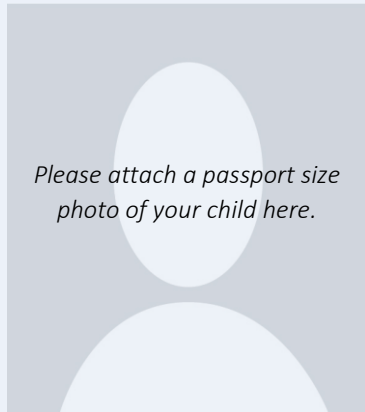


ENROLMENT FORM



Name:

ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission

Child's birth certificate		Child Customer Reference Number (CRN)	
AIR Immunisation History Statement		ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma)	
Parent Customer Reference Number (CRN) and date of birth		Medical documents	
Court Orders and/or legal documents			

<i>Service name: Wind in the Willows Childcare Centre</i>	
<i>Address: 8 Sturt Street Kingsford NSW, Australia 2032</i>	
<i>Phone number: 02 96630652 0406948585</i>	<i>Email: windinthewillowssccc@gmail.com</i>
<i>Up to Two weeks paid in advance (Credit on Account) Received: \$</i>	

CHILD DETAILS

Education and Care Services National Regulations - Regulation 160 (3a, e)

Family Name			
First given name		Second given name	
Preferred first name			

Date of Birth		Gender	Male / Female
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Child's Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>	
--	--

Child's home address	
Child normally lives with	

Days of attendance (Please circle):	Mon	Tues	Wed	Thurs	Fri
Session Start Time					
Session End Time					
OFFICE USE ONLY					
Date Entered	Entered By				

Child's Start Date

CULTURAL CONSIDERATION

Education and Care Services National Regulations - Regulation 160 (f, g, h)

<p>Is your child of Aboriginal or Torres Strait Islander origin?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both</p>
<p>Does your child speak a language other than English at home?</p> <p>(Please circle) Yes / No</p>	<p>If yes, what language (s) other than English are spoken at home.</p>
<p>County of birth</p>	
<p>Child's residency status</p>	
<p>What is your child's cultural background?</p>	
<p>Please outline any cultural practices you would like followed</p>	
<p>Religion</p>	
<p>Please outline your child's religious background and if relevant any religious practices/celebrations you would like followed.</p>	

PRIMARY PARENT

[Primary Parent must also be the registered CRN number holder]

Education and Care Services National Regulations - Regulation 160 (3b)

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth:	
Email address	
Relationship to child	
Country of Birth	

Primary Parent Centrelink Reference Number (CRN):	[See Primary Parent] (This is different to your Child's CRN)
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Please provide any relevant cultural background details	
---	--

Does the child normally live with you? (Please circle)	Yes / No
---	----------

Occupation	
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SECONDARY PARENT

Education and Care Services National Regulations - Regulation 160 (3b)

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth	
Email address	
Relationship to child	
Country of Birth	

Please provide any relevant cultural background details	
---	--

Does the child live with you? (Please circle)	Yes / No
---	----------

Occupation	
------------	--

FAMILY LAW, AVOs OR OTHER RELEVANT COURT ORDER

Education and Care Services National Regulations - Regulation 160 (3c, d)

<p>Are there any relevant court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child?</p>	<p>Yes/No</p> <p>If yes, please provide all relevant documentation and paperwork</p>	<p>Attached</p>
<p>Are there any other relevant court orders relating to the child's residence or the child's contact with a parent or other person?</p>	<p>Yes/No</p> <p>If yes, please provide all relevant documentation and paperwork</p>	<p>Attached</p>
<p>Have photographs and names of unauthorised people been attached to this form?</p>	<p>Yes/No</p>	<p>Attached</p>
<p>Briefly outline court order requirements</p>		

Please note that without this documentation we cannot legally enforce the Order/s.

CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay. To claim Child Care Subsidy (CCS) families must meet eligibility requirements which include:

1. You and/or your partner must care for your child at least 2 nights per fortnight or have 14% care?

YES NO

2. Are you liable for fees for care provided at an approved childcare service?

YES NO

3. Do you meet residency requirements?

YES NO

4. Does your child meet immunisation requirements?

YES NO

5. Have you completed the Child Care Subsidy assessment on the [myGov](#) website?

YES NO

6. Have you received confirmation about your Child Care Subsidy?

YES NO

Please Note:

If you need assistance with filling out this form, please speak to the Director who will be happy to help. Please ensure that if any details change, you notify the Service immediately.

MEDICAL INFORMATION

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

To ensure your child's safety, it is essential that you inform our Service of any medical conditions, including known allergies before enrolment. If any information changes to an existing condition or you become aware of a newly diagnosed condition, you should contact management as soon as possible.

Child's Medicare Number			
Medicare Expiry Date		Child's Medicare reference number	
Doctor's name			
Medical Centre		Phone number	
Doctor's address			
Dentist name			
Name of Service		Phone number	
Dentist's address			
Private Health Cover	Yes / No	Private Health Fund Name	
Private Health Care Membership Number		Ambulance Cover	Yes / No
Do you authorise the Nominated Supervisor or another educator at the Service to seek medical treatment from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator at the Service to seek dental treatment from a registered dental practitioner or service in the event of an emergency?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency?	Yes/No	Parent 1 Signature:	

		Parent 2 Signature:	
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CHILD'S MEDICAL DETAILS AND HEALTH CONDITIONS

Allergies- provide details of child's allergies. These can include insect stings, food (eg nuts, eggs, peanuts) animals, latex, medication or other			
Allergy to			
Medical specialist or doctor who may be currently treating your child for this condition			
Phone contact		Address	
Risk of Anaphylaxis	Yes/No	Has a doctor diagnosed this allergy?	Yes/No
Does your child have a current Action Management Plan?	Yes/No	Has your child been prescribed an adrenaline autoinjector?	Yes/No
If your child has been prescribed an adrenaline autoinjector, you will need to provide this to the Service (and renew prior to expiry date).			
Please be advised that if your child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child's parents and/or emergency services as soon as possible. <i>Education and Care Services National Regulations - Regulation 94.</i>	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	

Special dietary requirements

Prohibited Food	Detailed information

MEDICAL CONDITIONS OTHER THAN ALLERGIES, AND ANAPHYLAXIS (ASTHMA, SEVERE ASTHMA, EPILEPSY, DIABETES other)

Medical condition		
Has a doctor diagnosed this condition?	Yes/No	
Does your child have a current Action Management Plan (eg Asthma Plan)	Yes/No	
If yes, is this plan attached?	Yes/No	
Does your child take any prescribed regular medication for this condition?	Yes/No	
Medication Name/s		
<p>Medication will only be administered if:</p> <ul style="list-style-type: none"> • it is prescribed by a medical practitioner • it is in the original container with the original label • the label contains the child's name • instructions and dosage can be clearly read • expiry date or use by date is valid • any verbal or written instructions provided by the medical practitioner must be provided by the parent/s <p><i>Education and Care Services National Regulations Regulation 95</i></p> <p>Any medication, including non-prescription medication like nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our "Administration of Authorised Medication" form.</p>	Parent 1 Signature:	
Parent 2 Signature:		



IMMUNISATION DETAILS

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

No child can be enrolled in an Early Childhood Education and Care service unless evidence is provided of up-to-date vaccination from the Australian Immunisation Register (AIR).

