



Phillips Crescent
Mangerton NSW 2500
tel (02) 4229 5197
fax (02) 4229 5197
peterpaninc@bigpond.com

Peter Pan Pre School Wollongong Inc. Enrolment Form

CHILD'S DETAILS:

Surname _____ Given Names _____

Address _____

Date of Birth _____ Sex Female/ Male

Place of Birth _____

Child's position in the family _____ Number of Children in the family _____

PARENT'S DETAILS:

Parent 1: Relationship to child _____

Surname _____
Names _____

Given

Occupation _____

Home Address _____

Home Phone No. _____ Mobile Phone No. _____

Work Address _____ Work Phone No. _____

E-mail Address _____

Parent 2: Relationship to child _____

Surname _____
Names _____

Given

Occupation _____

Home Address _____

Home Phone No. _____ Mobile Phone No. _____

Work Address _____ Work Phone No. _____

E-mail Address _____

Family Information or anything that will help your child settle into Peter Pan preschool:-

Regarding child's likes/dislikes, whether child uses a comforter, special words used at home, any fears or other information that may help Educators with getting to know your child.

Enrolment details:

Enrolment date _____ Preferred starting date _____

Circle preferred days

Monday

Tuesday

Wednesday

Thursday

Friday

Birth Certificate/passport date: _____ Sign: _____

Immunisation History Statement date: _____ Sign: _____

Evidence of Immunisation exemption date: _____ Sign: _____

Health Care Card Holder date: _____ Sign: _____

Aboriginal/Torres Strait Islander

Medical Data

If your child has a specific medical condition e.g. Asthma, Anaphylaxis, Epilepsy, and Diabetes. An action plan will need to be made available to the preschool before start date. Your Child cannot attend unless this is completed.

Action plan has been received. Date: _____ Sign: _____

Health Fund: _____

Medicare No: _____ Number on Card: _____

Is your child on regular medication we should know about? Yes No

If yes, please give details: _____

Does your child visit a specialist, e.g. Speech Therapist / OT: _____

Details of any allergies or reoccurring illnesses: _____

Child's primary language _____ Cultural Background _____

Does your child have any special requirements, e.g. Cultural/religious/special needs? Do they have any dietary requirements?

Emergency Contacts

Authority to collect/emergency details (Not including parents)

Please list, in order of preference, person (over 18 yrs) you wish for us to call if you cannot be contacted in an emergency and who you authorise to collect your child/ren from the Centre in the event that parents are unavailable to do so. Please ensure these people are willing and able to collect your child/ren in an emergency. The Centre Staff will not allow children to go with any person unless full details are written on this form.

Contact 1/3

Name _____
Relationship _____
Home /work Phone No. _____ Mobile No. _____
Address _____

Contact 2/3

Name _____
Relationship _____
Home /work Phone No. _____ Mobile No. _____
Address _____

Contact 3/3

Name _____
Relationship _____
Home /work Phone No. _____ Mobile No. _____
Address _____

In the event of an emergency, illness or accident concerning my child. Educators **NOT** being able to contact me or the other persons authorised by me. I consent to Peter Pan preschool seeking on my behalf medical, dental or hospital attention for my child and I accept liability for medical expenses as may be incurred. I give consent for my child to be transported to hospital in an ambulance if required.

Parents Name: _____

Signed _____ Date _____

In the event of an emergency where any person on your contact list, listed above can authorise consent for medical treatment to your child, or to authorise administration of medication for the child.

Parents Name: _____

Signed: _____ Date: _____

Any person who is authorised on your child's contact list to authorise an educator to take your child outside the education care service premises- Peter Pan Preschool Phillips Crescent Mangerton 2500.

Parent's Name : _____

Signed: _____ Date: _____

Details of any court orders affecting custody of the child: Yes or No

The preschool will need a copy of the statement and conditions if any court orders are in place.

Parents Name: _____

Signed _____ Date _____

Pre School Photographs and Observations

At Peter Pan Preschool we take photos and observations of children at play. These photos are used in our parent app Kindyhub.

KindyHub is our daily communication with families about our day. Photos and observations may also be displayed around the room as documentations of the children's learning. This is a good point of discussion for children with their carers/families and peers. Your child may also be photographed in friend's birthday pictures and in other children's portfolios throughout the year.

Photography Authorisation – Parent One

Please tick the relevant boxes

I consent to:

- my child being photographed/videoed by educators and staff members at the Service
- my child being photographed/videoed with other children by educators and staff members at the Service
- my child being photographed/videoed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements
- the photographs/videos taken by educators and staff members being used to support the curriculum
- the photographs/videos taken by educators and staff members being posted/uploaded to the Service's closed social media pages or Apps eg closed room groups which educators use to share information
- the photographs/videos taken by researchers and students being used to support their research project or student placement. This may include publishing the photo/video in journal articles, reports or conference papers and assignments
- the photographs/videos taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs/videos on a Service website, social media platform or a related social media account with which the Service has a professional relationship or including them in Service brochures and media articles.

