

WELCOME TO GLEN IRIS CHILD CARE CENTRE



ENROLMENT FORM FOR:

P: 08 9414 1179

E: info@gicc.com.au

W: gicc.com.au

OFFICE USE ONLY		
Date Enrolled	Deposit Paid	Sign



ENROLMENT FORM & WRITTEN ARRANGEMENT

CHILD DETAILS

LAST NAME		FIRST NAME	
DOB		GENDER	CRN
CULTURAL BACKGROUND			
LANGUAGES SPOKEN AT HOME			

PARENT/GUARDIAN DETAILS

LAST NAME		FIRST NAME	
PH		CRN	

PROVIDER DETAILS

NAME	Debian 2006 Pty Ltd		
TRADING AS	Glen Iris Child Care		
CONTACT	Leah Addis	PH	(08) 9414 1179
EMAIL	info@gicc.com.au		

START DATE OF ARRANGEMENT

DATE	
------	--

AS LISTED AS THE PARENT/GUARDIAN ABOVE, I HAVE READ AND UNDERSTOOD THE DETAILS OF THIS WRITTEN ARRANGEMENT AS OUTLINED ON PAGES 2 & 3 OF THIS DOCUMENT

SIGNED	
--------	--

DOCUMENTS TO BE PROVIDED

COMMENTS

COPY OF CCS LETTER OF ASSESSMENT	No <input type="checkbox"/> Yes <input type="checkbox"/>	
CHILD'S IMMUNISATION RECORDS	No <input type="checkbox"/> Yes <input type="checkbox"/>	
CHILD'S BIRTH CERTIFICATE	No <input type="checkbox"/> Yes <input type="checkbox"/>	
ALLERGY/INTOLERANCE ACTION PLAN	No <input type="checkbox"/> Yes <input type="checkbox"/>	
EZIDEBIT DIRECT DEBIT FORM	No <input type="checkbox"/> Yes <input type="checkbox"/>	
EARLYWORKS PERMISSION FORM (included in this doc)	No <input type="checkbox"/> Yes <input type="checkbox"/>	

OFFICE USE ONLY

ARRANGEMENT TYPE	CWA <input type="checkbox"/>	RA <input type="checkbox"/>	ACCS <input type="checkbox"/>	3 RD PARTY <input type="checkbox"/>
1 ST ORIENTATION DATE		2 ND ORIENTATION DATE		
NOTES		NOTES		



ENROLMENT FORM & WRITTEN ARRANGEMENT

WRITTEN ARRANGEMENT

By signing and submitting this enrolment form, you are entering into an agreement for Debian 2006 Pty Ltd (we/us) to provide care for your child, and for the signing parent/guardian (you/your) to pay fees for the care provided based on the terms and conditions set out below.

Debian 2006 Pty Ltd is the service provider for the following services:

Glen Iris Child Care (Long day care)

There are 4 types of arrangement available under the CCS system:

ARRANGEMENT TYPE	IS CHILD CARE SUBSIDY PAYABLE?
Complying Written Arrangement – must include all of the information & documents requested on the front page, as well as the routine bookings specified on page 6 of this document	Yes
Relevant Arrangement – an arrangement between the provider and the individual for the care of a child, which does not meet the requirements for a complying written arrangement. This type of enrolment notice is used only where the family does not wish to, or are ineligible to, claim child care subsidy.	No
Additional Child Care Subsidy – where a provider has identified a child is at risk of serious neglect or abuse, but there is no individual identified to pay for child care fees. In this case, the provider effectively becomes eligible for child care subsidy for that child, rather than an individual.	Yes – additional child care subsidy
Third Party – made when another party (the state, an employer or other organization) is liable for the fees for the care of the child.	No

The enrolment can only be submitted as one of the 4 types of arrangement listed above. Depending on the information provided, and circumstances around the agreement, we will make a determination as to which enrolment notice is best suited for the agreement.

BOOKINGS

For all of our services we require that you have routine weekly session bookings, but we do offer the flexibility of being able to add casual bookings or change the routine bookings where required. You are required to pay for a booked place whether your child attends or not, including public holidays, absence due to illness or injury, or any other absence on a booked day.

Your routine weekly session bookings are to be specified on page 8 of this document. Any changes or additions to your routine weekly bookings must be requested via email to info@gicc.com.au, at least 1 week prior to the requested change. Where possible we will try to meet your needs, however we cannot guarantee availability on additional or alternative days.



ENROLMENT FORM & WRITTEN ARRANGEMENT

PAYMENT OF FEES

We use a direct debit system – Ezidebit - to process payment of fees. You can elect to have your fees processed on either a weekly or fortnightly payment cycle, with the choice of your preferred day. The information/authorisation form is attached with this document, to complete and return as part of the enrolment process.