<p>AIR Immunisation History Statement or AIR Immunisation History Form is provided and has words 'up to date' recorded.</p>	<p>Yes/ No</p>	<p>Attached</p>
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FAMILY INFORMATION

<p>Does your child have any siblings attending our Service? If so, please provide their names and ages.</p>	
<p>Does your child have other siblings at home or attending school? If so, please provide their names and ages.</p>	
<p>Does your child have any other close relations attending the Service? If so, please provide their names and ages.</p>	

DEVELOPMENTAL INFORMATION

<p>Does your child have any problems with hearing, sight or speech?</p>	<p><input type="checkbox"/> Hearing Detailed information: _____ _____ _____</p> <p><input type="checkbox"/> Sight Detailed information: _____ _____ _____</p> <p><input type="checkbox"/> Speech Detailed information: _____ _____ _____</p>
<p>Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?</p>	<p>Detailed information</p>
<p>Does your child require additional support for learning because of disability?</p>	
<p>Is there anything that you do or modify at home that may assist us to meet the educational needs of your child?</p>	
<p>Has your child begun toilet training?</p>	
<p>Is this the first time your child has been in care? If yes, please indicate the type of early education and care your child has experienced.</p>	
<p>Is your child used to being with other adults and children?</p>	

Does your child have any comforters? (security blanket, dummy, bottle etc)	
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TRANSITION TO SCHOOL

<p>Have you decided what school to send your child to? If so, do you give the Service permission to exchange information with the school to assist your child transition to school?</p> <p>Name of School: _____</p> <p>Permission to exchange information: Yes/No</p>	Yes/No	Parent 1 Signature:	
	Yes/No	Parent 2 Signature:	
<p>While public schools have no requirements for entry, some private schools may have entry requirements. If relevant and known, please outline any requirements for entry to your child's private school so we can incorporate them into your child's program.</p>			

FIRST EMERGENCY CONTACT- **AUTHORISED NOMINEE**

Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)

There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. Please provide information about two people who are authorised to be contacted in case of an emergency and/or are authorised to collect your child. Each person must live a maximum of **30 minutes** from the Service and must provide identification when collecting the child.

Please ensure you have obtained the person's consent before listing them as an emergency contact.

Full Name			
Relationship to child			
Phone Number	(H)		
	(M)		
	(W)		
Email Address			
Can this person be contacted to collect your child from the education and care service	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child	Yes/No	Parent 1 Signature	

outside the Service's premises in the event that you cannot be contacted? (Please Circle)		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	

SECOND EMERGENCY CONTACT- **AUTHORISED NOMINEE**

Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Email Address			
Can this person be contacted to collect your child from the education and care service or family day care educator	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	

CHILD'S ROUTINE

TIME	ROUTINE

ENROLMENT AGREEMENT- CONSENT

Please read the following agreement carefully before signing. If there is anything within this document that you are unsure of, please ask for clarification.

HEALTH AND SAFETY

Have SPF30+ sunscreen applied prior to sun exposure (If not, please provide a letter releasing the Service of any liability)	YES	NO
Have Band-Aids or sticking plasters applied when necessary	YES	NO
Have staff apply Nappy Cream/Paste (supplied by parents)	YES	NO
Have staff apply Teething Gel (supplied by parents)	YES	NO
Have staff apply Insect Repellent (supplied by parents)	YES	NO
I/we give permission for our child to participate in outings to places of interest (A permission slip will need to be signed before allowing your child to leave the Service for any excursion)	YES	NO

PHOTOGRAPHY AND VIDEO

For photos and video footage to be taken of my/our child for Service use and staff training purposes (footage will not leave the Service)	YES	NO
For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the Service	YES	NO

For photos and video footage of my/our child to be used for student training purposes (photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking)	YES	NO
For photos and video footage of my/our child to be used on Service website, social media and other internet purposes, such as advertisement and used in resources for this organisation	YES	NO

PARENT AGREEMENT

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

Please tick box to confirm you have read each point:

- I agree to inform the Service in writing immediately of any changes to the above information.
- I agree to pay the Service enrolment fee and bond prior to my child starting and am aware that the enrolment fee is non-refundable. Bond is refundable under conditions outlined in the Policy Manual.
- I agree to keep my fees paid up to date and understand that my child's position at the Service will be in jeopardy if my fees are not kept up to date. I understand that all booked days are paid for even when my child is absent due to sickness or on holidays.
- If I am unable to collect my child by closing time, I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child.
- I agree to pay a late fee of **\$8.00 per 1minute charged at 15min blocks** or part thereof after closing time. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, **educators or the nominated supervisor may be required to take your child to the local Police Station to await your arrival. A**

note will be left detailing your child's whereabouts. In this instance, the Service is also obligated to notify relevant Child Protection Agencies and/or the Regulatory Authority.

