



Welcome to Tiny Tots Childcare Centre

Included in this enrolment pack is:

- 1. Enrolment Form** – To be completed by the child's parent/Guardian. You will need to complete the form, including providing the enrolling parent/Guardian & Child's CRN numbers - you will be able to get this information from Centrelink, on a letter you have received from them or by calling 13 61 50. We also need you to provide your child's birth certificate and immunisation records - which we can copy for you if needed.
- 2. Child's Profile** – To be completed so we can understand your child and accommodate to the child's needs.
- 3. Learning Outcomes** – To be completed so we can understand any areas of concern and support your child's learning journey.

* Direct Debit Form – All parents must complete a Direct Debit form, please call into the office to complete this before starting. If you keep your account up to date, money will not be deducted from this account. Centre Management requires this as a guarantee.

***All of the forms need to be fully completed and signed and be returned to the office as early as possible before your child's start date.**

Office Checklist

Birth Certificate	yes / no
Custody/Access Info	yes / no
Childs Residence	yes / no
Immunization Records	yes / no
Direct Debit Form	yes / no
Allergy/Anaphylaxis	yes / no
CRN's – Child & Guardian	yes / no
Email Entered	yes / no
Visual Image Signed	yes / no
Emergency Contacts	yes / no
Sun cream Authority	yes / no

Room: B TW TT PK K BS AS



Enrolment Form

Enrolment to be completed by Parent or Guardian

Childs Details

Days Required: Mon Tue Wed Thurs Fri (Please Circle Days Required)

Date of Enrolment: Commencement Date:

Child's Full Name:

Date of Birth: Childs Gender: Male Female (Please Circle)

Child's CRN: Language Spoken At Home:

Home Address: Street:

Suburb: Post Code:

Cultural Background: Country Of Birth:

Mother/Guardian Details

Mr Mrs Ms Miss (Please Circle)

Given Names: Family Name:

D.O.B: Mobile Ph Number:

CRN: Home Ph Number:

Work Ph Number:

Home Address: Street:

Suburb: Post Code:

Cultural Background: Country Of Birth:

Language/s Spoken: Email:

Occupation: Place of Employment:

Work Address: Street:

Suburb: Post Code:

Father/Guardian Details

Mr Mrs Ms Miss (Please Circle)

Given Names: Family Name:

D.O.B: Mobile Ph Number:

CRN: Home Ph Number:

Work Ph Number:

Home Address: Street:

Suburb: Post Code:

Cultural Background: Country Of Birth:

Language/s Spoken: Email:

Occupation: Place of Employment:

Work Address: Street:

Suburb: Post Code:

Custody/Access Information

Details of any court orders, or parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child; and other court orders relating to the child's residence or the child's contact with a parent or other person; (Please supply copies of court documents).

Does this apply to you? Yes / No (Please Circle)

Emergency Contacts, Pick Ups & Authorisation of Medication/Treatment

(If these contacts are unavailable, the licensee or supervising officer will take charge of the child and notify the CEO)

First Contact Person

Mr Mrs Ms Miss (please circle)

Given Names: Family Name:

Mobile Ph Number: Relation to Child:

Home Ph Number: Authorise For Pick Up/Drop Off: Yes No

Authorise Medication & Treatment: Yes No

Home Address: Street:

Suburb: Post Code:

Second Contact Person

Mr Mrs Ms Miss (please circle)

Given Names: Family Name:

Mobile Ph Number: Relation to Child:

Home Ph Number: Authorise For Pick Up/Drop Off: Yes No

Authorise Medication & Treatment: Yes No

Home Address: Street:

Suburb: Post Code:

Third Contact Person

Mr Mrs Ms Miss (please circle)

Given Names: Family Name:

Mobile Ph Number: Relation to Child:

Home Ph Number: Authorise For Pick Up/Drop Off: Yes No

Authorise Medication & Treatment: Yes No

Home Address: Street:

Suburb: Post Code:

Medical Information

Child's Doctor: Surgery:

Surgery's Ph Number: Medicare Number:

Surgery Address: Street:

Suburb: Post Code:

Authorisation

I hereby give permission for Tiny Tots Child Care Centre to seek Medical Treatment from a Doctor/Hospital or Ambulance in case of an emergency and agree to pay any medical expenses incurred for such treatment and ambulance transport.

Name: **Signed:**

Date:

I further give permission for any Senior Member of Staff to escort my child/children to Medical Services if necessary.

