



2021 Enrolment and Booking Request

Creative Kids Early Childhood Centre

Child's Name: _____ DOB: ___/___/___

Date for Requested Booking Commencement: ___/___/___ (if not completed then 25/01/2021)

	Monday	Tuesday	Wednesday	Thursday	Friday
Long Day Care 6.30am – 6.30pm 12 hour session \$120 per day \$575 for 5 day /week	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____
Sessional Care 8.00am – 4.00pm 8 hour session \$100 per day	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____	Approx. Time: Arrive: _____ Leave: _____

As part of enrolling your child/ren at this centre, I/we the undersigned do hereby agree that:

- I/we accept the above days, times and status as our booked request for enrolment at Creative Kids
- I/we agree to maintain all reporting obligations via the MyGov website, that may include confirmation of enrolment, updating enrolment status and accepting agreed changes.
- I/we have completed all required enrolment paperwork and provided copies of documentation (e.g. immunisation, medical conditions, court orders)
- I/we understand that fees are payable for each day booked, including any absences, public holidays and personal holidays. Child Care Subsidy is paid for each child for up to 42 absences per financial year. This includes absences from all approved child care services your child attends except for occasional care. These absence days can be taken for any reason and no evidence is required.
- I/we understand that if fees are not paid my child's enrolment at this centre could be terminated. An overdue account fee may be applied for outstanding fees. If sent to the debt collector, and additional 20% of the outstanding balance will be charged, as per Fee Statement and Payment Policy.
- I/we have read and understood the enrolment and Family Handbook and agree to abide by the policies and procedures of the centre. I/we have participated in a centre orientation and had the opportunity to ask questions regarding policies and procedures, including Priority of Access Policy.
- I/we have read and understood the Code of Conduct for Adults and agree to abide by its principles and practices.
- I/we agree to complete all registration, attendance and acceptance of forms within the Xplor Home system.

Account Holder Name: _____

Account Holder Signature: _____ Date: ___/___/___

AUTHORISATIONS

Documentation Authority... that my child can be photographed for use within the centre for the purposes of documentation of learning and experiences, and that staff may use my child's name in the programming process, including items that may be displayed in-house.	<input type="checkbox"/> I agree <input type="checkbox"/> I do not agree
Observation Authority... that students of Early Childhood may observe my child for training purposes. This does not include any images of your child or personal details.	<input type="checkbox"/> I agree <input type="checkbox"/> I do not agree
Paracetamol/Ibuprofen Authority... that one dose of Paracetamol/Ibuprofen may be given to my child in case of emergency pain or fever. I understand that every effort will be made to contact me beforehand. Paracetamol/Ibuprofen will only be administered in accordance with the Creative Kids Medication Policy (Policy #32)	Ibuprofen <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree Paracetamol <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree Current weight of your child: _____ kgs
Topical lotions & sprays: I authorize that Creative Kids may apply the following Over-the-Counter lotions and/or sprays to my child, in compliance with product label directions. Soothing creams include, but is not limited to sorbolene cream, pawpaw lotion or sudocreme.	Sunscreen <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree Soothing Creams <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree Bonjela <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree Insect Repellent <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree
OFFICE USE ONLY MENU/DIETARY: <input type="checkbox"/> Copy of meal/dietary to room <input type="checkbox"/> No <input type="checkbox"/> Yes-> <input type="checkbox"/> Copy of meal/dietary to kitchen MEDICAL INFO: <input type="checkbox"/> Copy of medical info to room <input type="checkbox"/> No <input type="checkbox"/> Yes-> <input type="checkbox"/> Medical quick list updated <input type="checkbox"/> Copy of management plan to room	AUTHORISATIONS: <input type="checkbox"/> Custom authorisations updated <input type="checkbox"/> No <input type="checkbox"/> Yes-> <input type="checkbox"/> Authorisation quick list to room ALLERGY INFO: <input type="checkbox"/> Copy of management plan to room <input type="checkbox"/> No <input type="checkbox"/> Yes-> <input type="checkbox"/> Medical quick list updated <input type="checkbox"/> Anaphylaxis info posted (for anaphylactic)



