



Little Lane Early Learning Centre Weekday School Age Program

Enrolment Pack

Please ensure the following documents are attached (where applicable)

Copy of Identification (Parent's ID)	
Medical Action Plan	
Court Order/Parenting Plan (if applicable)	
Have you been enrolled at this or any other Little Lane Learning Centre service before? If yes, which one? _____	

Enrolment Form

Office Use Only:

Date entered: _____

E/F waived: _____

Location: _____ Hawthorn _____

THE INFORMATION PROVIDED ON THIS FORM IS STRICTLY CONFIDENTIAL AND IS ONLY USED TO ASSIST THE CENTRE IN THE CARE OF YOUR CHILD.

Child's Details

Child's Full Name: _____ Date of Birth: _____ Gender: ☐ Female ☐ Male

Child's CRN Number: _____

Child's Residential Address: _____

Suburb: _____ Post Code: _____

Does the child identify as Aboriginal or TSI ☐ Yes ☐ No If yes, which Country? _____

Primary Language of Family? _____ Cultural Background: _____

Any special requirements (e.g., Religious, cultural): _____

ENROLMENT PREFERENCES

Date of Enrolment: _____ Commencement Date: _____ Age on first day of Attendance: _____

Do you wish to claim Childcare Subsidy and therefore would like to create a Complying Written Agreement (CWA)? Y / N

Do you wish to **never** claim Childcare Subsidy and therefore would like to create a Relevant Agreement (RA)? Y / N

Days Attending: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

PARENT ONE'S DETAILS - (contact for

Centrelink)

Parent: _____

Date of Birth: _____ Gender: M ☐ F ☐

CRN Number: _____

Country of Birth: _____

Home Address: _____

Suburb: _____ Post Code: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

Occupation: _____

Place of Employment: _____

Work Address: _____

Suburb: _____ Post Code: _____

PARENT TWO'S DETAILS -

or ☐ No parent 2 on birth certificate

Parent: _____

Date of Birth: _____ Gender: M ☐ F ☐

CRN Number: _____

Country of Birth: _____

Home Address: _____

Suburb: _____ Post Code: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

Occupation: _____

Place of Employment: _____

Work Address: _____

Suburb: _____ Post Code: _____

Are there any court orders affecting your child: No ☐ Yes ☐ (if yes, please attach a copy to the back of form)

OTHER CHILDREN IN THE FAMILY

Name: _____ D.O.B. _____ Gender: M ☐ F ☐

Name: _____ D.O.B. _____ Gender: M ☐ F ☐

Name: _____ D.O.B. _____ Gender: M ☐ F ☐

**ADDITIONAL AUTHORISED TO
COLLECT/EMERGENCY CONTACT**

Name: _____

Relationship to Child: _____

Phone Number: _____

Mobile Number: _____

Address: _____

Can this person give authorisation to administer
medication? Yes ☐ No ☐

**ADDITIONAL AUTHORISED TO
COLLECT/EMERGENCY CONTACT**

Name: _____

Relationship to Child: _____

Phone Number: _____

Mobile Number: _____

Address: _____

Can this person give authorisation to administer
medication? Yes ☐ No ☐

MEDICAL DETAILS

Family Doctor: _____ Phone: _____

Address of Medical Centre: _____ Postcode: _____

Medicare Card No.: _____

Private Insurance Provider: _____ Membership No: _____

Ambulance Membership No: _____

AUTHORISATION TO APPLY CENTRE SUNSCREEN Yes ☐ No ☐

*If you have ticked **No**, you will need to provide sunscreen of your choice for your child and complete a "Non-Prescription" medication form from the office and provide a clearly labelled bottle with child's name and DOB.*

CHILD'S MEDICAL INFORMATION

Allergies: _____ Asthma: _____

Disabilities: _____ Special Diet: _____

Serious Illness: _____ Medication Requirements: _____

Any history of serious illness, injuries or hospitalisation:

I give authorisation for my child to receive medical treatment from a registered medical practitioner, hospital or ambulance service and transportation of my child by an ambulance service in an event of an emergency Yes ☐

N.B. For asthma and severe allergic reactions an Emergency Action Plan and a Doctors letter stating the emergency medication/action to be taken. I have received a copy of the Service's Medical Conditions policy and understand that all Educators will adhere to procedures outlined within the policy. Yes ☐

Parent Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____

I/we agree to the following terms and conditions of enrolment regarding attendance of my child at the centre:

