



**Grow Early Learning Centre**  
Long Day Childcare Centre

32 Irelands Road Blacktown, NSW 2148 Ph: (02) 9671 2288 Fax: (02) 9012 0063 growblacktown@gmail.com	204 Targo Road Girraween NSW 2145 Ph: (02) 9688 1080 Fax: (02) 9012 0944 growgirraween@gmail.com
---	--

## ENROLMENT FORM PACKAGE

Dear Parent/Caregiver,

CONGRATULATIONS! You have chosen a centre which is dedicated to the care and wellbeing of your child. Our aim is to supply high quality care and education to your child in preparation for "big school".

We at Grow Early Learning Centre are proud to offer your child the best quality of care and education in a warm and secure environment. We offer full educational programs for children between 0-6 years of age, based on your child's interests and developmental needs.

We are pleased that you wish to become a part of our centre and we would love to welcome you to Grow Early Learning Centre.

If you have any enquiries regarding filling out the enrolment form or about the centre in general, please do not hesitate to contact us.

**Please complete your form as soon as possible and return it to one of the above address. Please also bring in your child's Immunisation History Statement and a copy of their Birth Certificate.**

If you wish to claim Child Care Benefit (fee reductions) and Child Care Tax Rebate (50% rebate of your gap fee) please contact Centrelink on 13 61 50.

A **booking fee of \$100.00 and a bond of \$300.00** must be made to Grow Early Learning Centre to be on the waiting list and to secure your child's position at our centre.

An 'Extracurricular/Resources' Levy must be paid each year your child is enrolled at Grow ELC. This covers any incursion/events, gifts for special occasions and other resources the centre has to pay for as extracurricular added to our early childhood education (e.g. Living Eggs, Kindifarm, DJ for disco, Christmas entertainment, Activathon, Mothers' and Father's Day gifts and Under the Sea show, just to name a few). This levy replaces fundraising activities within the centre.

**Please refer to the table below for our Extracurricular/Resources Levy:**

Age group	Annual Levy	If enrolled May-Oct	If enrolled Nov-Dec
<b>0-2 years</b>	\$100.00 per year	\$50.00	\$10.00 per month
<b>2-5 years</b>	\$150.00 per year	\$75.00	\$12.50 per month
<b>School leavers</b>	\$150.00 per year, plus an additional \$20 payable in June	\$75.00, plus an additional \$20 payable in June	\$12.50 per month, plus an additional \$15

Receipt and confirmation will be emailed to you once a permanent day has been allocated to your child.

Your child will receive a hat and bed sheet set once they have been enrolled at our centre.

We look forward to care for and educate your child. ☺

Kind Regards,

**Sussana Skinner,**  
Managing Director

## PRIORITY OF ACCESS

One of the main reasons the Australian Government funds child care is to meet the childcare needs of Australian families. However, the demand for child care sometimes exceeds supply in some locations. When this happens, it is important for services to allocate places to those families with the greatest need for child care support.

The Australian Government has Priority Access Guidelines for allocating places in these circumstances. These guidelines apply to centre-based long day care, in home care, family day care and outside school hours care services. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- **Priority 1** - a child at risk of serious abuse or neglect
- **Priority 2** - a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*.
- **Priority 3** - any other child.

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents

### IMPORTANT:

There are some circumstances in which a child who is already in a child care service may be required to leave the service.

Where a service has no vacant places and is providing child care for a child who is a Priority 3 under the Priority of Access Guidelines, the service may require that child to leave the child care service (or reduce their days) in order for the service to provide a place for a higher priority child, but only if:

- a. the person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy, and
- b. the service gives that person at least 14 days' notice of the requirement for the child to leave the child care service.