2021 Publicity Release and Local Excursion Consent

Creative Kids Early Childhood Centre

Child's Name: _____ DOB: ____/____/____

Photo / Name / Story Publicity Release Form

Consent to Use Your Child's Personal Image and Information

Creative Kids endeavours to support community endeavours. At times, we may publicise certain events. We would like to use the photographic image and the first name of your child described below (Personal Information) in stories for our newsletter, local newspapers and on our Facebook pages. The image may also be used in material to advertise and /or publicise Creative Kids (Early Childhood Centre &/ Outside School Hours Care).

Terms and conditions

By signing below, you agree that:

1. Creative Kids is permitted to include your child's Personal Information in the Creative Kids materials and to use the Creative Kids Materials for publicity and advertising purposes regarding Early Childhood Education and Care and Creative Kids services and activities;
2. Creative Kids will at all times, use your child's Personal Information respectfully and will not alter it in any way;
3. You may at any time contact Creative Kids to request that your child's Personal Information no longer be used for the purposes described in clause. On receipt of this request, Creative Kids will cease to use your child's Personal Information, but may not be able to withdraw all current Creative Kids Materials featuring your child's Personal Information from circulation; and
4. You will not receive any payment or royalties from Creative Kids for the use of your child's Personal Information.

PARENT/GUARDIAN CONSENT TO USE CHILD'S PERSONAL INFORMATION

I [full name]

agree to the terms and conditions described above.

Date...../...../.....

I agree to my child's image and first name being used on:

- | | | | |
|----------------------------|--|--------------------|--|
| Facebook | <input type="checkbox"/> Yes <input type="checkbox"/> No | Newspaper | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In-house Newsletter | <input type="checkbox"/> Yes <input type="checkbox"/> No | Advertising | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Regular Local Excursion Consent

Local Excursion details:

Creative Kids endeavours to incorporate local community into our educational program. At times, we may conduct short walking excursions around our local area as appropriate to the educational program. The areas may also be utilised in the event of a practice Fire Drill. The areas that we may visit include:

1. Creative Kids Outside School Hours Care rooms and playgrounds (located at 195 Elizabeth Avenue Clontarf).
2. Citipointe Church Hall (located at 195 Elizabeth Avenue Clontarf)
3. Ray Frawley Fields (165-193 Elizabeth Avenue Clontarf)
4. Open grassed space directly outside Creative Kids Early Childhood Centre (behind Tiny Tots/Kindergarten playgrounds)

Our Risk Assessment Includes:

1. All Excursions outside our service are conducted within Excursion Ratios

Locations 1 & 2: 0-2 years <i>Service based ratio</i>	Locations 3 & 4: 0-2 years 1 adults to 2 children
2-3 years <i>plus one additional</i>	2-3 years 1 adults to 3 children
3-5 years <i>adult per group</i>	3-5 years 1 adults to 6 children
2. At all times, the Lead Educator will have a mobile phone in order to contact the Service for support as required.
3. Excursions will only be conducted where they are incorporated within the Educational Program
4. A Risk Assessment will be conducted before each Local Excursion is conducted. A copy of the risk assessment is available from the office.
5. This consent will remain current for a period of 12 months from the date of signature below, or when revoked by parent/guardian.

Please select one of the options below

- I permit my child/ren to participate in Local Excursions as outlined above.
- I do not permit my child/ren to participate in Local Excursions as outlined above.
- I wish to complete individual Excursion Consents for each Local Excursion as outlined above.

Parent / Guardian Signature: _____

Date: _____

Contact Ph: _____

Creative Kids Use Only

Details of Child Photo Usage (date/details/photo file name/location) _____

Local Excursion Consent Yes No Individual Consent Required