



Inner North Playschool Inc.

ABN: 861 5062 7438

Registration Form 2018

Child's Surname: **Given Names:** **Date of Birth:**

Preferred name: (if different from above): **Sex:** Male / Female

Address:

.....

Home Phone Number: **Language spoken at home:**

Please note: Email is the primary form of communication. All information will be sent to the email address above.

Please acknowledge that you check this email address regularly. YES / NO

Email: (1).....

(2) If applicable.....

PARENT / GUARDIAN 1:

Name:

Home Address: (If different from above)

.....

Occupation:

Place of Employment:

Address:

Phone: Work:

Mobile:

Home:

Relationship to Child:

PARENT / GUARDIAN 2:

Name:

Home Address: (If different from above)

.....

Occupation:

Place of Employment:

Address:

Phone: Work:

Mobile:

Home:

Relationship to Child:

PERSONS AUTHORISED TO COLLECT CHILD FROM PLAYSCHOOL: (Other than parents)

Name:

Address:

.....

Phone: Home:

Mobile:

Work:

Relationship to Child:

Relationship to Child:

EMERGENCY CONTACTS: (Other than parents)

These people must be made aware that they will be contacted if we are unable to contact parent/guardians. They should be contactable during your child’s scheduled attendance at the Playschool.

Emergency Contact 1

Name:

Address:

.....

Work Address:

.....

Phone: Home:

Mobile:

Work:

Relationship to child:

Emergency Contact 2

Name:

Address:

.....

Work Address:

.....

Phone: Home:

Mobile:

Work:

Relationship to child:

SIBLINGS:

Name: **Age:**

Name: **Age:**

Name: **Age:**

Name: **Age:**

Have any siblings previously attended Inner North Playschool?

MEDICAL INFORMATION:

Family Doctor:

Name:

Address:

.....

Phone:

Family Dentist:

Name:

Address:

.....

Phone:

Does your child have any medical conditions of which we should be aware (eg: history of convulsions)?

If yes, please give details:

.....

Does your child have any allergies (including food allergies)? (Please circle) **YES / NO**

If Yes, please provide details.....

.....

Does your child have asthma? (Please circle) **YES / NO**

If Yes, please explain and attach a copy of their Asthma Management Plan to this form.

.....

Does your child suffer from any of the following? (Please circle)

Heart Disorder Yes / No Epilepsy Yes / No Bee Stings Yes / No Diabetes Yes / No

ADHD (hyperactivity) Yes / No Other.....

Does your child have any special needs/disability of which we should be aware? (Please circle) YES / NO

If Yes, please provide details.....
.....
.....
.....

Do you have any concerns about your child's general development? (Please circle)

Sight	Yes / No	Hearing	Yes / No	Speech	Yes / No
Fine Motor	Yes / No	Gross Motor	Yes / No	Other	Yes / No

Please explain:
.....
.....

Are there any foods your child cannot eat or drink or is not allowed to eat?

.....
.....

Are there any cultural or religious issues of which we need to be aware in relation to your child?

.....
.....

Is your child fearful or anxious?

.....
.....

Is there any additional information about your child that you would like us to know and which you think could help us with your child, such as a family situation, recent significant events etc?

.....
.....
.....

Are there any protection orders or parenting agreements relating to your child? (Please circle) YES / NO

If yes, please attach a copy.

IMMUNISATION:

It is ACT Government Policy that all children enrolling in any form of childcare must provide proof of immunisation. Failure to do this will mean that the child will be unable to attend Playschool if there is an outbreak of any vaccine preventable disease at the facility.

Is your child fully immunised for their age? (Please circle) YES / NO

Note: Please attach a copy of up-to-date immunisation records.

AUTHORISATIONS AND AGREEMENTS:

1: Medical

In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact the parents. However, should this prove impossible, it will be necessary for authority to be given for treatment to be undertaken. Parents are asked to complete and sign the following.