**ENROLMENT FORM: Child**

**SECTION 1: CHILD INFORMATION**

CRN		Preferred Centre Location	<input type="checkbox"/> Blacktown <input type="checkbox"/> Girraween
Given Names		Place of Birth	
Other Names Known As		Copy of Birth Certificate provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name		Ethnicity	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Religion	
Date of Birth		Language Spoken	
Desired Date of Commencement		Address	
Is your child of Aboriginal or Torres Strait Islander descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Court Orders	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Copy on File	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have other children attending approved care (Childcare)?	<input type="checkbox"/> Yes, _____ (how many) <input type="checkbox"/> No	Is your child attending another Childcare centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DAYS REQUIRED**

**CASUAL DAYS?**    Yes    No

	Monday	Tuesday	Wednesday	Thursday	Friday	Arrival Time	Departure Time

**HEALTH**

Has your child been immunised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Immunisation History Statement provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have an allergy? (e.g. food, medicine, grass, bee stings, face paint, etc.) If Yes, please specify.	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No	
Does your child have any behavioural difficulties?		
Does your child have a special medical condition? (e.g. asthma, eczema)		
Action Plan for Anaphylaxis/Asthma/Eczema/Allergy provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child have any behavioural difficulties?		
Does your child take any regular medication?		
Does your child regularly visit a specialist? (e.g. speech or occupational therapist)		



**Grow Early Learning Centre**  
Long Day Childcare Centre

32 Irelands Road Blacktown, NSW 2148 Ph: (02) 9671 2288 Fax: (02) 9012 0063 growblacktown@gmail.com	204 Targo Road Girraween NSW 2145 Ph: (02) 9688 1080 Fax: (02) 9012 0944 growgirraween@gmail.com
---	--

**ENROLMENT FORM: Parent**

**SECTION 2: PARENT/GUARDIAN INFORMATION**

PARENT 1		PARENT 2/OTHER	
CRN		CRN	
Title		Title	
Given Names		Given Names	
Last Name		Last Name	
Other Names Known As		Other Names Known As	
Date Of Birth		Date Of Birth	
Home Address Line 1		Home Address Line 1	
Suburb		Suburb	
Postcode		Postcode	
Home Phone		Home Phone	
Work Phone		Work Phone	
Mobile Phone		Mobile Phone	
E-mail		E-mail	
Occupation		Occupation	
Place of work		Place of work	
Work Address		Work Address	
Country of Birth		Country of Birth	
Languages spoken at home		Languages spoken at home	
Best contact number	<i>(The number we can reach <b>you</b> on at all times)</i>	Best contact number	<i>(The number we can reach <b>you</b> on at all times)</i>

## ENROLMENT FORM: Parent

### AUTHORITY TO COLLECT & EMERGENCY CONTACTS

<b>Parents please be informed the following points below:</b>			
<ul style="list-style-type: none"> <li>✓ At least two (2) contact names, other than the parents, must be given at the time of enrolment.</li> <li>✓ All persons who have the authority to collect your child must be the age of 18 and over.</li> <li>✓ Ensure these emergency contact persons are willing and able to collect your child(ren) in the event of an emergency.</li> <li>✓ Staff will not allow your child(ren) to go with any person who is not listed here, unless you ring the centre &amp; inform the staff prior to them collecting your child.</li> <li>✓ Parents must ensure that the person collecting your child(ren) has a form of photo ID, is sober, responsible and has appropriate car seat(s) fitted in their vehicle if transporting your child (children) by car.</li> <li>✓ Staff has the right to refuse the release of your child if the situation deems as a risk to your child(ren).</li> </ul>			
<b>Emergency Contact &amp; Authority to Pick Up</b>	<b>Person 1</b>	<b>Person 2</b>	<b>Person 3</b>
	<input type="checkbox"/> Authority to consent administration of medication to your child <input type="checkbox"/> Authority to consent to your child to attend excursions	<input type="checkbox"/> Authority to consent administration of medication to your child <input type="checkbox"/> Authority to consent to your child to attend excursions	<input type="checkbox"/> Authority to consent administration of medication to your child <input type="checkbox"/> Authority to consent to your child to attend excursions
Relationship to child			
Title			
First Name			
Last Name			
Address			
Home Phone			
Mobile Phone			
Work Phone			

- I verify that the above information is correct and that I understand the above mentioned points.
- I authorise the staff of this centre to give the following people access to my child (or children).
- I authorise the centre to seek medical, dental, hospital treatment, ambulance, and/ or police if the emergency contacts cannot be reached.
- I will notify the centre of any changes to the emergency contact details ASAP (by updating my enrolment form through HubWorks!)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
 (Signature) (Date)

