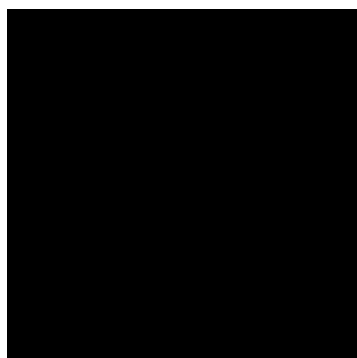


Avondale Early Learning Centre

Enrolment Application



Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matt 19:14



Application for Enrolment

OFFICE USE ONLY

Date received

- Immunisation
 Birth Certificate
 Centre Tour

Anticipated Start Date:

Preferred day/s of care (please tick):

- Mon Tue Wed Thu Fri

Child's Details

Child's Given Names

Surname

Date of birth

Female

Male

Address

State

Post code

Place of birth

Language spoken at home

Centrelink Approval ID (CRN)

Religion

Does your child have any medical conditions/
learning needs for the Centre to be aware of?

Parent/Guardian 1

Title

Name, Former Names & Alias Names

Centrelink Approval ID (CRN)

Address

State

Post code

Home phone

Work phone

Mobile

Email

Occupation/study

Work hours per week

Date of birth

Place of birth

Parent/Guardian 2

Title

Name, Former Names & Alias Names

Centrelink Approval ID (CRN)

Address

State

Post code

Home phone

Work phone

Mobile

Email

Occupation/study

Work hours per week

Date of birth

Place of birth

Other parent information

Is either parent of Indigenous Origin?

- Yes No

Do you require information translated into another language?

- Yes No

If yes, please detail

What nationality are you (parents), your family
and your child's extended family?

Which parent approved ID (CRN) do you wish to use for this enrolment? Has this
parent been assessed for CCB? Is this parent liable for payment of the fees?

Parent/Guardian 1

Parent/Guardian 2

Court Orders

Do you have a current AVO/Court Order that affects the custody/safety of your child?

- Yes No

If yes, please provide copy of AVO/Court Order and a current photograph to the Centre Director

Emergency Details

Please provide a list of contact names/numbers of persons authorised to collect your child* (authorised persons must be over 18 years of age). *Please note, staff will NOT allow unauthorised persons to collect your child from the centre.

Person 1. Full Name

Relationship to child

Address

State

Post code

Home phone

Work phone

Mobile

Collection Only

Collection & Emergency Contact

Person 2. Full Name

Relationship to child

Address

State

Post code

Home phone

Work phone

Mobile

Collection Only

Collection & Emergency Contact

Person 3. Full Name

Relationship to child

Address

State

Post code

Home phone

Work phone

Mobile

Collection Only

Collection & Emergency Contact

List other family members details

Child 1. Full Name

Date of birth

Age

Centrelink Approval ID

Child 2. Full Name

Date of birth

Age

Centrelink Approval ID

Child 3. Full Name

Date of birth

Age

Centrelink Approval ID

Child 4. Full Name

Date of birth

Age

Centrelink Approval ID

Health Details

It is important to keep a child's health, medical and dental information current at ALL times. Each child's application for a placement at Avondale Early Learning Centre is assessed individually.

Family Doctor

Phone

Address

State

Post code

Family Dentist

Phone

Address

State

Post code

Medicare number

Health Fund

Health Fund number

Health Details Continued

Please provide information and documentation on the following areas so we can provide the appropriate support for your child

1. Allergies (if yes include management plan ie; Anaphylaxis & Asthma Management plan)

2. Disabled Parent

3. Learning Needs

4. Communication Needs

5. Mobility Needs

6. Interpersonal Needs

7. Other Needs (ie; health/medical);

8. Has Diagnosed Disability - Date Advised:

9. Child at Risk (organisation involved with family)

I give consent for my child to wear sunscreen and my child's hat will fall within the guidelines of the Sun Protection Policy

Signature of Parent/Guardian

Immunisation

Avondale Early Learning Centre requires a copy of your child's immunisation records from Medicare including Conscientious Objection Form to be kept on file along with a copy of any updated treatments. If a child is not immunised and an outbreak occurs in the Centre, the child will not be able to attend AELC for the incubation period of the disease. **YOUR ENROLMENT FORM WILL NOT BE ACCEPTED WITHOUT MEDICARE IMMUNISATION HISTORY SUMMARY OR CONSCIENTIOUS OBJECTION FORM.**

Has your child been immunised? Yes No

Signature of Parent/Guardian

Date

Toileting

Due to the type of program Avondale Early Learning Centre is offering, we require children to be fully toilet trained. However, staff recognise toileting accidents may occur.

