

Attach Receipt Here

BEATTY PARK LEISURE CENTRE
220 Vincent Street, North Perth 6006
creche@vincent.wa.gov.au
Creche: (08) 9273 6088
ABN 62 191 132 542



CHILD ENROLMENT FORM

Name of Child

First Name Last Name

Date of Birth/...../.....
 Male Female Member Swim School
 x Member

Parents Name

First Name Last Name

Address

Suburb Postcode

Email Mobile

Important Information relating to caring for your child (any allergies or other special requirements).

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

Immunisation (please tick) **YES** **NO**

Medication

Include details of any medication your child is taking. Administering medication is the responsibility of parents not crèche staff. However, this information may be required in case of an emergency.

.....

Court Orders (please tick) **YES** **NO** *If Yes Copy needed*

Photo Permission (please tick) **YES** **NO**

(Social Media, Facebook, Website, Internal Photo Displays)

Secondary Emergency adult contact

First Name Surame.....

Mobile.....

Acceptance of Conditions and Rules

I acknowledge that I have received and read the conditions and rules of the crèche on the back of this form of which I agree to.

Signature Date

Office Use Only: AIR Immunisation History has been sighted upon Enrolment **YES** **NO**

BEATTY PARK LEISURE CENTRE
PARENT INFORMATION
Conditions and Rules

Responsibilities

- 1. Parents must remain within the building at all times and must be able to attend to their child's needs if required.**
2. If a child is upset or needs feeding and crèche staff are unable to attend to those needs in a timely manner, the parent will be asked to return to the crèche.
3. Parents must immediately return to the crèche to attend to their child if requested to do so by crèche staff.
4. It is requested that parents inform crèche staff if their child will not be attending.
5. Children must be over 8 weeks and under 6 years of age to attend the crèche.
6. Parents are required to directly supervise their children before and after crèche attendance times.
7. Parents are to advise crèche staff if their child has or has had an illness.

Enrolment and collection procedure

8. Parents must fill out the Crèche Enrolment Form before their child enters care. The Enrolment must be completed in full. If any particulars on the Enrolment form change, such as address or phone numbers, crèche staff in the crèche must be advised immediately and the Enrolment form details will be amended. Information on these forms are confidential.
9. Parents/guardians over the age of 18 years must sign their child in and out of the crèche with their full name under the Crèche Regulation WA 2006. Parent signing child in, must also sign the child out (unless stated otherwise).
10. Persons collecting the child must be authorised on the Enrolment form as this is a requirement of the Commonwealth Government. In the event of someone else coming to collect the child, the parent or guardian must notify crèche staff prior and completed the necessary paperwork. In the case of an emergency where the parent or guardian cannot be contacted, the names and contact numbers on the Enrolment form may be used and that person may collect the child. Any changes must be advised in writing to the crèche by the custodial parent.
11. If there is an order by court, magistrate or an officer of the Police Force that exempts a particular individual having access/or communication with the child a copy of the order must be provided to the supervisor to protect the safety and care of their child.

What to bring

12. A healthy snack and drink, fruit sandwich and water bottle. No nut products. 0-2 Soft food only.
13. Please ensure Child's belongings are clearly labeled.
14. A pram or stroller, this can provide a cosy place for a nap or comfort to a small child.
15. Wide brimmed hat and sunscreen for outside play.
16. A change of clothes in case of an accident.
17. Spare nappies.

What to do

18. Book your child into the crèche up to a week in advance to ensure there is an available spot.
19. Sign in your child on the attendance sheet. Include your exact whereabouts within the building and Contact number.
- 20. Please advise crèche staff in advance if you require to cancel your booking.**

Sickness

- 21. Children cannot attend the crèche if they have a contagious illness, communicable disease, temperature over 38C, diarrhoea, vomiting, rash, skin lesions, cold sores, nose, eye or ear discharge, head lice or nits, severe coughing, yellow skin or eyes.**
22. Children will be returned to parents immediately if they become sick during their attendance at the crèche.
23. Medication cannot be administered to your child by crèche staff.
- 24. It is compulsory that children are immunised to use the crèche facilities. AIR Immunisation History to be sighted and up to date.**