- I / we authorise the staff of the Inner North Playschool to seek emergency medical treatment for my/our child should this be necessary and agree to meet the costs of any emergency transport.(Please circle) YES / NO

Signed: Date:

2: Photography:

- I / we give permission for my / our child to be included in incidental photos taken at the Playschool by other parents/grandparents etc. (Please circle) YES / NO

Signed: Date:

- I / we give permission for my / our child to be included in incidental photos of group activities and in organised group activities which will be used for the Playschool website. (Please circle) YES / NO

Signed: Date:

3. Email:

- I give permission for my email address to be used in correspondence among the Inner North Playschool community and the Parent Committee, including being listed on the Parent Contact List. (Please circle) YES / NO

Signed: Date:

4. Parent Contact Form:

- I give permission for the use of my contact details in the context of a 'Contacts' sheet for parents. The sheet will be distributed to all parents. This makes the swapping of roster duties, contacting of committee members and the contacting of the parents of your child's friends for social events much easier for all parents and carers. Please circle YES / NO

Signed: Date:

5. Payment and Poster Duty

- I agree to pay the Inner North Playschool fees **in full three weeks before commencement of each term**, and to stay for at least two Playschool sessions per term to assist with roster duties. Please circle YES / NO

Signed: Date:

Signature of Parent / Guardian 1: **Date:**

Signature of Parent / Guardian 2: **Date:**

GENERAL INFORMATION: (for you to keep)

Please attach the following to your enrolment form:

1. Photocopy of your child's **Immunisation record**
2. Payment of **enrolment/administration fee of \$150.00 – please attached a copy of your electronic funds transfer**

Our preferred payment method is by Electronic Funds transfer to:

Inner North Playschool Inc

BSB: 062 904

Account Number: 10342685

Reference: your child's name

Enrolment Information

- Enrolment applications will be processed from July 2017
- Enrolment forms will be processed once the \$150.00 Administration Fee has been paid in full and the registration form has been received.
- Each session costs \$51 per child. The fees are payable each term and are **due 3 weeks before commencement of each term**. Inner North Playschool is a registered childcare provider and you may be eligible for the **Child Care Benefit** (not Rebate) from the Department of Human Services.
- The Administration Fee covers your child's enrolment processing costs and ongoing administrations costs throughout the year.
- Payment of the Administration Fee does not guarantee an offer of a place at Inner North Playschool as we have limited places.
- The Administration Fee will only be refunded if all our positions are full and we are unable to offer your child a position in the 2018 class.
- The Administration fee will not be refunded if you decline the position offered, or withdraw from the program once accepting a position.
- Offers of placement for 2018 will be emailed to the Parent/Guardian by 15 August 2017
- If you are offered a position you will be asked to pay a 'Position Holding Deposit' of \$400 by 1 November 2017.
- The position holding deposit secures your child's position and is held for the duration of your child's attendance at Inner North Playschool, and will be deducted from Term 4 fees.
- If the Inner North Playschool does not receive the 'Position Holding Deposit' by the due date stated on the invoice (1 November 2017) the position will be offered to another family. The \$150 administration fee will not be refunded.
- Children need to be turning 3 years of age by 30 April 2018 to enrol into the Inner North Playschool program for 2018.
- Children who have not turned 3 years old when the Playschool starts in February 2018 will need to be accompanied by a Parent/Carer at each session until their child's third birthday.
- Children need to be toilet trained and out of nappies before starting Inner North Playschool.
- If a child is not fully toilet trained when Inner North Playschool starts in 2018, a parent/carers must stay at each session until the child is fully toilet trained.
- An information evening will be held in November 2017 for parents of children successful in gaining a position for the following year. At least one parent of the enrolled child is expected to attend this session as it is an opportunity to meet the Teacher-in-Charge and the Teacher Assistant and become informed about the Playschool, the way it operates and any expectations. During this meeting the "parent committee" for 2018 will be formed. An information booklet will be distributed on the night.