1. Ensure that my child's enrolment information is kept up to date always.
2. Ensure that my child is brought to and collected from the Centre by myself or a responsible adult (over 18 years of age) and the staff member in charge is notified of the arrival and departure. My child will be signed in/out on the Kiosk system, at drop off and pick up. Failure to do so, may result in an administration fee being charged.
3. Pay the late collection fee if my child is picked up after the centre closes, as per the centre information book.
4. To keep my child away from the Centre when suffering from infectious disease and comply immediately with any request by the on duty Manager to remove the child from the Centre if, in their opinion, the child is too ill to remain at the centre.
5. In the event of an emergency, staff at the centre will provide first aid to my child as our priority. Parents will then be contacted as soon as possible following the event. I/We give the staff at the centre consent to give or seek medical or hospital attention for my/our child. I/We agree to pay any expenses incurred for medical treatment and transport. I/We give authorisation for my child to receive medical treatment from a registered medical practitioner, hospital or ambulance service and transportation of my child by an ambulance service in an event of an emergency
6. Consent is given for my child to be observed by students for training purposes. However, if questioning or testing of my child is to be undertaken, my permission will be sought beforehand.
7. To pay all fees due, as per the centre information book and Payment of Fees Policy. Fees are payable for any absences by my child including illness, holidays, public holidays or centre closures due to natural disasters, state/national disasters, wide spread of disease or for any other unforeseen circumstances. Please Note: *It is the responsibility of the parent to check statements weekly to ensure they are aware of the amount that is going to be debited from their accounts.*
8. In the event of CCS being ceased or withdrawn from your child's account for any reason, the centre reserves the right to increase limits on payment to secure full fees until CCS has been restored. If CCS payments already made by Centrelink are retracted for any reason, resulting in debt, the service reserves the right to debit your bank account to recover this cost. Even if the enrolment has ceased. It is the parent's responsibility to contact Centrelink to resolve any issues causing the distribution.
9. It is my responsibility to supply all necessary and accurate information to the service at the time of enrolment for the purpose of CCS claims. I understand that I will need to confirm CCS enrolment bookings on MyGov under CWA arrangement and check that the correct subsidy percentage is being applied on my fee statement, as well as to notify the centre if there is any change. Please understand that centres are not responsible for calculating Child Care Subsidy percentages and if you have any queries to contact Centrelink. Parents are fully liable to pay all gap fees that are not covered by Child Care Subsidies. Fees will be charged and deducted from Bond for back claim of CCS due to insufficient or incorrect details being provided to the service at the time of enrolment.
10. To pay the bond payment, which is refundable upon completion of care, once Centrelink entitlements have cleared, only when correct notice to cease an enrolment has been provided by family. **Please note: The Bond is not refundable in the event of a cancelled booking within 8 weeks of the booked start date or a new booking at the commencement of any term.**
11. To give 8 weeks' notice in writing when withdrawing my child from the centre or when changing my child's enrolment requirements **(Please note that if you are receiving childcare subsidy, your child must attend their final day to receive such subsidies, otherwise full fees are payable).**
12. In the event of unpaid fees, the centre will have the right to terminate my child/ren's booking at the centre without notice. I understand that my account will be referred to a debt collector and I will be responsible for all costs incurred in retrieving the unpaid money.
13. A digital copy of the Centre Handbook has been received and I have been informed of centre policies, which I agree to abide by and respect, on the understanding that they were developed by the staff, parents and management for the safety and wellbeing of all associated with the centre. Please note that policies are updated regularly, and families will have access to up- to- date policies upon request.
14. The Approved Provider is released from all claims, demands, remedies, suits, loss, liability, action and proceedings from my child's attendance at the centre except in the case of negligence or criminal activity.
15. The centre reserves the right to remove children from the childcare centre premises on such instances such as complying with emergency drills and evacuations.
16. No outside food/drink allowed at the centre. Children need to bring their own water bottle.

Parent/Guardians Name:	Signature:	Date:
Parent/Guardians Name:	Signature:	Date:

Administration of Paracetamol

In such instance that my child becomes acutely unwell with a temperature of above 38.5° C, I understand that the centre will make every attempt to contact myself and other people listed on the emergency contacts list, to pick up my child from the centre. However, in the instance where I (the parent or guardian) or other emergency contacts people cannot be reached, I give permission for the centre and the teachers to perform their duty of care, to administer an initial dose of paracetamol (according to my child's age and approximate weight), when in their opinion is necessary to maintain the well-being of my child.

I agree to the above conditions (Please circle)

YES / NO*

* Should you indicate 'NO' to the above conditions; the centre will not be held responsible for any adverse effects due to elevated temperatures.

Parent One Name: _____

Parent Two Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Administration of Ventolin and/or EpiPen Injectable

Under regulation 94 of the National Regulations for Early Childhood Education and Care, in the event of an unforeseeable reaction and/or attack, an ambulance will be contacted immediately, however, in the interim of an ambulance arriving Educators may administer Ventolin and/or EpiPen injection for your child when it is considered reasonably necessary in an emergency for the purpose of administering life-saving medication, where available, to your child even if they have not been previously diagnosed but present with signs and symptoms of anaphylaxis or acute asthma for the first time whilst in care.