You will receive a family statement showing your fees payable, via email every Monday. Your total fees are the sum of fees from all of your booked sessions in the period, and the statement amount payable will be the remaining amount after any eligible subsidies are deducted from the total fees for the statement period. Your subsidies will be estimated based on the most current information available on the CCS system, and actual subsidies paid to us may vary. Any difference in the amounts estimated, and the actual amounts received will be reconciled to your account when we have received the CCS payments for each period.

Non-payment of fees constitutes grounds for termination of this agreement. If debt collectors are engaged to recover any outstanding fees, you will be liable for all additional costs incurred through this process.

Fees are subject to change at any time, however you will be given a minimum of 4 weeks' notice before the changes take effect.

TERMINATION OF ARRANGEMENT

You can terminate this arrangement at any time. This must be done in writing via email to info@gicc.com.au, and with a minimum notice period of 2 weeks. Fees will be payable for the full termination notice period, whether your child attends the routine booked sessions or not.

THE ENROLMENT PROCESS

There are 4 steps to complete an enrolment:

1. You need to make a claim for child care subsidy with Centrelink. You can use your myGov account or contact Centrelink directly to register your child and lodge a claim.
2. Complete & submit this form to us, thereby making an arrangement for the care of your child.
3. We will submit an enrolment notice to Centrelink, based on the information provided on this document.
4. You need to confirm the enrolment via your myGov account, or Human Services app on your mobile device.

If you need help, or have any questions regarding the enrolment process, please do not hesitate to contact the service management (details on page 1 of this document) at any time.



ENROLMENT FORM & WRITTEN ARRANGEMENT

PARENT/GUARDIAN DETAILS

The persons nominated below are the legally authorised parties for enrolment, bookings, cancellation of agreement and to have the service release the child to.

PARENT GUARDIAN 1 – SIGNATURE:

TITLE		FIRST NAME		LAST NAME	
DATE OF BIRTH		COUNTRY OF BIRTH			
ADDRESS				SUBURB	
POSTCODE		HOME PH		MOBILE	
EMPLOYER				WORK PH	
EMAIL					
LANGUAGES SPOKEN AT HOME					

PARENT GUARDIAN 2 – SIGNATURE:

TITLE		FIRST NAME		LAST NAME	
DATE OF BIRTH		COUNTRY OF BIRTH			
ADDRESS				SUBURB	
POSTCODE		HOME PH		MOBILE	
EMPLOYER				WORK PH	
EMAIL					
LANGUAGES SPOKEN AT HOME					

OTHER KNOWN PARENTS OF CHILD

Please disclose any other known parents of the child, and if applicable provide details of any court orders, parenting orders or parenting plans relating to the nominated persons. You will need to provide copies of any of these documents to the service for us to be able to act on them.

FIRST NAME		LAST NAME			
ADDRESS			SUBURB		
POSTCODE		HOME PH		MOBILE	

FIRST NAME		LAST NAME			
ADDRESS			SUBURB		
POSTCODE		HOME PH		MOBILE	

DETAILS OF ANY COURT/PARENTING ORDERS OR PARENTING PLANS

--



ENROLMENT FORM & WRITTEN ARRANGEMENT

AUTHORISED NOMINEES

The persons nominated below are authorised to be contacted in case of an emergency and where the parents cannot be contacted, to consent to medical treatment or administration of medication to the child, collect the child from the premises, or give approval for an educator to take the child out of the service. These persons must be in good health, easily contactable, within proximity to the service and capable of dealing with emergencies.

CONTACT 1

FIRST NAME		LAST NAME	
ADDRESS		SUBURB	
POSTCODE		HOME PH	MOBILE
WORK PH		RELATIONSHIP TO CHILD	

CONTACT 2

FIRST NAME		LAST NAME	
ADDRESS		SUBURB	
POSTCODE		HOME PH	MOBILE
WORK PH		RELATIONSHIP TO CHILD	

EMERGENCY CONTACTS

The persons nominated below are authorised to be contacted in case of an emergency and where the parents, or authorised nominees cannot be contacted.