### HEALTH AND MEDICAL INFORMATION

<b>Medicare Card Number</b>		<b>Dentist Name</b>	
<b>Medical Centre Name</b>		<b>Dentist's Phone</b>	
<b>Doctor's Name</b>		<b>Dentist's Address</b>	
<b>Doctor's Phone</b>		<b>Private Health Insurer</b>	
<b>Doctor's Address</b>			



**Grow Early Learning Centre**  
Long Day Childcare Centre

32 Irelands Road Blacktown, NSW 2148 Ph: (02) 9671 2288 Fax: (02) 9012 0063 growblacktown@gmail.com	204 Targo Road Girraween NSW 2145 Ph: (02) 9688 1080 Fax: (02) 9012 0944 growgirraween@gmail.com
---	--

**ENROLMENT FORM: General Information**

**OTHER INFORMATION**

Other children living at home & their ages	
Can you contribute any skills to our centre's program or do you have time to volunteer? <i>(e.g. sewing, typing, read stories, etc.)</i>	
Do you have any other comments?	
How did you hear about us? <i>(e.g. flyer, word-of mouth, newspaper, yellow pages, internet/Google, yellow pages online, Council, etc.)</i>	
Preferred Payment Method <i>(Please complete Direct Debit Request Form)</i>	<b>Direct Debit</b> via: <input type="checkbox"/> Bank Account <input type="checkbox"/> Credit Card

**GENERAL NEEDS**

Is your child allowed to celebrate in all festivals/celebrations? If no, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> <b>No:</b> _____ _____
Any special words staff can use with your child to make your child's day smoother?	
Does your child have any special comforters?	
Does your child have any fears? <i>(e.g. mowers, blender, thunder, dark, spiders)</i>	
Any other special needs?	
Comments?	

**EATING**

Does your child have any special dietary needs? <i>(e.g. vegetarian or lactose intolerant)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please provide details of what your child <b>CANNOT</b> have:	My child is vegetarian: <input type="checkbox"/> Yes <input type="checkbox"/> No
	My child <b>cannot</b> eat: <input type="checkbox"/> Beef <input type="checkbox"/> Tuna <input type="checkbox"/> Egg <input type="checkbox"/> Pork <input type="checkbox"/> Gluten <input type="checkbox"/> Other: _____ <input type="checkbox"/> Chicken <input type="checkbox"/> Dairy <b>NB:</b> our centre is nut-free
Child's favourite food	
Any food your child dislikes?	



## Grow Early Learning Centre Long Day Childcare Centre

32 Irelands Road Blacktown, NSW 2148 Ph: (02) 9671 2288 Fax: (02) 9012 0063 growblacktown@gmail.com	204 Targo Road Girraween NSW 2145 Ph: (02) 9688 1080 Fax: (02) 9012 0944 growgirraween@gmail.com
---	--

