

Centre Re-enrolment Form 2018 v1

Please return to the Centre Director, do not email or post
All Information is to be provided under DEEWR and DoE Regulations

Child's Surname _____ **Given Names** _____

Child's Residential Address (If Changed) _____

Suburb _____ **Postcode** _____

Court Orders

Is there any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child; Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person. Please supply documentation

Attendance Days 2019 (Please Circle Days Required, subject to availability) **M** **T** **W** **T** **F**

Have these days changed since 2018 YES NO

Centre Attending Lane Cove Artarmon Bela Babes
18-20 Orion Road 134 Hampden Road
Lane Cove 9427 9280 Artarmon 9410 0500

Preferred Date for change of days ____ / ____ / 2019 (Subject to availability and Priority of access)

Office Use Only:

Centre Confirmed YES NO Lane Cove Artarmon

Attendance Days 2019 (Please Circle Days) M T W T F

Start Date for change of days ____ / ____ / 2019

Email Sent ____ / ____ / ____ Staff Member _____

Childs Health Update



Updated Immunisation Records? If Yes please tick **We are required by law not to accept children that are not immunised. You must attach An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that your child is up to date with their scheduled immunisations. An Official Objection can be accepted**
 If your child is from overseas, their immunisation certificate needs to be translated

Anaphylaxis Updates If yes please tick. You must provide an Anaphylaxis plan and Epipen if required; Nicky's Kids will not accept the enrolment unless this is provided

Priority of Access to childcare

Priority 1- A child at risk of abuse or neglect

Priority 2- Parents who satisfies the Government's Work, Training, study test.

Priority 3- any other child

Nicky's Kids town will give parents 2 weeks notice if we require their spot for a family with a higher priority we will endeavour to accommodate alternate days.

Cessation of Care (Requirement of the Federal Government)

After giving the required 3 week notice to withdraw from care, CCS is **not paid** for absences on days after the child's last day of actual attendance (IE Full FEE is payable) and will be recovered from the Parents. It may take up to 3 weeks to be debited, due to reconciliation with government systems.

Changing you booking or Cancellation

The centre requires 3 weeks' notice for:

1. Change of days of attendance
2. Withdrawal from the centre

This can be done via our website www.nkt.com.au or via email to the centre, we do not except any other method. In the event that the child is withdrawn before the 3 weeks you will still be required to pay the fees. For booking changes that include the Christmas and New Year closure we require 4 weeks notice

Late Pickup

In the event that either parent cannot pick up their child by 6pm, it is the parent's responsibility to organise an emergency contact to pick up their child from the centre. If parents run late a late fee of \$2 per minute applies and must be paid in the way of cash to the 2 staff that have remained at the centre.

QK Journeys

Qk Journeys is used to store portfolios, program planning and daily journals. The data stored is required to be entered and kept for several years under the National Childcare Regulations. Group pictures of your child may be visible to other parents and staff

Incursions and Excursion

Notice of incursions and excursions will be given to parents, by default the cost will be added to your account. If you do not want your child to be involved, please inform the centre.

Parking and Safety

Parking at Nicky's Kids Town is for drop off and pickup of your children only, cars are not be left in the car parks whilst you are not present at the centre

Please drive you cars at low speeds whilst inside the car park, be mindful of children in that area, and other tenants of the building. **PARKING IN OUR CAR PARKS IS COMPLETELY AT YOUR OWN RISK**

Centre Expectations of Parents

The Management expects all parents to conduct themselves in an adult manner. If any parent or family carer is unhappy with any care given or situation that has occurred at the service, then the parent or carer is to address their grievance with the centre licensee. Your concerns can be emailed to the licensee, Nicole Upfold at nicky@nkt.com.au. All emails will be responded to.

Further Information is available in our Parent Handbook available from our website

Signed _____ Date ____/____/____