

CHILD DETAILS

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: ____ / ____ / ____ MALE FEMALE X

PARENT DETAILS

FIRST NAME: _____ LAST NAME: _____

ARE YOU A: MEMBER SWIM SCHOOL STUDENT/PARENT NGALA TRAINING COURSE PARENT

ADDRESS: _____

EMAIL: _____ MOBILE NUMBER: _____

IMPORTANT CARE INFORMATION

Please provide us with information regarding care for your child, including allergies or other special requirements.

IMMUNISATION? YES NO

MEDICATION

Please include details of any medication your child is taking. Administering medication is the responsibility of parents, not creche staff. However, this information may be required in case of an emergency.

COURT ORDERS? YES NO *If yes, copy needed*

PHOTO PERMISSION? YES NO *Photos may be shared on social media or used in marketing material*

EMERGENCY CONTACT: _____ PHONE: _____

RELATIONSHIP TO CHILD: _____

I acknowledge that I have received and read the conditions and rules of the creche.

SIGNATURE: _____ DATE: ____ / ____ / ____

OFFICE USE ONLY

AIR Immunisation history sighted upon enrolment? YES NO

RESPONSIBILITIES

1. Parents must remain within the building at all times and must be able to attend to their child's needs if required.
2. If a child is upset or needs feeding and creche staff are unable to attend to those needs in a timely manner, the parent will be asked to return to the creche.
3. Parents must immediately return to the creche to attend to their child if requested to do so by creche staff.
4. It is requested that parents inform creche staff if their child will not be attending.
5. Children must be over 8 weeks and under 6 years of age to attend the creche.
6. Parents are required to directly supervise their children before and after creche attendance times.
7. Parents are to advise creche staff if their child has or has had an illness.
8. Book your child in up to 48 hours in advance via www.beattypark.com.au/visit/creche.aspx
9. Please advise creche staff in advance if you require to cancel your booking.

ENROLMENT AND COLLECTION PROCEDURE

10. Parents must fill out the Creche Enrolment Form before their child enters care. The Enrolment must be completed in full. If any particulars on the Enrolment form change, such as address or phone numbers, creche staff in the creche must be advised immediately and the Enrolment form details will be amended. Information on these forms are confidential.
11. Persons collecting the child must be authorised on the Enrolment form as this is a requirement of the Commonwealth Government. In the event of someone else coming to collect the child, the parent or guardian must notify creche staff prior and completed the necessary paperwork. In the case of an emergency where the parent or guardian cannot be contacted, the names and contact numbers on the Enrolment form may be used and that person may collect the child. Any changes must be advised in writing to the creche by the custodial parent.
12. If there is an order by court, magistrate or an officer of the Police Force that exempts a particular individual having access/or communication with the child a copy of the order must be provided to the supervisor to protect the safety and care of their child.

WHAT TO BRING

13. Healthy snacks and a water bottle. Nut, popcorn and egg products are not permitted. Soft food only if under 2.
14. Clearly labeled belongings.
15. A pram or stroller, this can provide a cosy place for a nap or comfort to a small child.
16. Wide brimmed hat and sunscreen for outside play.
17. A change of clothes in case of an accident.
18. Spare nappies.

SICKNESS

19. Children cannot attend the creche if they have a contagious illness, communicable disease, temperature over 38C, diarrhoea, vomiting, rash, skin lesions, cold sores, nose, eye or ear discharge, head lice or nits, severe coughing, yellow skin or eyes.
20. Children will be returned to parents immediately if they become sick during their attendance at the creche.
21. Medication cannot be administered to your child by creche staff.
22. It is compulsory that children are immunised to use the creche facilities. AIR Immunisation History to be sighted and up to date.