- I agree to provide two weeks written notice to withdraw my child or reduce booked days.
- I agree to bring my child to the Service with sunscreen applied and give permission for staff to reapply sunscreen throughout the day. (If your child has sensitive skin and would prefer, they use their own sunscreen, please bring a spare tube to remain at the Service - clearly labelled with your child's first and last name).
- I authorise a qualified staff member to administer a single dose of paracetamol (Panadol) appropriate to my child's age, in the event of my child experiencing a high temperature and other measures of reducing the temperature have not worked. In this event, I agree to collect my child as soon as possible, or organise for someone else to collect my child.
- I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service's *Administration of Medication* form. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Service's policy the medication will not be given unless, in the case of missing or incorrect details I can be contacted to authorise the missing details. I agree to inform the staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current letter (within 6 months) from a *General Practitioner* stating the name of and reasons for the medication, and only then, if the Director deems the child well enough to attend Service.
- I give permission for my child to be observed by educators of the Service and students supervised by the educators. I give permission for my child to participate in programs organised by practicum students under the supervision of an educator. I am aware that confidentiality is always respected and that students will not be left with children without an Educator present.
- I have read the Parent Handbook and am familiar with the Service's Policy Manual located in each room and in the office. I agree to follow, support and abide by these policies and am aware that staff members are available to discuss any policies that I do not fully understand. I know that if I have any suggestions that I can make this suggestion in person to a staff member or anonymously in the suggestion box.
- I, or someone I know has a skill they could share with the children to enhance the educational program.

I have read and understood the information in this application. Information provided about my child/ren or other people, has been given with their authorisation.

Print Name: _____ Signature: _____ Date: __ / __ / __

Print Name: _____ Signature: _____ Date: __ / __ / __

Definitions

- 1.1 "Centre" shall mean Anderson Day Care Pty Ltd T/A Wind in the Willows Child Care Centre and its successors and assigns.
- 1.2 "Child" shall mean the child enrolled with the Centre.
- 1.3 "Parent" shall mean the legal guardian (or guardians) of the Child and is the person (or persons) responsible for payment of the Fees. Where more than one Parent has entered into this agreement, both Parents shall be jointly and severally liable for all payments of the Fees.
- 1.4 "Services" shall mean all services supplied by the Centre to the Parents and includes any advice or recommendations.
- 1.5 "Fee" shall mean the cost of the Services as agreed between the Centre and the Parents subject to clause 3 of this contract.

2. The Commonwealth Trade Practices Act 1974 ("TPA") and Fair Trading Acts ("FTA")

2.1 Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the TPA or the FTA in each of the States and Territories of Australia, except to the extent permitted by those Acts where applicable.

3. Acceptance

3.1 The Parent acknowledges that in order to be granted priority placement, the Parent must provide the Centre with proof of employment and/or child care benefit entitlement.

3.2 Upon acceptance of these terms and conditions by the Parent the terms and conditions are irrevocable and can only be rescinded in accordance with these terms and conditions or with the written consent of the Co-ordinator and/or Director of the Centre.

3.3 None of the Centre's agents or representatives are authorised to make any representations, statements, conditions or agreements not expressed by the Co-ordinator and/or Director of the Centre in writing nor is the Centre bound by any such unauthorised statements, representations, conditions or agreements.

3.4 The Parent acknowledges that casual care throughout the year is subject to availability on the basis of the absence of permanent bookings only.