Any comments regarding your child?

Sleeping

Avondale Early Learning Centre's program encourages all children to participate in the rest time period which involves the children resting their bodies and listening to relaxing music. The children then move into quiet activities; motor skills, cognitive and social development.

Any comments regarding your child?

Diet

Avondale Early Learning Centre follows a healthy nutritious program which includes avoiding nut and egg products. From time to time the Centre, due to children's allergies may discourage the use of other foods from entering the centre on a particular day. Staff will inform parents as these areas arise. Children's drink bottles are to hold water and be kept in the fridge provided.

Any comments regarding your child?

Any special dietary requirements?

Wipes

Please note that at Avondale Early Learning Centre we use wipes when cleaning children's hands & faces. Please notify the centre if your child has an allergy to wipes.

Excursions

We welcome you and your child to Avondale Early Learning Centre and look forward to working alongside your child guiding and facilitating their learning. Avondale Early Learning Centre offers a Transition to School Program which requires regular excursions to Avondale School. This is an active component of the curriculum.

General Information

1. Does your child have a fear of anything or any other information you feel is relevant?

2. Are there any words that may have special meaning to your child?

3. Has your child attended another children's service including playgroup?

4. Does your child get upset when left with other people?

5. What are your expectations from your child attending Avondale Early Learning Centre?

6. Does your child attend another centre? Yes No If yes, what type of program

Use of Digital Imagery

1. **Demonstration Centre** - Avondale Early Learning Centre is a demonstration preschool which encourages an open learning environment for students from high school, university/college, TAFE and other authorised adult educational facilities. These students complete lessons and assignments that involve all children. The evaluations are validated through various forms of electronic media: digital cameras and video cameras. All students undertake a Working with Children Check prior to commencement.

2. **Centre Needs** - Avondale Early Learning Centre uses digital documentation for all aspects of the curriculum including: developmental records, indoor/outdoor programs, informal presentations and short video clips. This form of technology is vital for the Centre and the implementation of the Transition to School Program.

3. **Advertising & Social Media** - Avondale Early Learning Centre also uses the above technology for publicity purposes: flyers, brochures, newspaper adverts, Avondale School website and a number of other miscellaneous uses that may occur from time to time. I consent that Digital imagery of my child/family members can be used in assessments and advertising including the use of social networks ie Facebook.

4. **End of Year Concert** - Avondale Early Learning Centre gives each family a CD of photos from our End of Year Concert. I consent that I am happy for my child to be included on this CD.

Signature of Parent/Guardian

Date

Disclaimer

Enrolment at Avondale Early Learning Centre is subject to the following terms and conditions:

1. That the parents give authorisation to the educators to take their child on regular outings ie; to school areas outside AELC.
2. The parents/guardians will support the ethos and philosophy of AELC along with accepting responsibility for reading all centre communications, including office related information, located within the foyer, internet, Enrolment Pack and sign-out book. Both the Approved Provider & the Nominated Supervisor welcome parents to the AELC premises at any time their child is being educated and cared for.
3. Every possible care will be taken with your child whilst attending AELC. In the case of an emergency, medical including ambulance and dental services will be contacted immediately. The treatment may include blood transfusions or surgery. I consent to medical treatment of my child by Approved Provider, Nominated Supervisor and or educator to give medication as prescribed by a doctor or to seek medical treatment for my child from a Medical Practitioner, Hospital and Ambulance Service and to transport my child to Hospital via ambulance.
4. All fees and charges are payable and are to remain 2 weeks in advance, otherwise the family account will incur a late fee.
5. If the account falls one month behind, the child's placement will be in jeopardy.
6. The parent/guardian as stated below are responsible for ALL payments relating to the family's financial account.

Name

Signature of Parent/Guardian 1

Date

Name

Signature of Parent/Guardian 2

Date

* The Management of Avondale Early Learning Centre reserves the right to change the terms and conditions of this Enrolment Form within 7 days of written notification. All information contained in this form will be stored in accordance with the Privacy act 1988. The purpose for collecting information is in the event of an emergency where the centre may need to contact relevant person/s, or for administration reasons. Any information gathered may be used for purposes other than originally intended and Privacy Laws can be overridden in relation to any child protection concern.

Parent Check List

- Completed all sections of this form
- Birth Certificate
- Immunisation Certificate

NEED MORE INFORMATION?

Contact Avondale Early Learning Centre

P 02 4977 0280 E earlylearn@avondaleschool.nsw.edu.au W www.avondaleschool.nsw.edu.au