Photo, Video, Digital Image Consent Form

During your child's enrolment at the centre, various photos, visual images and recordings will be used as part of our observational analysis of your child's development.

I hereby give consent for my child's photo and recordings to be used for the following:

Condition	I DO agree (please tick)	I DO NOT Agree (please tick)
The use of observational analysis in shared e-portfolios (first names may be published).		
Documentation within the centre (first names may be published) e.g. Notice boards, play activities etc.		
School photos (full names will be published).		
Newsletters and other centre published documents (first names may be published).		
Published on the centre's website or Company's Social Media pages (names will not be published).		
Video recording of centre events and activities as well as events and activities that may be held outside the centre, which may be used in the centre or be released to other families attending the centre.		
Inclusion in newspaper, magazines, videos and other promotional material (names will not be published).		
Inclusion in newspaper, magazines, videos and other promotional material (names may be published). For example, if your child participated in a competition and won prizes, local paper may want to report about such an event.		

I understand that this consent will continue until my child:

- Turns 18 years of age, and/or
 - Or, if I revoke consent in writing to the Centre Manager.
- Please note: In this case permission will be no longer be granted from the date consent was revoked and will not apply to previous posts that were recorded with consent.

Despite the above, if, at the time such an event occurs, the Centre is using the individual's name, recordings, images or individual work, or the centre has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the centre's use is complete or after contractual obligations come to an end.

*Please note all images taken at the service by stakeholders other than Centre Employees, can only be used for private use and photos containing other children must not be posted on social media websites without prior consent by the other parents.

Parent Name: _____

Parent Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

QA7 –P9 PAYMENT OF FEES POLICY

NQS

QA7	Services practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly
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National Regulations and Law

Regs	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures

Aim

To ensure families have a clear understanding of the expectation of payments of fees.

Related Policies and other Documents and/or Publications

- QA7-P5 Enrolment Policy
- Kidsoft Parent Portal
- Enrolment Forms
- Form 1208 Enrolment Agreement Form

Setting the Fees

Little Lane service has their own fee structure which is determined by their location, inclusions, and facilities at the service. The centre fees will increase as required to meet additional expenses incurred to cover operational costs influenced by CPI, and the current economic climate. Parents will be notified of any changes to the centre fees with a minimum of 2 weeks' notice.

Implementation

1. **FEES:** Fees for afterschool care programs are paid a term in advance. The centre has a DIRECT DEBIT system in place for the payment of all fees. We believe this is a safe and convenient way of paying fees. Please fill in the forms provided and ask the on duty Manager if you have any questions.
2. **CCS:** Parents are liable to pay FULL FEES until any CCS entitlements are received by the service and in which the account will be adjusted accordingly. In the event of CCS being ceased or withdrawn from an account for any reason, the centre reserves the right to increase limits on payments to secure full fees until CCS has been restored. If CCS payments already made by Centrelink are retracted for any reason, resulting in debt, the service reserves the right to debit your bank account to recover this cost. Even if the enrolment has ceased. It is the parent's responsibility to contact Centrelink to resolve any issues causing the distribution.
3. **ENROLMENT FEE:** A non-refundable enrolment fee is paid on enrolment or during Waiting List Application.
4. **ABSENCE DUE TO ILLNESS:** Fees are payable for all permanently booked days. Absences must be reported to the office before 9am on the day of the absence and acknowledged by confirming on the Sign in/out Kiosks upon the child's return. Please note that the Family Assistance Office will only allow a certain number of absent days per financial year for each child. This includes absence due to illness, holiday, or public holiday. After these have been reported as absent in one financial year, a medical certificate must be produced to receive CCS entitlements. Please note, medical certificates cannot be used to certify an absence on a Public Holiday.

