

Cardinia Leisure Children's Services Enrolment Information

Sessions:

Session 1 – 9:00am-10:30am

Session 2 – 10:40am-12:10pm

Session 3 – 12:15pm-1:45pm (Tuesday, Thursday, and Friday only)

Netball Sessions – (55min sessions commencing at 9:45am, 10:45am, 11:45am on Wednesdays)

Occasional Care/Parent Leaving the Facility:

Available to Health and Wellness Members for all Sessions.

Available to Non-Members during 2nd and 3rd Sessions only.

Fees:

July 1st 2018 – June 30th 2019

Members	Using the Facility	Leaving the Facility
1 child-	\$7.30	\$7.30
2 children-	\$11.50	\$11.50
3 children-	\$15.70	\$15.70
4 children	\$19.20	\$19.20
5 children	\$21.80	\$21.80
Non-Members-	Using the Facility	Leaving the Facility
1 child	\$8.20	\$10.00
2 children	\$12.10	\$14.50
3 children	\$16.70	\$19.00
4 children	\$20.60	\$22.60
5 children	\$25.75	\$30.90

Netball- \$4.00 per child per session

Crèche sessions are paid for at reception. Please bring your receipt with your child's name on it and hand it to crèche staff as proof of payment.

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Bookings:

Bookings can be made by contacting the crèche during regular session times, or reception outside of crèche operating hours. To rebook a session, please tick the rebook column on the sign in sheet. This will rebook your child for the same time and day for the following week. Bookings can be made up to a week in advance. For bookings further in advance, please speak directly with the crèche staff.

Cancellations:

Cancellation of your booking must be received by 7:30am on the day of your booking. A Non-cancellation/No-show Fee will be applied to your account and is payable upon your next attendance if cancellation is not received by this time.

What to Bring:

Your child will need the following items whilst attending crèche:

- A healthy snack (children will often eat a healthier option when surrounded by their peers, regardless of age. Fruit, yoghurt, vege sticks and dips are great options.)
- A water bottle (we provide spare cups for the occasions when it is forgotten.)
- A change of clothes (we strongly believe in children learning through play as it fosters curiosity, experimentation and imagination whilst engaging all their senses.)
- A hat for outdoors (we are a SunSmart Service and have spare hats if needed.)
- Nappies and Wipes if your child is still in nappies.
- A comfort item if you think this will assist your child

Staffing:

All childcare educators working in the crèche are required to have a Certificate 3, Diploma or Bachelor of Early Childhood Education, as well as First Aid, CPR, Asthma, Anaphylaxis and Working with Children Checks.

Programming:

Our children's program is developed to accommodate the variety of ages and abilities of all children in our care. We aim to assist children to become independent learners through quality care and educational program. Our team of educators work together to develop a fortnightly program, that is reviewed and adapted on a daily basis to support the changing needs and interests of the children. Photographic Reflections are displayed on our Reflection and Programming wall. Parental input is highly valued at our service. Please let the staff know, or write a message in our communication diary, and we will implement your ideas where possible.

Behaviour Management:

The techniques we use when dealing with children's behaviour are obviously going to be different than those that are used at home. Our aim is to provide children with a positive atmosphere and to establish opportunities for recognizing and reinforcing appropriate behaviour. When children understand the reasons for limits they are more likely to follow them. Teaching children the reasoning for a limit helps them to gain a better understanding of why the limit is put in place. A copy of our behaviour management policy is available on our entrance communication board, or by contacting staff.

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Delivery and Collection of Children:

The safety of the children in our care is of the utmost importance. Children are only permitted to be collected by a person who has been listed on a child's enrolment form. For more details or to add additional people to this list after enrolment has commenced, please see one of our childcare educators.

Children's Health and Wellbeing:

To minimise the spread of potentially *infectious diseases* between children, and centre staff, Cardinia Life Crèche Educators may exclude children who they deem too ill to attend. This is at the discretion of the educators and Centre Management. More information is available in our Infectious Diseases Policy.

Anaphylaxis:

Anaphylaxis is a severe, life-threatening allergic reaction. We encourage families to avoid bringing nut-based products to avoid possible exposure to children with allergies that may attend our service. Children with Allergies/Anaphylaxis/Asthma are required to notify our childcare educators and to provide an Action Plan form a medical professional. A copy of our Anaphylaxis policy is available on our communication board.

Complaints Information:

If you have a complaint or concern, please speak with the Childcare Educators.

If you are not satisfied with their response, please contact Shayreen Quinton, in person, by phone 03 5945 2888, or by email childcare.cardinia@alignedleisure.com.au

If you have been unable to resolve your concerns, please see our complaints information on the Communication Board at the entrance to Crèche.