Child's Immunisation Records

I agree to maintain my child's immunisation and update the centre accordingly. I also understand that it is a requirement by Centrelink to have my child's immunisation up to date to enable me to receive Child Care Benefit and a fee reduction.

Name: **Signed:**

My child's immunisation status is: **Date:**

Room Transitions

I understand that my child will move up to the next age group once they reach their developmental milestones suitable for the next age group, I understand that this will occur in a consultation with the Qualified Care Giver, the Director and Parent/Guardian.

Name: **Signed:**

Date:

Late Fee Policy

It is required that all children are picked up prior to 6.00pm and the doors must be closed and locked at that time. After 6.00pm a late fee of \$1.00 per minute per child is due and must be paid to the office.

Name: **Signed:**

Date:

Parent Participation, Centre Policies & Procedures

Parent participation in all centre activities is encouraged and we hope to develop a warm and trusting relationship with your child and your family. If you can help or be involved in the centre in any way please let the office know ☺. The centre has a Parent Handbook located in the office foyer which all parents are encouraged to read. If you have any queries or concerns regarding our care, you are very welcome to approach the office and an appointment with the Care Giver can be arranged. Centre policies and procedures can be located in the Policy and Procedures Manual which is located in the foyer, please see the office with any queries.

Centre Excursions/Incursions

The Centre will occasionally plan excursions/incursions for the children. These excursions/incursions are educational, developmentally appropriate and will reflect on the room program and centre policies. All parents will be notified of any

up-coming excursions and signed parent permission will always be required before any child can travel on the centre transport to the event. Excursions are not compulsory.

Name: **Signed:**
Date:

Before & After School Drop Off & Pick Up (For School Children Only)

My Child has permission to be transported to and from Tiny Tots Child Care Centre using the mode of transport selected by the centre (car/bus). My Child's school
I understand that it is my responsibility to ensure that the correct starting and finishing times are given to the centre prior to the school term beginning. I also understand that it is my responsibility to ensure that any last minute cancellations to my child's care will be given prior to 12:30pm each day.

Name: **Signed:**
Date:

Child's Class: Child's Grade:.....
Child's Teacher:
Start Time: Finishing Time:

Sunscreen & Aeroguard (Please circle the areas below)

I give permission for the centre staff to apply 50+SPF sunscreen to my child's skin at regular intervals during the day (YES/NO)
I give permission for the centre staff to apply aero guard (bug repellent) spray/roll on when required on excursions (YES/NO)

Name: **Signed:**
Date:

Visual Image

I understand that my child's visual image may be taken for in the centre activities and developmental records. I give permission for these visual images to be taken and used at the centre, on our Tiny Tots website and our Facebook page.
If you do not agree with this do not sign and see the office it is not compulsory.

Name: **Signed:**
Date:

Child Allergies/Plans/Needs & Others

Does your child have any allergies?

Yes No (please circle)

If yes please specify:

.....
.....

Any medical management/anaphylaxis/Risk minimizing plans to be followed or medical conditions?

Yes No (please circle)

If yes please specify:

.....
.....

Does your child have any Additional needs?

Yes No (please circle)

If yes please specify:

.....
.....

Cultural/Religious information relevant to your child? (And if applicable to Parents/Guardians)

Yes No (please circle)

If yes please specify:

.....
.....

Does your child have any dietary restrictions?

Yes No (please circle)

If yes please specify:

.....
.....

Any further information relevant to your child:

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

Fees, Centre & Centrelink Requirements

I am aware that it is my responsibility to ensure that Centrelink has all my relevant information that is required to be eligible for Child Care Benefit. I agree to pay full fees if my Child Care Benefit is cancelled.

I agree to pay my fees one (1) week in advance and understand that my child's position will be cancelled if I do not maintain my fees. I understand that extra costs will be added to my fees if the centre is required to take legal action to recover unpaid fees.

I agree to follow centre policy & procedure in respect to signing my child in and out each day and ensuring that my child only attends in good health (to limit cross infection).

I agree to pay for public holidays, absent and sick days in the event that my child's permanently booked days coincide with these days.

In the event of my child no longer requiring child care, two (2) weeks' notice will be given and paid in full prior to the last day of attendance.

Name:.....

Signed:

Date:

Fire Evacuation Drill

I give permission for my child to take part in the Centre's fire evacuation drill as per the Centre's policy. This may require us to leave the Centre grounds. Please ask about our fire policy at the front office if you have any questions.

Name:..... **Signed:**

Date:

Acknowledgement

I the parent/guardian agree that the information provided in this application is true and correct and will be relied upon by Tiny Tots Child Care Centre Pty Ltd. As the parent/guardian I agree to notify Tiny Tots Child Care Centre Pty Ltd immediately should there be any change in circumstances from the details I have provided in this Enrolment Form, including living arrangements of the child and parent/guardian.