5. **NATURAL DISASTER/STATE-NATIONAL DISASTER/WIDESPREAD DISEASE/OTHER UNFORSEEN CIRCUMSTANCES THAT MAY AFFECT THE HEALTH, SAFETY AND WELL-BEING OF CHILDREN, FAMILIES AND STAFF:** All fees are charged as normal for these days, CCS will be applied to your account (if you are eligible) and only the gap fee will be payable.
6. **TERMINATION:** If families wish to alter their child's booking or cease care the service requires notice in writing. If a child does not attend care on their last booked day at the service, Child Care Subsidy will not be applied for and will only be paid until the last day of attendance. This is termed as cessation of care by Services Australia. This means full fees will apply for all enrolled days after the last day of your child's attendance. There are special circumstances upon approval from Services Australia that provide an additional week of Child Care Subsidy to be paid after the child's last day of attendance. Please seek further information from your Centre Manager for full requirements and eligibility.
7. **LATE FEES:** A late fee will be charged to your account if you or your child/ren are on site after the operating hours. Please ensure you call the centre if you are going to be late or arrive at the centre after operating hours. Parents are advised to arrive at least 10 minutes before closing time as late fees will be charged to your account if you are on premises operating hours.
8. **OVERDUE FEES:** Your fees must be kept up to date. Your child/ren's position at the centre will be reviewed after two weeks if fees are not paid. The centre reserves the right to forward your account to a debt collection service should it not be settled and paid up to date. All debt collection fees, and nominal interest charges will be applied to your account and not the responsibility of the service.
9. **CHILD CARE SUBSIDY:** For Child Care Subsidy entitlements please contact Services Australia.
10. **FEE CHANGES:** Fee and fee schedules will be revised from time to time. Families will be advised in writing of any increases to fees 14 days prior to any changes taking effect.

Food, Allergies and Intollerances Information

(a copy to be given to room staff)

Child's Name:		
Date of Birth:		
Special Dietary Requirements Yes / No	Please give details <input type="checkbox"/> Personal Choice <input type="checkbox"/> Religious <input type="checkbox"/> Medical <i>If medical is selected, please complete below</i>	
Known Allergies/Intollerances Yes / No	What Causes the Allergy/Intolerance?	
	<input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/> Anaphylactic (EpiPen must be provided)	
	Symptoms:	
	Action Plan attached: <input type="checkbox"/> NO <input type="checkbox"/> YES (A current year action plan from a GP, together with a current photo is required in order to proceed with this enrolment)	
My child has Asthma or other serious illness. Yes / No	If yes, Action Plan attached: <input type="checkbox"/> NO <input type="checkbox"/> YES (A current year action plan from a GP, together with a current photo is required in order to proceed with this enrolment)	

Parent Name: _____

Parent Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Orientation Checklist

Family Name: _____

Date: _____

Days of Attendance: _____

Program: _____

Orientation Process:	Parent's Initial	Manager/ Staff Initial
Enrolment Pack: Enrolment Form Parent Handbook Agreement Form Direct Debit Form * Please Note: All documentation needs to be read through in detail		
<ul style="list-style-type: none"> Has the family been enrolled at Centre prior to this enrolment? Enrolment Fee (this fee is non-refundable) 		
<ul style="list-style-type: none"> Bond and CCS explained to parents. 		
<ul style="list-style-type: none"> Tour through the centre and room(s) and introductions to staff members. 		
Explanation of Centre Policies Bond for fees, this is at full fees and can be paid in instalments. (bond is refunded once care contract is ceased and all Centrelink entitlements are finalised)		
Late fees explained		
42 allowable absences and 14-week inactivity rules explained.		
Parents must collect children from office area past closing time. And should not enter other parts of the centre, as closing procedure would have been completed, also to avoid being locked		
Public Holidays and fees explained.		
Sick Policy: child must not attend the centre when ill. Child must be picked up within one hour after the centre has notified the parent. Parent must bring in a medical clearance letter when child is resuming care.		
Nut Aware Policy and Sun Smart Policy explained (including appropriate clothing for all children especially babies wearing gripped socks).		
Sign in/Out Kiosks explained – Only adults over 18 years, (or the parent) can operate the kiosk system. It is your digital signature and therefore a legal document. It is against the law to allow a child under the age 18 to sign in or out.		
Childcare Subsidy (need child & parent's Customer Reference Number - CRN).		
Method of Payments explained (only direct Debit).		
Parents must always be contactable while your child/ren in our care		
ALL policies are available to families in the office or upon request		
Introduction of Centre Features: <ul style="list-style-type: none"> Rooms & playgrounds Extra curricular programs explained Food and Nutrition (nut free centre, no outside food allowed.) 		
If your child is identified as having a medical condition, were you issued with Service's medical condition's policy?		
Updating information on a regular basis to keep vital information current.		

Additional Comments and or Suggestions: -

.....

Parent's Signature _____ **Date** _____

Settling In

We aim to ensure that you and your child settle in and enjoy our Centre experience.

- Settling in, is tailored to meet the individual needs of each family – every family is unique.
- We encourage our Educators to play an active role in gathering information from your family to determine the needs of your family. We gain this to ensure that we can best meet the cultural and developmental needs of your family. We aim for the transition between home and centre to be a smooth one.
- Our Educators are available and encourage you to discuss your child's progress upon request, booking is essential.
- Together families and carers support one another to ensure that your child is happy.
- We ensure that all Educators know both yours and your child's needs and work together as a team to provide continuity of care.

Remember to contact Services Australia to obtain your government funding.

Our centre also needs regular updated copies of your child's immunisation records