CONTACT 1

FIRST NAME		LAST NAME	
ADDRESS		SUBURB	
POSTCODE		HOME PH	MOBILE
WORK PH		RELATIONSHIP TO CHILD	

CONTACT 2

FIRST NAME		LAST NAME	
ADDRESS		SUBURB	
POSTCODE		HOME PH	MOBILE
WORK PH		RELATIONSHIP TO CHILD	



ENROLMENT FORM & WRITTEN ARRANGEMENT

CHILD'S HEALTH DETAILS

ALLERGIES/INTOLERANCES			
DOES YOUR CHILD SUFFER FROM ASTHMA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IS YOUR CHILD RECEIVING ANY REGULAR MEDICATION?
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
PLEASE PROVIDE DETAILS			
DOES YOUR CHILD CARRY ANY INFECTIOUS DISEASE		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, WHAT STEPS HAVE BEEN TAKEN BY YOU/YOUR CHILD'S DOCTOR TO REDUCE THE POSSIBILITY OF TRANSMITTING THE INFECTIOUS DISEASE?			
HISTORY OF ANY MAJOR ILLNESS/OPERATION		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE DESCRIBE:			

Please note that you must provide us with a medical/allergy/asthma emergency action plan from your GP for any allergy and/or intolerance which may affect your child while attending our centre, prior to the first day of attendance.

FAMILY DOCTOR/PRACTICE										
ADDRESS							PH			
MEDICARE NUMBER										

NEEDS HELP FEEDING	YES <input type="checkbox"/>	NO <input type="checkbox"/>	VEGETARIAN	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FOOD ALLERGIES YES <input type="checkbox"/> NO <input type="checkbox"/>					
FOOD DISLIKES YES <input type="checkbox"/> NO <input type="checkbox"/>					
DIETARY RESTRICTIONS YES <input type="checkbox"/> NO <input type="checkbox"/>					



ENROLMENT FORM & WRITTEN ARRANGEMENT

Glen Iris Child Care provides sunscreen for protection from the sun, and repellent for the protection from biting insects. Parents/families are responsible for providing any other products such as nappy rash cream or teething gel. If you require a specific brand of product for your child, please list the items below and provide them for your child.

PRODUCT	BRAND	APPLIED FOR	PARENT SIGNATURE

I/we agree to provide the above items for my child and can confirm that these products have been applied to my child on more than three occasions without incident.

SIGNATURE OF PARENT/GUARDIAN 1		DATE	
SIGNATURE OF PARENT/GUARDIAN 1		DATE	

For all other medications, you must complete and sign an Authority to administer medication form. Please request from staff member on arrival.

We regret we are unable to care for sick children, or children with a contagious illness. In the event of an illness or accident (when parents/guardians or authorised person/s cannot be contacted), I/we consent to medical treatment from a registered medical practitioner, hospital or ambulance service being sought for my child and transportation of my child by ambulance. I/we agree to pay any expenses incurred for medical treatment and transport. In the case of an emergency when those people authorised to collect the child cannot be contacted, I/we consent to the service, having due regard to the wellbeing of the child, authorising an adult educator who is responsible for the child to take the child from the education and care service.

SIGNATURE OF PARENT/GUARDIAN 1		DATE	
SIGNATURE OF PARENT/GUARDIAN 1		DATE	

In the case of your child contracting any contagious disease such as chicken pox, hand foot and mouth, gastro, flu etc..., we can only accept your child back at the centre with a medical clearance letter from your registered GP.



ENROLMENT FORM & WRITTEN ARRANGEMENT

BOOKINGS

Please specify which sessions you would like to book for your child. This is subject to availability at the time of this enrolment form being completed and booking confirmation.

GLEN IRIS CHILD CARE (LONG DAY CARE)

		SESSION START TIME	SESSION FINISH TIME	HOURS
<input type="checkbox"/>	MONDAY	6:00 AM	6:00 PM	12
<input type="checkbox"/>	TUESDAY	6:00 AM	6:00 PM	12
<input type="checkbox"/>	WEDNESDAY	6:00 AM	6:00 PM	12
<input type="checkbox"/>	THURSDAY	6:00 AM	6:00 PM	12
<input type="checkbox"/>	FRIDAY	6:00 AM	6:00 PM	12

DOES YOUR CHILD REQUIRE DROP OFF TO & COLLECTION FROM SCHOOL?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE PROVIDE SCHOOL AND CLASSROOM DETAILS			
PIARA WATERS PRIMARY <input type="checkbox"/>	ATWELL PRIMARY <input type="checkbox"/>	CLASSROOM	



ENROLMENT FORM & WRITTEN ARRANGEMENT

PERMISSIONS & AUTHORISATIONS

Permission to participate in all activities offered at the service. I agree it is my responsibility to familiarise myself with the program, and advise service management in writing if I do not wish my child to participate in a particular activity.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Authorisation for staff at the service to take my child on regular or routine excursions. These excursions will be within walking distance of the centre.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Authorisation for staff at the service to give Panadol/Nurofen (age & weight appropriate) in the case of fever, where parents/guardians or nominated authorised persons cannot be contacted	YES <input type="checkbox"/> NO <input type="checkbox"/>

SIGNATURE OF PARENT/GUARDIAN 1		DATE	
SIGNATURE OF PARENT/GUARDIAN 1		DATE	

I/we have read the policies, regulations and requirements pertaining to the provision of care for my child in this form. I/we acknowledge that I/we fully understand and agree to abide by all conditions appearing in this form or in any policies, notices, as amended by Glen Iris Child Care from time to time. I/we declare that the information given above is accurate and agree to notify the service management immediately if there is any change to the above information.

