disability or special needs?	YES/NO	If so, please identify and detail below.	



Does your child take prescribed medication? or treatment on a regular basis?	YES/NO	If so, please detail below and seek a medication form from staff.
Does your child suffer from anaphylaxis?	YES/NO	If so, please detail below
Does your child suffer from asthma?	YES/NO	If so, please detail below:
Does your child have any special dietary or cultural restrictions?	YES/NO	If so, please detail below:
Does your child have any other specific health needs (E.g. Diabetes)?		
<b>PLEASE ensure you have filled out all information regarding your child.</b>		

In the event of an accident or illness requiring medical treatment, or Panadol / Neurofen / Claritin to be administered every effort will be made to contact parents before such treatment takes place. However, on the chance that this should prove impossible, it is necessary for authority to be given in advance.

I \_\_\_\_\_, the undersigned give permission for the staff of SLOOSH KIDSCARE to seek medical / ambulance attention for my child / children under their care, in the event of an accident or emergency and I agree to pay such costs as may be incurred.

Signature of Parent / Guardian \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

**Transportation:**

I \_\_\_\_\_ give permission for my child/ children to travel in the mini-van provided by SLOOSH KIDSCARE between the centre and the local schools. I understand that, if the van is unavailable for any reason, the SLOOSH KIDSCARE will provide alternative transport, usually by taxi. I will pay only for the SLOOSH KIDSCARE transport fare, not the taxi fare.



In giving my permission, I understand that the SLOOSH KIDSCARE its staff & management, will undertake every reasonable care and precaution for the safety and wellbeing of the children travelling, however, they will not be held responsible for accidents or other events which may occur, and which are beyond their control.

Signature of Parent / Guardian \_\_\_\_\_  
 Date \_\_\_\_\_

**Additional Home Transport**

If you require a pickup or drop off service for before or after school care, the cost will be \$2.50 each way per child.

To access this service, you must fall within our transport service area. Please speak to management to see if you are eligible for this service.

Please tick the days when transport is required.

	Mon	Tue	Wed	Thu	Fri	Total Cost
Morning						
Afternoon						

**Swimming**

I \_\_\_\_\_ give permission for my child/ children to go for a spontaneous swim if weather and staff ratios permit this.

**Excursions**

I \_\_\_\_\_ give permission or my child/ children to go for a spontaneous little excursion if the weather and staff ratios permit this.

**Photo / Social Media Permission:**

I \_\_\_\_\_ DO / DO NOT give staff permission for my child's image / photograph to be used on SLOOSH KIDCARE Facebook page, website and other related community social media events.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Late Fee:**

I understand that a late fee of \$15.00+ GST will be charged for each 15minutes, after closing time, of 6pm and that continued lateness after three warnings may result in the cancellation of my child's placement.

I have read and understood the information above.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_



## DECLARAION

As a person who has parental responsibility for the child referred to in this enrolment form for SLOOSH KIDSCARE declare that the information in this enrolment form is true and correct and I will immediately inform the service in the event of any change to this information, I understand there may be costs involved in the provision of professional medical, ambulance or hospital services to my child as a result of a medical emergency or accident at the service, and I agree to pay those costs I agree to collect or make arrangements for the collection of my child if he/she becomes unwell at the service. I will not send my child to the service if he/she is sick/unwell I understand my child must always have any required medication (including EpiPen) with them at the service or they will be unable to attend. I understand and agree that a first aid trained staff member may administer first aid when necessary, I declare that I have read and understood the Code of Conduct and policies of SLOOSH KIDSCARE and will abide by them. These policies include the Medical Conditions Policy, Administration of Authorised Medication Policy, Delivery and Collection of Children Policy, Infectious Disease Policy, Immunisation Policy, Behaviour Guidance Policy (in Relationships with Children Policy) and Privacy and Confidentiality Policy I have read and will comply with the fees and payment structure of SLOOSH KIDSCARE I agree to update any information relating to my emergency contacts, the people I have authorised to collect my child, and my child's medical or dental professionals (including their contact details) I agree to provide updated information about my child's immunisations whenever he or she is vaccinated I agree that my child's place at the service is subject to the Priority of Access scheme as outlined in the Enrolment Policy I agree for my child to be observed and programmed for by students who may be employed at the service or completing practical components of their studies at the service, and if relevant, copies of the child's documentation to be submitted to the institution the student is completing their studies at as part of an assessment I agree to provide information about my child's life, family and community to support the achievement of meaningful learning outcomes I understand that the Nominated Supervisor may suspend or terminate my child's place at the service if he/she feels that the safety or wellbeing of any child or staff member at the service is compromised by my child or a family member Fees Policy:  
We aim to provide quality service that is affordable. Fee levels will be set by management each year on completion of an annual budget and according to the centres required income.



Fees are reviewed each term based on attendance and the centre's ability to meet the running costs.

Parents/ caregivers will be given at least 2weeks notice of any changes in the fees.

Payment of fees is an initial \$50.00 bond per child or \$100 per family is to be paid for care before the child/ children's name can be placed on the enrolment list. This bond is **non-refundable**. Fees must be paid weekly or fortnightly and must be paid in full by end of each school term. Casual and emergency care must be paid for on the day of care. Fees are to be paid for the days the child is **booked** into the centre, including times when the child is absent due to illness or holidays and for public holidays.

CCB is paid for sick days and up to 42days allowable absences per session per year, and for public holidays.

**2weeks prior notice** in writing is to be given to the Co-ordinator for any changes to the days of care or cancellation of care unless parent is current user of the service and an account can be given.

**If no notice is given fees are to be paid.**

Fees can be paid to staff from Monday- Friday between 3pm- 6pm.

Please see Co-ordinator to make any alternative arrangements.

A dated receipt will be provided for each payment.

I have read and understood the information above.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

**ALL FEES ARE PAYABLE WEEKLY EITHER BY BANK TRANSFER OR IN CASH**





## Privacy Notice

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to education and care to children at the service, or to comply with our legal obligations. We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

We collect most personal information directly from a parent or guardian. We may also collect information through our website, social media page, Family Law court orders or agreements, special needs agencies and training courses. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child. The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the Early Years Learning Framework. This includes name, address, date of birth, gender, family contact details, emergency contact details, authorised nominee details, parents' occupations, cultural background, home language, religious beliefs, payment details, child care benefit information, Medicare number, , immunisation records, medical information and medical management plans, photos of children and information about children's strengths, interests, preferences and needs, including special needs.

We do not disclose personal information to others unless you would reasonably expect us to do this, we have your consent, or we are complying with an Australian law.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Approved Provider or Nominated Supervisor who may be contacted by telephone on 0488 041 011 NUMBER or email [ruth@slooshkidscare.com](mailto:ruth@slooshkidscare.com) or by mail 62 Cabramatta Ave Miller NSW 2168.

We will provide a copy of any updates to our Privacy and Confidentiality Policy on our Service Noticeboard and include the changes in our Newsletter.