4. Price And Payment

4.1 At the Centre's sole discretion, the Fee shall be as indicated on invoices provided by the Centre to the Parent in respect of Services supplied and subject to the Centre's current rate schedule.

4.2 Time for payment for the Services shall be of the essence and will be stated on the invoice or any other forms. If no time is stated then payment shall be due seven (7) days following the date of the invoice.

4.3 The Centre may charge an annual non-refundable administration fee of Thirty-five dollars (\$35.00) and a five-dollar (\$5.00) fee per Child, for the supply of the Centre's hat, payable at the time of enrolment. Parents shall be required to pay this fee even when placed on the waiting list.

4.4 At the Centre's sole discretion, a holding deposit/ weekly fees in advance payment may be requested up to or equal to a full two (2) weeks of Fees shall be required for each Child and excludes child care benefit relief payments. This not a bond, and the payment will be allocated to the first weeks fees as a credit until the credit has reached nil and Direct debit payments will be installed

4.5 Fees remain payable in full, even when the child is absent through illness or for any other reason.

4.5.1 You may be required to pay for public holidays.

4.6 Fees must be paid in full unless the Parent is granted a Centre Fee subsidy. In this case, the Fee payable will be the total Fee due. The Parent will be responsible for contacting the director, completing the Fee subsidy form and providing proof of income.

4.7 The childcare benefit is also available to a Parent through an application to the Family Assistance Office, but it is the responsibility of the Parent to claim from the Family Assistance/Medicare Office. The Centre's paid in full invoice must be signed by the Centre.

4.8 The Parent is obliged to contact the Centre if there is any change to his or her circumstances which may have a bearing on the amount of Fees to be paid, and their eligibility for any subsidy.

5. Method of Payment

5.1 Fees may be paid by the Direct Debit or Eft pos facility that has been provided at no cost to you

5.2 GST and other taxes and duties that may be applicable shall be added to the Fee except when they are expressly included in the Fee.

5.3 All dishonoured payments for childcare fees will incur a nonnegotiable \$9.00 fee added to the family's account, each and every time there is a dishonoured payment from their bank account.

6. Extended Hours Of Care

6.1 Pickups past the arranged time may incur a late fee charge of \$8.00 per minute for the first 15min and \$10.00 per minute after that.

7. Termination Of Enrolment

7.1 Placements may be terminated where an enrolled child is absent from the Centre for two (2) weeks or more with no notice given. If a child is withdrawn without two (2) weeks' notice, two (2) week's Fees shall be due in lieu of notice.

8. Withdrawal on Two Weeks' Notice

8.1 When a child is to be withdrawn from care, the Parent is to give four (2) full weeks' notice in writing. If the child does not attend the Centre during this period, no refund of Fees will be made for that period and fees will be expected to be paid regardless of the child's attendance. You must physically sign your child in and out on the last day of care, CCS will not be applied to your account if you fail to this and you will be required to pay full fee for your two week withdrawal period.

8.2 The notice of withdrawal is effective from the date it is lodged with the Centre in writing.

9. Absences And Illness

9.1 It is the responsibility of the Parents to advise if a child is to be absent as soon as possible and inform the Centre of the estimated length of absence. If the child is to go on holidays, fees are to be paid in advance to cover the period of absence.

9.2 A child will not be able to attend the Centre for any period of time during which:

- (a) the child is suffering from a disease or condition which is contagious through normal social contact; or
- (b) a medical practitioner has recommended the child not attend pre-school; or
- (c) when the Co-ordinator and/or Director of the Centre requests that the sick child be kept away from the Centre because the child requires care which the Centre staff resources do not permit; or
- (d) where a medical practitioner prescribes antibiotics or antifungal medication for a child, the Parent must ensure that the child does not attend the Centre for twenty-four hours after commencement of the medication; or
- (e) The Child has a temperature of over thirty-seven and a half (37.5) degrees. Upon notification, the Parent shall be required to collect the Child from the Centre in this instance.