These conditions are set as minimum requirements by Glen Iris Child Care then and cannot be altered partly or fully deleted in any way. Under our provisions, both parents/guardians have joint custody of the children of a marriage unless there has been an order of the Court giving sole custody to one parent. Both parents must sign the form except where an order has been made for sole custody, in which case only the signature of the parent with sole custody is required. In the case of the children born of a de facto relationship, the mother of the child is to sign the form unless there has been an order of the Supreme Court giving some other person custody of the child.

SIGNATURE OF PARENT/GUARDIAN 1		DATE	
SIGNATURE OF PARENT/GUARDIAN 1		DATE	

LATE FEE

After 6pm a late fee of \$1 per minute per child applies, this must be given in cash to the staff member at point of collection; this charge is not subsidised by child care assistance, nor can it be added to your account fees.

PRIORITY OF ACCESS

Please note we are required to operate according to the priority of access guidelines. This means it may be necessary to alter or sacrifice your child's attendance at Glen Iris on a particular day when a higher priority child requires a booking. The levels of priority are;

FIRST PRIORITY – children at risk of serious abuse or neglect.

SECOND PRIORITY – children of parents/guardians under the work/training/study test (under section 14 of the family assistance act)

THIRD PRIORITY – any other child.



ENROLMENT FORM & WRITTEN ARRANGEMENT

EARLYWORKS AT GLEN IRIS CHILD CARE

EarlyWorks is a comprehensive outcome-based early childhood education management system that we use at our services. It is a paperless, secure and efficient way of recording children's observations and learning journey, as required by the National Regulations, and outlined in the National Quality Framework.

Upon receipt of this completed enrolment form, your family & child's details will be entered into EarlyWorks. You will receive an email from the program with a password to log into your family profile, but there will be no information or content in the profile until your child has started attending the centre, and the educators can start adding photos, observations, experiences and other information related to your child's learning journey.

Information on EarlyWorks is attached with this document, please ensure you complete the included permission form. If you have any further questions, please contact centre management.

PHOTOGRAPH AUTHORISATION

I give permission for Glen Iris Child Care to take photographs of my child/ren with a digital camera and to use these photos in displays within the centre and in the EarlyWorks programming software. These images will be used solely for documentation and programming purposes and will be kept confidential.

- Yes
- No

Images that may be shared with my permission will only be the daily journal and observations where my child is in a group photo. These images will be shared only with the families' who's children are also in the same image.

- Yes
- No

In addition to this I also give permission for Glen Iris Child Care to use any photos in promotional materials produced by the centre, including (please tick the box/es that apply)

- brochures
- handbooks
- web site
- newsletters
- advertising materials
- all of the above



ENROLMENT FORM & WRITTEN ARRANGEMENT

PRIVACY NOTICE

Dear Parent,

Thank you for your interest in joining us at Glen Iris Child Care, and choosing us to be part of your child's early childhood education.

In order to provide care, we are required to collect a range of information, some of which is defined as personal or sensitive information, under the Privacy Act 1988

Under the Act:

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive personal information' means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

If the relevant personal information requested in the attached forms is not provided, we will be unable to assess your eligibility to access education and care at our service, or your eligibility for any available childcare assistance support or funding that may be, or become, available.

The information that you provide will only be disclosed to relevant National or State based agencies for regulatory or compliance purposes, and only if that disclosure is consistent with relevant laws, in particular the Privacy Act 1988.

All personal or sensitive information you entrust to us will be used, stored, or disposed of as necessary in accordance with the Privacy Principles.

By completing and submitting the attached enrolment and associated forms, you consent to the collection of all personal information, including sensitive personal information, contained in those forms.

Our privacy and confidentiality policy includes information about how to access, and if necessary, correct your personal information. A copy of the policy can be obtained from the centre, and is posted on our website.

If you need to talk to anyone about your personal information or to make a complaint, please ask to speak to the services privacy contact officer.

Welcome to our service

Regards

Leah Addis
Centre Manager