### AGREEMENT

- I/we understand that under no circumstance will staff allow a person to take my child from the centre unless I have authorised to do so.
- I/we acknowledge and accept that staff working in the Children Services sector are mandatory reporters for children who may be deemed as being abused or neglected under the Children and Young Persons (Care and Protection) Act 1998 - Child Protection.
- I/we understand that the structure of fees are subject to change with two weeks' notice (government subsidy is available to all eligible families).
- I/we understand that fees are payable in advance of 2 weeks. A Late Payment Fee of \$15 applies (and every week thereafter) for declined or returned payments, or any other instances where accounts are in arrears. Termination of enrolment can result if fees are in arrears, and if an agreement has not been reached with the Centre Director to have this matter rectified.
- I/we understand that we must give a minimum of 4 weeks' notice if I wish to change my child's attendance days or withdraw my child from the centre. A bond, payable upon enrolment, is held in trust for this purpose.
- I/we understand that if my/our child has been allocated any permanent days at your centre and we accept, regardless of whether they have started or not, I/we agree to pay 4 weeks' fees if I/we cancel any of the days that have been allocated to my/our child.
- I/we understand that withdrawing my/our child within the first 3 months of attendance will result in forfeiture of 50% their bond.
- I/we understand that I/we must notify the centre as early as possible when my child will be absent, and must bring in supporting documentation for those absent days.
- I/we understand that all absentees, including public holidays, must be paid for in advance or on the due date. Fees are to be paid for the days my/our child is booked in with the centre, including times when my/our child is absent due to illness or other commitments.
- I/we understand that my child has up to 42 allowable absences in a financial year to continue to be eligible for CCB/CCR payments.
- I/we understand that I/we must sign in and out at the time of dropping off my child and picking up my child. Failure to sign in or out will incur a penalty of \$5 for each failed occurrence. The \$5 fee is applicable up to 5 occurrences per calendar year, after which it will be raised to \$10 for each occurrence. The \$5 applicable fee will continue to be charged each week until you sign any missing entries.
- I/we understand that there will be a \$5 charge to my account if I request for my childcare account to be reviewed by an office staff (if the discrepancy is not the fault of the service).
- I/we understand that I must provide a copy of my child's birth certificate upon enrolment.
- I/we understand that my child needs to be fully immunised and an updated Immunisation History Statement is regularly provided to the centre; if not, I/we understand that my child may be temporarily excluded from the centre.
- I/we understand that I must notify the centre if my child has contracted a contagious disease, and that I will not bring the child to the centre until the family doctor indicates in writing that it is safe to return for my child and the other children at the service.
- I/we understand that we may be required to leave the service in accordance with the Australian Government Priority Access guidelines as described on page 2 of this application.
- I/we understand that it is my responsibility to ensure the details on my child/ren's enrolment form is kept up to date at all times. I/we will update my details in Hubworks as required.
- I/we are aware that the centre policies are available to me/us and have access to them. I/we will familiarise myself with the centre Policies and Procedures and agree to abide by them.
- I/we understand and agree that if my child is very unsettled I may be contacted to collect my child early as this is in the best interest for my child and other children in the service.

This agreement is to be read in conjunction with the Parents Handbook and centre Policies and Procedures.

\_\_\_\_\_  
(Signature: Parent 1)

\_\_\_\_\_  
(Signature: Parent 2)

\_\_\_\_\_  
(Signature: Witness)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(Date)



## CONSENT

1. **Paracetamol:** A centre staff member may administer paracetamol to my child under verbal or written guidance of a medical practitioner in cases of emergency that raise the body temperature of my child to unacceptable and dangerous levels (38°C or higher).  
**The centre supervisor may use their discretion if you, the parent/guardian, or any other nominated person on this application cannot be contacted.**
2. **Medical Attention:** I understand that there may be times when medical attention is required by my child during his/her care at "Grow Early Learning Centre" and therefore I give permission to the Director or delegated supervisor to seek and/ or attend to my child's medical concerns on my behalf.
3. **Medical Management Plans:** I understand and agree that my child's medical management plans may be displayed around the service as this provides information and the action plan to any adults who may come across a medical emergency with my child. This is to ensure the well-being and health needs of my child are met as best it can be.
4. **Exchange of Information:** I/We give permission for Grow Early Learning Centre staff to exchange information with doctors, therapists, etc. about my child, where and when needed.
5. **Photo Permission:** I give permission for "Grow Early Learning Centre" to use my child's photographs for the following: (a) group or individual photos which might be used in their own or other children's observations/ portfolios (no information about your child will be mentioned in another child's portfolio), (b) general display inside the centre premises, (c) for display in the kitchen or staff room for identifying children with allergies, (d) in different media (including digital) such as newsletters, pamphlets, Childcarers, Facebook (but not limited).
6. **Sun Protection:** I understand it is my responsibility to provide my child with SunSmart clothing that protects their back and shoulders from the sun, as well as a SunSmart hat- please see SunSmart policy for more details. I give permission for the staff of Grow Early Learning Centre to apply minimum SPF 30+ sunscreen to my child's face, ears, neck, arms, and legs in accordance with the SunSmart policy of the centre.
7. **Head Lice Check:** I understand the centre will take all available measures to maintain the health & hygiene of children & staff attending the centre, therefore I understand and agree for my child to have their head checked for head lice randomly or as required.
8. **Students/Volunteers at centre:** I understand and agree to that at times there will be students and volunteers, who will be under the centre's employed staff supervision, working in the service with my child. My permission will be sought before any observations are taken by the student.

I/we consent to all the above.      Signature: \_\_\_\_\_      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_



