



Heritage College

Early Learning Centre Enrolment Application



Heritage College Enrolment Application

Attach
applicant's
photo here

This enrolment application is for Early Learning applications.

A parent or guardian who has lawful authority in relation to the child named below must complete this form. The Education and Care National Regulation (2012) requires an Approved Provider must keep an accurate record for each child containing the prescribed information in Reg. 160 – 162.

Details of child

Education and Care Services National Regulations – Regulation 160 (3a, e)

Child's surname		Given names	
Child's address			
			Postcode
Date of birth	/	/	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/> Step-parent			
Child's Centrelink Reference No. (CRN):			

Family

Number of children in family		Child's place in family	
Name and D.O.B of siblings (please include older and younger siblings)			
Name	DOB	/	Year level
Name	DOB	/	Year level
Name	DOB	/	Year level
Name	DOB	/	Year level
Name	DOB	/	Year level
Name	DOB	/	Year level



Program Preference

Children are eligible to enrol in the 3 Year Old program from their third birthday.

Program: 3 Year Old Kinder 4 Year Old Kinder (minimum booking two days per week)

Campus: Officer Narre Warren South

Indicate days of attendance: Mon Tues Wed Thurs Fri

Year of enrolment: 2021 2022 2023 2024 2025

Commencement Date: / /

Vacation Care

Would you like to register for the Vacation Care holiday program that runs each holiday period?
You can always register at a later date.

Yes No

Details of parents/guardian

Education and Care Services National Regulations – Regulation 160 (3b)

Parent/Guardian 1

Surname	Given names
Home phone	Work phone
Mobile phone	Email address
Date of birth / /	Country of Birth
Relationship to child	Does the child live with you? Yes No
Occupation	
Parent Centrelink Reference No. (CRN):	

Parent/Guardian 2

Surname	Given names
Home phone	Work phone
Mobile phone	Email address
Date of birth / /	Country of Birth
Relationship to child	Does the child live with you? Yes No
Occupation	
Parent Centrelink Reference No. (CRN):	

Medical information

Medicare No.:	Number of child on card:	Expiry Date:
Does your child have any dietary restrictions? Yes No If yes, please include details below.		



Specific Health Care Needs

Education and Care Services National Regulations - Regulation 94

If your child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or educators may administer emergency First Aid without making contact. Educators will notify parent/s or emergency services as soon as possible.

Child's Registered Medical Practitioner

Service Name:

Practitioner's Name:

Contact No.:

Address:

Postcode

Private Health Cover: ☐ Yes ☐ No

Fund Name:

Membership No.:

Ambulance Cover: ☐ Yes ☐ No

Membership No.:

Does your child have any specific health care needs or conditions, including allergies or anaphylaxis? ☐ Yes ☐ No

If yes, please provide a medical management plan which your child's medical practitioner has prepared.

The plan should include:

- Your child's photo
- If relevant, state what triggers the medical condition, allergy or anaphylaxis
- First aid needed
- Contact details of the Practitioner who signed the plan
- First aid needed

Do you authorise the Nominated Supervisor or another educator at the Centre to seek medical treatment from a registered medical practitioner, hospital or ambulance service?

☐ Yes ☐ No

Do you authorise the Nominated Supervisor or other educator at the Centre to seek dental treatment from a registered dental practitioner or service in the event of an emergency?

☐ Yes ☐ No

Do you authorise the Nominated Supervisor or other educator to transport your child in an ambulance in the event of an emergency?

☐ Yes ☐ No

Developmental Information

Does the child have any specific developmental needs (i.e. toilet training, physical comfort, favourite activities, fears, special words, sleeping practices)? If so, please list them here so our educators are aware of them.

Cultural Considerations

Education and Care Services National Regulations – Regulation 160 (f, g, h)

Language spoken at home:

Ethnicity:

Religion:

Is your child of Aboriginal or Torres Strait Islander descent? ☐ Yes ☐ No

Please outline any cultural practices you would like us to be aware of:

Please outline your child's religious background and if relevant any religious practices you would like us to be aware of:



Emergency Contacts

Education and Care Services National Regulations – Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)

There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. To deal with these circumstances and in case of an emergency the Centre will inform the following person to collect and care for your child. This person must live a maximum of 30 minutes from the Centre and provide identification when collecting your child. Please obtain the person's consent before listing them as an emergency contact.