Immunisation Record:

Cardinia Life's Childcare service operates under the 'No Jab, No Play' policy. To have an enrolment confirmed for your child please provide the service with an Immunisation History Statement from the AIR. It must show that your child:

- is up to date with vaccinations for their age OR
- is on a recognised vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

Parents and carers can print a copy of their child's Immunisation History Statement from their;

- [myGov](#) account or
- Call the AIR on phone 1800 653 809
- [visit a Medicare or Centrelink office.](#)

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CHILD DETAILS

First Name:

Surname:

Date of Birth:

Gender: M / F

Home Address:

Country of Birth:

Is your child: Aboriginal

Torres Strait Islander

Neither

Language(s) Spoken at Home:

PARENT GUARDIAN DETAILS (1)

First Name:

Surname:

Relationship to Child:

Country of Birth:

Home Address:

Contact Phone Numbers: (H)

(M)

Occupation:

(W)

Email:

Does the child live with you? Y/N

PARENT GUARDIAN DETAILS (2)

First Name:

Surname:

Relationship to Child:

Country of Birth:

Home Address:

Contact Phone Numbers: (H)

(A)

Occupation:

(W)

Email:

Does the child live with you? Y/N

Please supply a copy of any court orders in relation to the custody and care of your child if applicable

Signed by Parent Guardian: _____

Date: _____

Cardinia Life
PO Box 310, Officer, VIC 3809

P (03) 5945 2888 E cardinia@alignedleisure.com.au W cardinialeisure.com.au

ABN 58 608 613 350


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AUTHORISED PERSONS/EMERGENCY CONTACTS

There may be times when the child has an accident, injury, trauma or illness and the parents or guardians cannot be contacted. To deal with these situations the children's service will notify one of the following people who are authorised to collect and care for the child after accident, injury, trauma, or illness.

Your consent is required to give the people in the following table lawful authority to authorise the taking of the child outside of the premises by a staff member of the service, consent to medical treatment from a registered medical practitioner, hospital, or ambulance, can request/permit the administration of medication to the child.

EMERGENCY CONTACT 1 (OTHER THAN PARENTS)

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (H)

(M)

EMERGENCY CONTACT 2 (OTHER THAN PARENTS)

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (H)

(M)

EMERGENCY CONTACT 3 (OTHER THAN PARENTS)

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (H)

(M)

MEDICAL INFORMATION

Family Doctor's Practise:

Family Doctor's Name:

Address:

Phone Number:

MEDICARE NUMBER:

Ambulance Cover: Y/N

Private Health:

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MORE ABOUT YOUR CHILD

Please provide the name and ages of your child's siblings;

Name: Age: Name: Age:

Name: Age: Name: Age:

What does your child enjoy?

Does your child have any fears or dislikes?

Is there any other information you could provide that would assist us with caring for your child?

CHILD HEALTH INFORMATION

Is your child fully immunised? Y/N

A copy of your child's immunisation must be sighted by a licenced nominee of the service.

Sighted by: Date: Sign:

Does your child suffer from any allergies? Y/N

Please provide a copy of their current allergy/anaphylaxis action plan signed by your doctor if applicable

For lower severity allergies please provide details below.

Does your child have a diagnosed disability or additional needs: Y/N

Please provide details below-

Does your take prescribed medication on a regular basis? Y/N

Please provide details below:

Does your child suffer from Asthma: Y/N

Please provide a copy of their current ASCIA action plan signed by your doctor

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PERMISSIONS- Please circle to authorise the following, and sign below:

I/we give permission to -

Have Band-Aids or the like applied when needed:	Y/N
Have staff apply Nappy Cream/Paste (supplied by parent):	Y/N
Have staff apply teething gel when requested (supplied by parent):	Y/N
Have sunscreen reapplied when necessary:	Y/N
Have staff deliver First Aid when necessary, including the use of Ventolin/EpiPen if applicable:	Y/N

Signed:

I/we give permission-

For photographs to be taken of my/our child for use within the service	Y/N
For photos to be used within the services Learning stories and daily Reflections:	Y/N
For students studying in Children's Service's to Observe and Document my child:	Y/N

Signed:

I/we:

Have viewed the Cardinia Life Child Care (hereafter called the Centre) and consent to the enrolment of my child.

Understand that the person/s nominated as the parent/guardian are the authorised parties to enrol, cancel enrolment, release and authorise the release of the child.

Have read the centre's Parent Handbook and understand that any changes to this will be displayed on the service's Notice Board at the entrance to the service

Agree to comply with all Government Requirements in relation to the Centre and its services

Understand that children who are lowest priority under the Access Guidelines may be required to alter their days and times of attendance at the Centre in order to provide a place for a higher priority child. This Centre's priorities are as follows:

1. Disadvantaged Families and Children, Centre Members who are using the facility
2. Non-members who are using the Facility whilst their children are in care
3. Any other child.

Agree that in the case of an accident or injury, the centre will attempt to contact me/us and where I/we cannot be contacted, medical care and/or ambulance services may be sought, and I/we are liable for any costs incurred.

Are aware that the child will be excluded from the centre if he/she has contracted a contagious disease or condition that may be transferred to other children in care.

Understand that the Centre may require a medical clearance from your doctor before they may return to the Centre.

Agree to provide information in relation to the health of my/our child.

Understand that the centre may be used as a training and observation Centre by students aiming to/already working with young children.

Are aware that the cancellation Policy requires me/us to cancel our booking by 7:30 am on the day of the booked session. Failure to do so will incur a fee which is to be paid upon our next visit to the Centre.

Understand that a system of payment for late collection operates at the Centre, to cover overtime payments for staff, and that I/we are obliged to drop off and pick up our child as negotiated with the Centre. Any Late collection will result in a fee being charged.

I/we have read, understood and agree to abide by the conditions of this enrolment form.

Primary Parent/Guardian:

Signed:

Cardinia Life
PO Box 310, Officer, VIC 3809

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