



## Wodonga Sports and Leisure Centre Children's Services Enrolment Information

### Bookings:

Bookings can be made by contacting the Childcare during regular session times, or reception outside of Childcare operating hours. This will rebook your child for the same time and day for the following week. Bookings can be made up to a week in advance. For bookings further in advance, please speak directly with the Childcare staff.

### Completing the enrolment form

Please bring with you when booking or at your first booking,

- the completed enrolment form.
- Copy of your child's immunisation for from the Medicare Section of your MyGov site that has an "Up to date" status The 'no jab, no play' legislation was passed by the Victorian government and will commence on the 1<sup>st</sup> January 2016
- Copy of your child's birth certificate.

### Cancellations:

Cancellation of your booking must be received by 7:30am on the day of your booking. A Non-cancellation/No-show Fee will be applied to your account and is payable upon your next attendance if cancellation is not received by this time.

### What to bring:

Your child will need the following items whilst attending Childcare:

- A healthy snack (children will often eat a healthier option when surrounded by their peers, regardless of age. Fruit, yoghurt, vege sticks and dips are great options)
- A water bottle (we provide spare cups for the occasions when it is forgotten)
- A change of clothes (we strongly believe in children learning through play as it fosters curiosity, experimentation and imagination whilst engaging all their senses)
- A hat for outdoors (we are a SunSmart Service and have spare hats if needed)
- Nappies and Wipes if your child is still in nappies
- A comfort item if you think this will assist your child

### Staffing:

All Childcare Educators working in Childcare are required to have a Certificate 3, Diploma or Bachelor of Early Childhood Education, as well as First Aid, CPR, Asthma, Anaphylaxis and Working with Children Checks.

### Programming:

Our children's program is developed to accommodate the variety of ages and abilities of all children in our care. We aim to assist children to become independent learners through a quality care and educational program. Our team of educators work together to develop a fortnightly program, that is reviewed and adapted on a daily basis to support the changing needs and interests of the children. Photographic reflections are displayed on our Reflection and Programming wall. Parental input is highly valued at our service. Please let the staff know, or write a message in our communication diary, and we will implement your ideas where possible.

*Behaviour management:*

The techniques we use when dealing with children's behaviour are obviously going to be different than those that are used at home. Our aim is to provide children with a positive atmosphere and to establish opportunities for recognizing and reinforcing appropriate behaviour. When children understand the reasons for limits they are more likely to follow them. Teaching children the reasoning for a limit helps them to gain a better understanding of why the limit is put in place. A copy of our behaviour management policy is available on our entrance communication board, or by contacting staff.

*Delivery and collection of children:*

The safety of the children in our care is of the utmost importance. Children are only permitted to be collected by a person who has been listed on a child's enrolment form. For more details or to add additional people to this list after enrolment has commenced, please see one of our childcare educators.

*Children's health and wellbeing:*

To minimise the spread of potentially *infectious diseases* between children, and centre staff, Wodonga Sports and Leisure Centre Childcare Educators may exclude children who they deem too ill to attend. This is at the discretion of the educators and Centre Management. More information is available in our Infectious Diseases Policy.

*Anaphylaxis:*

Anaphylaxis is a severe, life-threatening allergic reaction. We encourage families to avoid bringing nut-based products to avoid possible exposure to children with allergies that may attend our service. Children with Allergies/Anaphylaxis/Asthma are required to notify our Childcare Educators and to provide an action plan form a medical professional. A copy of our Anaphylaxis policy is available on our communication board.

*Complaints Information:*

If you have a complaint or concern, please speak with the Childcare Educators.

If you are not satisfied with their response, please contact Natasha Pynappels, in person, by phone 02 6058 2555, or by email [wslc@alignedleisure.com.au](mailto:wslc@alignedleisure.com.au). If you have been unable to resolve your concerns, please see our complaints information on the Communication Board at the entrance to Childcare.