Emergency Contact 1

Surname _____ Given names _____

Home phone _____ Work phone _____

Mobile phone _____

Home address _____

Relationship to child _____

Email Address _____

Emergency Contact 2

Surname _____ Given names _____

Home phone _____ Work phone _____

Mobile phone _____

Home address _____

Relationship to child _____

Email Address _____

Authorisation

Education and Care Services National Regulations – Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)

☐ I/We authorise this person to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to my child in the event that you cannot be contacted.

☐ I/we authorise this person to give consent for educators to take my child outside the Centre's premises in the event that I cannot be contacted.

Full name _____ Full name _____

Signed _____ Signed _____

Date _____ Date _____

Immunisation Details

Are your child's immunisations up to date? ☐ Yes ☐ No

Please provide a copy of your child's *Immunisation History Statement* provided by Medicare.

Court Orders

Education and Care Services National Regulations – Regulation 160 (3c, d)

☐ We agree to immediately inform the Early Learning Centre Director (or nominee) of any new court orders or changes to existing court orders, new parenting orders or changes to existing parenting orders or parenting plans within five working days of those orders being effective under law.

Are there any court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to your child or access to your child? If yes, please provide all relevant documentation and paperwork. ☐ Yes ☐ No

Are there any other court orders relating to your child's residence or your child's contact with a parent or other person? If yes, please provide all relevant documentation and paperwork. ☐ Yes ☐ No

Please note that without this documentation we cannot legally enforce the Order/s.



Transition to Prep

Heritage College provides a 'Step Into Prep' transition program that includes an Information Session and four mornings in the Prep classroom in Semester 2. Priority is given to children who wish to apply for Prep in the following academic year or year after.

Would you to reserve a place in the next Prep year? If yes, a \$50 deposit will secure your place in the Prep year intake of your choice (next year if 4 Year Old program/year after if 3 Year Old program). ☐ Yes ☐ No

Enrolment Agreement

Please read the following agreement and indicate your acceptance by signing below.

If there is anything in this document that you are unsure of, please discuss with the Assistant Director.

Excursions

- ☐ I/We give permission for my child to participate in specific planned excursions. Permission slip will be provided prior to each excursion. When signed, this document is taken as informed consent by the parent /guardian for the excursion nominated, including travel and medical support for the child.

Child Safety

- ☐ I/We understand that Heritage College Early Learning Centre has a zero tolerance approach towards any issues related to Child Safety. We have read and are familiar with the College policies related to this issue, specifically the Child Safe Policy and the Child Safe Code of Conduct.
- ☐ I/We note that these policies are available to us via the Heritage College public website and may be updated at any time due to legislative changes at the State or Federal level.
- ☐ I/We acknowledge that these policies and procedures apply to the Early Learning section and the general school section of the College.

Sunscreen and Insect Repellent

- ☐ I/We give permission for my child to have SPF30+ sunscreen applied prior to sun exposure.
I give permission for staff to reapply sunscreen throughout the day.

If your child has sensitive skin and would prefer they use their own sunscreen please bring a spare tube to remain at the Centre, clearly labelled with your child's first and last name.

- ☐ I/We give permission for my child to have staff apply insect repellent (supplied by parent/s).

If not, please provide a letter releasing the Centre of any liability.

Medication and First Aid

- ☐ I/We give permission for Centre staff to administer a single dose of paracetamol (Panadol) supplied by parents/ caregivers and appropriate to my child's age in the event of a high temperature in an emergency.
- ☐ I/We give permission for prescribed medication detailed above to be administered by Centre staff. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Centre's policy the medication will not be given unless, in the case of missing or incorrect details, I can be contacted to authorise the missing details. I agree to inform staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current (within six months) dated Doctor's letter stating the name of and reasons for the medication and only then if the Director deems your child well enough to attend the Centre.

Any medication, including non-prescription medication such as nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our Administration of Authorised Medication form.

Medication will be administered if it is in the original container with the original label and instructions that can be clearly read and is within the expiry date and prescribed by a medical practitioner.

The label must contain your child's name and parents must provide any verbal or written instructions provided by the medical practitioner.



Health & Safety

☐ I/We give permission for my child to have Nappy Cream applied by Centre staff when required.

