

Attach Receipt Here

BEATTY PARK LEISURE CENTRE  
220 Vincent Street, North Perth 6006  
Ph: (08) 9273 6080  
ABN 62 191 132 542



# CHILD ENROLMENT FORM

### Name of Child

First Name ..... Last Name .....

Date of Birth ...../...../.....  Male  Female

### Parents Name

Mr Mrs Miss Ms

First Name ..... Last Name .....

Address.....

Suburb ..... Postcode .....

Phone (H) ..... Mobile.....

### Important Information relating to caring for your child

Include details of toileting requirements (nappies/toilet training) and any allergies or other special requirements.

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.....

Immunisation (please circle)                      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.

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### Additional Authorised Person/s to collect my child/ren

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.....  
.....

### Emergency adult contact

First Name ..... Surame.....

Address .....

Suburb..... Postcode .....

Phone (H)..... 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 .....

Creche Opening Hours: Monday-Friday 8.45am to 2.30pm Saturday 7.45am to 12.30pm Sunday 9am to 1pm (times may vary)  
Sessions: 1 1/2 hours or 2hours or 3 hours

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## **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 Creche 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 Creche Regulation WA 2006.
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.
13. A favourite toy or cuddly to provide comfort. Please ensure Childs belongings are clearly labelled.
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**

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

#### **Sickness**

23. 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.
24. Children will be returned to parents immediately if they become sick during their attendance at the crèche.
25. Medication cannot be administered to your child by crèche staff.
24. It is recommended that children are immunised to use the crèche facilities.