# Children's Services Enrolment Form 2019

CHILD DETAILS	
First name:	Surname:
Date of birth: ____ / ____ / _____	Gender:    M    /    F
Home address:	
Country of birth:	
Is your child:    Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/>	
Language(s) spoken at home:	
PARENT GUARDIAN DETAILS (1)	
First Name:	Surname:
Relationship to Child:	Country of Birth:
Home Address:	
Contact Phone Numbers: (h)	(m)
Occupation:	(w)
Email:	
Does the child live with you?   Y/N	
PARENT GUARDIAN DETAILS (2)	
First Name:	Surname:
Relationship to Child:	Country of Birth:
Home Address:	
Contact Phone Numbers: (h)	(m)
Occupation:	(w)
Email:	
Does the child live with you?   Y/N	
Please supply a copy of any court orders in relation to the custody and care of your child if applicable	

**AUTHORISED PERSONS/EMERGENCY CONTACTS**

*There may be times when the child has an accident, injury, trauma or illness and the parents or guardians cannot be contacted. To deal with these situations the children's service will notify one of the following people who are authorised to collect and care for the child after accident, injury, trauma, or illness.*

*Your consent is required to give the people in the following table lawful authority to authorise the taking of the child outside of the premises by a staff member of the service.*

**EMERGENCY CONTACT (1)**

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (h)

(m)

**EMERGENCY CONTACT (2)**

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (h)

(m)

**EMERGENCY CONTACT (3)**

First Name:

Surname:

Relationship to Child:

Home Address:

Contact Phone Numbers: (h)

(m)

Parent Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



MEDICAL INFORMATION	
Family Doctor's Practise:	
Family Doctor's Name:	
Address:	
Phone Number:	
MEDICARE NUMBER:	Ambulance Cover: Y/N
Private Health:	
Any other information:	

PERMISSIONS- Please circle to authorise the following and sign below:	
I/we give permission to:	
Have Band-Aids or the like applied when needed	Y/N
Have staff apply Nappy Cream/Paste (supplied by parent)	Y/N
Have staff apply teething gel when requested (supplied by parent)	Y/N
Have sunscreen reapplied when necessary	Y/N
Parent/Guardian Signature:	
I/we give permission:	
For photographs to be taken of my/our child for use within the service	Y/N
For photos to be used within the services Learning stories and daily Reflections	Y/N
For students studying in Children's Service's to Observe and Document my child	Y/N
Parent/Guardian Signature:	

I/We:
1. Have viewed the Wodonga Sports and Leisure Centre Child Care (hereafter called the Centre) and consent to the enrolment of my child.
2. Understand that the person/s nominated as the parent/guardian are the authorised parties to enrol, cancel enrolment, release and authorise the release of the child.
3. Have read the centre's Parent Handbook and understand that any changes to this will be displayed on the service's Notice Board at the entrance to the service.
4. Agree to comply with all Government Requirements in relation to the Centre and its services.
5. Understand that children who are lowest priority under the Access Guidelines may be required to alter their days and times of attendance at the Centre in order to provide a place for a higher priority child. This Centre's priorities are as follows:
<b>First Priority:</b> Disadvantaged Families and Children, Centre Members who are using the facility.
<b>Second Priority:</b> Non-members who are using the Facility whilst their children are in care.
<b>Third Priority:</b> Any other child.
6. Agree that in the case of an accident or injury, the centre will attempt to contact me/us and where I/we cannot be contacted, medical care and/or ambulance services may be sought, and I/we are liable for any costs incurred.
7. Are aware that the child will be excluded from the centre if he/she has contracted a contagious disease or condition that may be transferred to other children in care.
8. Understand that the Centre may require a medical clearance from your doctor before they may return to the Centre.
9. Agree to provide information in relation to the health of my/our child.
10. Understand that the centre may be used as a training and observation Centre by students aiming to/already working with young children.
11. Are aware that the cancellation Policy requires me/us to cancel our booking by 7:30am on the day of the booked session. Failure to do so will incur a fee which is to be paid upon our next visit to the Centre.
12. Understand that a system of payment for late collection operates at the Centre, to cover overtime payments for staff, and that I/we are obliged to drop off and pick up our child as negotiated with the Centre. Any Late collection will result in a fee being charged.
I/we have read, understood and agree to abide by the conditions of this enrolment form.
Primary Parent/Guardian:
Signature: _____ Date: ____ / ____ / _____
How did you hear about our service?