Photography & Video

☐ Unless expressly requested otherwise in writing, I/We give permission to the Centre to photograph or video record my child for promotional or marketing purposes and for the purpose of school observations. This may also include staff training purposes and sharing Learning Stories via the Seesaw Platform.

Full name

Full name

Signed

Signed

Date

Date

Terms and Conditions

1. I have provided accurate and up to date information and I agree to inform the Centre in writing immediately of any changes to this information.
I/We understand that the Centre Director or the College Principal reserves the right to terminate the enrolment of any child, at any time, should the Centre become aware of any false or misleading information supplied by the parent /guardian as part of this enrolment application. If the enrolment of a child is terminated under this clause, any pre-payment of fees will be returned to the parent/guardian, less any amounts outstanding for any integrated Kinder, Long Day Care, Out of Hours School Care (OHSC) or Vacation Care. The Centre Bond will not be returned.
2. I agree to pay the Centre an enrolment fee of \$100 before my child commences. I am aware that the enrolment fee is non-refundable (\$100 for first child and \$50 for subsequent child/ren). The Centre reserves the right to discontinue the enrolment without notice if we discover that the information supplied is not true and correct.
3. I agree to pay the Centre Bond, payable upon enrolment (\$200 for the first child and \$100 for subsequent child/ren). Payment of the Centre Bond secures the family booking for three months. If the family reduces the number of days booked or cancels the booking, the family will forfeit any bond monies paid. If the child de-registers from the Centre, the bond is held for one month for Government funding purposes and may be refunded after this time.
4. If I cannot collect my child by the closing time, I will arrange for my authorised contact to collect my child on my behalf. If I cannot be contacted, I understand the Centre staff will arrange my authorised contact to collect my child.
5. I agree to pay a late fee of \$15.00 per 15-minute block or part thereof which will be applied to my account.
6. I agree to provide two weeks written notice if I am to withdraw my child or reduce booked days at the Centre.
7. I have read the Parent Handbook and am familiar with the Centre's Policy Manual. I agree to follow, support and abide by these policies and will discuss any policies that I do not fully understand with a Centre staff member.
If I have any suggestions, I can make them in person to a Centre staff member or anonymously via the suggestion box.

Privacy Statement

We acknowledge and respect the privacy of our families. By completing this form, you consent to your personal information being collected. This information assists us to meet legislative obligations and provide the highest level of care and education for your child. This information may be used by educators, staff members and relevant government authorities. You have the right to access, and alter personal information about yourself or your child under the Privacy Act 1988 and the Centre's Privacy Policy.

Full name

Full name

Signed

Signed

Date

Date

Your feedback is important

How did you hear about Heritage College Early Learning Centre?

☐ From friends and family/other

☐ Social Media

☐ Internet Search

☐ Website

☐ Advertising

☐ Other:



Heritage College Early Learning Centre

Fee Schedule 2021

Integrated Kinder (49-weeks) ¹	Times Available	Daily Rate
Early Learners (3-5 years) Ideal for working parents and caregivers looking for Long Day Care with an Integrated Kinder program.	Monday-Friday 7am-6pm	\$95

Out of Hours School Care (OHSC) ²	Times Available	Daily Rate
Before School Care	Monday-Friday 7am-8:45am	\$16
After School Care	Monday-Friday 3.15pm-6pm	\$25

School Holiday Care	Times Available	Daily Rate
Vacation Care	School Holidays	\$85

Enrolment Fees	Fee per child
Enrolment Fee The Enrolment Fee is payable upon your application. Enrolment Fee is non-refundable.	\$100 first child. \$50 subsequent child/ren.
Centre Bond The Centre Bond is payable upon your application.	\$200 first child \$100 subsequent child/ren.
Transition to Prep Reserves a place in the Prep year of the intake of your choice (next year if 4 Year Old program/ following year if 3 Year Old program).	\$50 per child.

Rebates between 50 – 85% are available for eligible families by applying for CCS for Kinder, OSHC and Holiday Care programs.

1. Payment of Centre Bond applies (refer Terms and Conditions). A minimum two days per week enrolment is required for the 4 Year Old program.
2. A surcharge of 20% applies for casual bookings for Out of School Hours care. Shuttle service operates between Narre Warren South and Officer campus for Before and After School care.