10. Default & Consequences Of Default

10.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and shall accrue at such a rate after as well as before any judgement.

10.2 If the Parent defaults in payment of any invoice when due, the Parent shall indemnify the Centre from and against all the Centre's costs and disbursements including on a solicitor and own client basis and in addition all of the Centre's nominees costs of collection.

10.3 Without prejudice to any other remedies the Centre may have, if at any time the Parent is in breach of any obligation (including those relating to payment) then the Centre Co-ordinator and/or Director has

- (a) the authority to terminate an enrolment at the Centre where the fees remain outstanding for four (4) weeks or more and no agreement to pay is in place, and
- (b) Any of its other obligations under the terms and conditions.

The Centre will not be liable to the Parent for any loss or damage the Parent suffers because the Centre exercised its rights under this clause.

10.4 If any account remains unpaid at the end of the fourth week after supply of services the following shall apply: An immediate amount of the greater of \$20.00 or 10.00% of the amount overdue shall be levied for administration fees which sum shall become immediately due and payable.

11. Sunscreen

11.1 The Parent acknowledges that all children are required to wear sunscreen. In the event any Child is allergic to certain brands of sunscreen, the Parent must supply a brand that is safe to use.

12. Immunisation

12.1 The Parent will ensure that the child is immunised appropriately for his/her age prior to commencement at the Centre and will produce proof of immunisation on request.

12.2 A child who has not been immunised will not be permitted to attend Wind in the Willows Childcare.

12.3 Should there be any medical, religious or philosophical reason for the child not being immunised, the Parent will present a Doctor's Certificate or Statutory Declaration stating the reason before enrolment of the Child can be accepted

13. Emergency Contacts

13.1 The Parent must provide the Centre with the names and addresses of two responsible persons over the age of eighteen (18) who can collect the child in case of an emergency or illness. When contacted by the Centre Co-ordinator and/or Director or their delegate, the Parent or a responsible person authorised by the Parent, must go immediately to the Centre to collect a sick or injured child.

14. Persons To Collect A Child

- 14.1 A child may be released into the care of either Parent, a guardian, or a responsible person into whose care a custodial Parent has signed permission for the child to be released. This may include persons nominated as emergency contacts, persons nominated on the enrolment form to collect the child, or persons nominated to collect the child on specific occasions.
- 14.2 The person collecting the child (other than the Parent) may be required to produce proof of identity to satisfy the Centre of their bona fides before the Child will be released.
- 14.3 Centre staff will not be responsible for the removal of a child from the Centre by a non-custodial Parent or other person, however will do all in their power to prevent this. In such a case, staff will make every effort to contact the custodial Parent and Police.
15. Medication
- 15.1 A Parent whose child requires administration of medication will:
- (a) complete the appropriate form at the Centre; and
 - (b) provide the correct medication in its original container; and
 - (c) provide written instructions from a medical practitioner for the administration of non-prescription medication; and
 - (d) Provide the Centre staff with the doctor's name and contact phone number.
- 15.2 Centre staff are authorised to administer medication only in accordance with the Parents written authority. In doing so, Centre staff are to be regarded as acting in place of the Parent. Staff are not liable for any allergic reaction or injury caused to the child by the administration of the medication in accordance with the Parents written authority. Nor will they be responsible for any error contained in the written permission, or the supply of incorrect medication by the Parent.
- 15.3 The Parent will notify the centre of any changes or developments in the child's medical history.
16. Accident/Emergency
- 16.1 In the event of an accident or emergency resulting in the need for medical attention, the Parent hereby gives authority to the Co-ordinator and/or Director or their delegate to arrange such medical assistance and/or ambulance as deemed necessary. Every reasonable effort will be made to contact the child's Parent. However, if unable to contact them the Co-ordinator and/or Director or their delegate may authorise the administration of medication, transportation to hospital and administration of treatment as is recommended by the child's doctor, any attending doctor, ambulance officer, police or State Government Officer, on behalf of the Parent.
- 16.2 The Parent will be responsible for any costs incurred as a result of transportation or treatment.
17. Notification Of Child Abuse
- 17.1 Under the Child Care and Protection Act Centre staff are mandatory reporters and as such are obliged to report any suspected incidents of child abuse or mistreatment to the licensing body.
18. Court Action
- 18.1 Should a child or children attending the Centre be subject of any court action, particularly custody or access issues being heard before the Family Law Court, the Centre does not allow staff to issue statements or provide reports regarding children except where instructed to do so by the court itself.
19. Privacy Act 1988
- 19.1 The Parents agrees for the Centre to obtain from a credit-reporting agency a credit report containing personal credit information about the Parent in relation to credit provided by the Centre.
- 19.2 The Parent agrees that the Centre may exchange information about the Parent with those credit providers named in a consumer credit report issued by a reporting agency for the following purposes:
- (a) to assess an application by Parent;
 - (b) to notify other credit providers of a default by the Parent;
 - (c) to exchange information with other credit providers as to the status of this credit account, where the Parent is in default with other credit providers; and
 - (d) To assess the credit worthiness of the Parent.
- 19.3 The Parents consents to the Centre being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
- 19.4 The Parent agrees that Personal Data provided may be used and retained by the Centre for the following purposes and for other purposes as shall be agreed between the Parent and Centre or required by law from time to time:
- (a) provision of Services;
 - (b) marketing of Services and/or Goods by the Centre, its agents or distributors in relation to the Services and Goods;
 - (c) analysing, verifying and/or checking the Parents credit, payment and/or status in relation to provision of Services/Goods;
 - (d) processing of any payment instructions requested by Parent; and