Terms of Payment are strictly within seven (7) days. A cancellation fee may apply at the discretion of Tiny Tots Child Care Centre Pty Ltd. I as the parent/guardian agree to pay outstanding childcare fees and cancellation fees where applicable together with all debt recovery expenses including mercantile agents' fees, court costs and legal fees reasonably incurred by Tiny Tots Child Care Centre Pty Ltd.

I the parent/guardian acknowledge that care may be refused in the case of default.

Name of Parent/Guardian:.....

Signed by Parent/Guardian:

Parent Questionnaire 😊

(Please circle & comment regarding your experience)

We would greatly appreciate it if you would take the time to fill out this questionnaire so we can ensure we are providing the highest quality of care.

How did you find your orientation to the centre?

Bad Fair Good Excellent

Please comment:

.....
.....

How did you find the appearance of the centre?

Bad Fair Good Excellent

Please comment:

.....
.....

How did you find the centre's hygiene?

Bad Fair Good Excellent

Please comment:

.....
.....

How did you find the staff?

Helpful Friendly Unhelpful Not Friendly

Please comment:

.....
.....

How did you find out about our centre?

Word of mouth Local Paper Yellow pages Local Link Signage

Other (please state):

Do you have any suggestions on how we can improve our service?

Please comment:

.....
.....

Thank you from the Management & Staff of Tiny Tots Childcare



Chilids Profile

Full Name:

Preferred Name: Date of Birth: __ / __ / ____ Male / Female

Parent / Guardians Name: Contact Number:

Language / Culture (Is there anything we need to be aware of ie food, religious activities etc):
.....

Allergies:

Interests:

Siblings: Drop Off / Pick Up Times: to

Food Likes / Dislikes:

Formula / Cow Milk and Feeding Times (Please include if the bottle is warm or cold):
.....

Child's Usual 'Getting up' Time: Child's Usual Bedtime:

Usually has daytime sleep/rest?: Yes / No Length: Time:

Does your child have a nappy for sleep time? Yes / No

How does your child usually get to sleep? (Bottles / Pacifiers / Comforters etc):

Where does your child usually sleep? Cot / Bed Is your child in: Nappies / Toilet Trained / In Training

Can we use nappy cream on your child if necessary? Yes/No Does your child have any allergies to any cream?.....

Does your child have a special toy/teddy? Yes / No If Yes, please specify:

Does your child have any fears / anxieties? Yes / No If Yes, please specify:

Does your child say any words? Yes / No If Yes, please specify:

Any other comments:

Signature: **Date:**

Name of Parent / Guardian:

Outcome 1

Children have a strong sense of identity

- 1.1 Children feel safe, secure + supported
- 1.2 Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- 1.3 Children develop knowledgeable and confident self-identities
- 1.4 Children learn to interact in relation to others with care, empathy + respect

Outcome 2

Children are connected with and contribute to their world

- 2.1 Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- 2.2 Children respond to diversity

Outcome 3

Children become aware of themselves and have a strong sense of wellbeing

- 3.1 Children become strong in their social and emotional wellbeing
- 3.2 Children take increasing responsibility for their own health + physical wellbeing

Outcome 4

Children are confident and involved learners

- 4.1 Children develop curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity in learning
- 4.2 Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesizing, researching and investigating
- 4.3 Children transfer and adapt what they have learned from one context to another
- 4.4 Children resource their own learning by connecting with people- place- technology - natural + processed materials

Outcome 5

Children are effective communicators

- 5.1 Children interact verbally + non-verbally with others for a range of purposes
- 5.2 Children engage with a range of texts and gain meaning from these texts
- 5.3 Children express ideas + make meaning using a range of media
- 5.4 Children begin to understand how symbols and pattern systems work
- 5.5 Children use information/communication technology to access information, investigate ideas/ represent their thinking

Learning Outcomes

What learning outcomes would you like us to be focusing on and how do you feel we can support your child's learning?

1	
2	
3	
4	
5	

What do we use these for and how?

We follow the EYLF (*Early Years Learning Framework*) which is the National Educational Curriculum & meets the NQF Guidelines.

This helps us to follow your child's development throughout the year, we do this by documenting with learning stories, linking them with the daily curriculum and the five Outcomes.

We like to have your input on what you feel you would like for your child whilst they are here with us at Tiny Tots and to help us support them in all areas.