(e) Enabling the daily operation of the Parents account and/or the collection of amounts outstanding in the Parents account in relation to the Services and Goods.

19.5 The Centre may give information about the Parent to a credit reporting agency for the following purposes:

- (a) to obtain a consumer credit report about the Parent; and/or
- (b) Allow the credit reporting agency to create or maintain a credit information file containing information about the Parent.

20. Quality Assurance

20.1 The Parent expressly permits the Centre to photograph or video record the Child for quality assurance purposes and for the purpose of digital portfolios. The Parent acknowledges that the Child may appear in the background of other portfolios.

20.2 Under no circumstances will any media (including, but not limited to, photographs and video recordings) of, or including, the Child be used for advertisement purposes or placed on the internet.

21. General

21.1 If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

21.2 These terms and conditions and any contract to which they apply shall be governed by the laws of New South Wales and are subject to the jurisdiction of the courts of New South Wales.

21.3 The Centre reserves the right to review these terms and conditions at any time. If, following any such review, there is to be any change to these terms and conditions, then that change will take effect from the date on which the Centre notifies the Parent of such change.

ENROLMENT CONSENT

I certify that the above information is true and correct. I authorise the use of my personal information as detailed in the privacy Act clause (clause 19) attached. I have read and understood all the terms and conditions (attached) of Anderson Day Care Pty Ltd T/A Wind in the Willows Child care Centre which form part of and are intended to be read in conjunction with this enrolment form and agree to be bound by these conditions.

Guarantee

If I execute this agreement as the person responsible for payment on behalf of the parent/Guardians I guarantee the due and punctual payment of all monies payable under this agreement. This Guarantee and Indemnity shall constitute an unconditional and continuing guarantee and indemnity and accordingly shall be irrevocable and remain in full force and effect until the whole of moneys owing to the centre by the parents/guardians and all obligations herein have been fully paid satisfied and preformed.

Signed: Date ____/____/____

Name:

HOW DID YOU HEAR ABOUT US?

Word of Mouth		Internet Search	
Advertisement		Social Media	
Website		Other:	

Privacy Disclaimer

We acknowledge and respect the privacy of its clients. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.