I understand that:

- I can withdraw my consent at any time by advising the Nominated Supervisor in writing
- I cannot photograph/video another child at the service unless given permission by that child's parent/guardian
- I cannot share photos/videos of my child/children at the service or post the photos/videos on social media

- I cannot share photos/videos of my child/children at the service, or post the photos/videos on a social media platform or App, if the photo/video also includes another child/children or an educator, unless I have the families' or educator's express consent
- the Service does not accept responsibility for the distribution or use of any photograph/video taken by any person who does not work or volunteer at the Service.

Child's Full Name	
Parent One Name	
Parent One Signature	
Date	

Photography Authorisation – Parent Two

Please tick the relevant boxes

I consent to:

- my child being photographed/videoed by educators and staff members at the Service
- my child being photographed/videoed with other children by educators and staff members at the Service
- my child being photographed/videoed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements
- the photographs/videos taken by educators and staff members being used to support the curriculum
- the photographs/videos taken by educators and staff members being posted/uploaded to the Service's closed social media pages or Apps eg closed room groups which educators use to share information
- the photographs/videos taken by researchers and students being used to support their research project or student placement. This may include publishing the photo/video in journal articles, reports or conference papers and assignments
- the photographs/videos taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs/videos on a Service website, social media platform or a related social media account with which the Service has a professional relationship or including them in Service brochures and media articles.

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- I cannot share photos/videos of my child/children at the service, or post the photos/videos on a social media platform or App, if the photo/video also includes another child/children or an educator, unless I have the families' or educator's express consent
- the Service does not accept responsibility for the distribution or use of any photograph/video taken by any person who does not work or volunteer at the Service.

Child's Full Name	
Parent Two Name	
Parent Two Signature	
Date	

KindyHub



As part of our commitment to providing your child the best early learning experience, we're proud to announce **Kindyhub** to our Early Learning Service!

Kindyhub is a digital communication tool, allowing us to easily share your child's early learning experience with you at the end of each day. Our educators capture your child's achievements throughout the day via Kindyhub with photos, notes and stories. Kindyhub saves us time, in-turn allowing us to spend more time with your child.

As a parent, you (and your chosen relatives) will have a secure private login to access a snapshot of what your child does throughout the day via email or the Kindyhub smartphone Parent App. This will be sent to you with photos, a daily report from your child's group and the learning outcomes they met.

We require your written consent to use your personal information for the communication. Please promptly complete and sign the 'Parent Permission' form attached. If you would **not** like to receive this communication please discuss with our Centre Manager as soon as possible.

I/We, the Parent/Guardian of _____, agree to the terms of use and give consent for my personal information to be used as part of the communication purposes for delivering information to the nominated Parent/s & Guardian/s of my child/children for participation in the centre's communication tool via Kindyhub. I understand that the information is protected by The Privacy Act 1988 under Australian Law.

Terms of use for sharing information

Sharing information outside of Kindyhub, whether it be documentation or your children's photos, is at the discretion of the family. Families are responsible to make sure what is shared is in the best interests of their children. Your child may be included in group experiences that can be viewed by the families of the other children in the group. In these instances, it's prohibited to share or upload any photos or information without the consent of those children's families.

Nominated Parents/ Guardians:

Child's Name:	
Child's Date of Birth:	
Days attending: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
Parent/ Guardian 1 (Primary Carer: Y / N)	
Name:	Relationship:
Email:	
Signature: _____	
Parent/ Guardian 2 (Primary Carer: Y / N)	
Name:	Relationship:
Email:	
Signature: _____	

Privacy Notice

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to education and care to children at the service, or to comply with our legal obligations. We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

We collect most personal information directly from a parent or guardian. We may also collect information through our website, social media page, Family Law court orders or agreements, special needs agencies and training courses. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child.

The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the Early Years Learning Framework. This includes name, address, date of birth, gender, family contact details, emergency contact details, authorised nominee details, parents' occupations, cultural background, home language, religious beliefs, payment details, child care subsidy information, Medicare number, , immunisation records, medical information and medical management plans, photos of children and information about children's strengths, interests, preferences and needs, including special needs.

We do not disclose personal information to others unless you would reasonably expect us to do this, we have your consent or we are complying with an Australian law.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Nominated Supervisor who may be contacted by telephone on **4229 5197** or email **peterpaninc@bigpond.com** or by mail **Philips Cres, Mangerton, NSW 2500**.

We will provide a copy of any updates to our Privacy and Confidentiality Policy on our Service Noticeboard and include the changes in our Newsletter.

Fee Payment Policy

BSB: 012-622
Account number: 243606904
Institution: ANZ Bank Figtree

Enrolment fees

- An enrolment fee of \$40 is required per family to secure your place within the service. This is added to your term 1 invoice

The below 2 additional fees have been placed on hold at this stage as we have gained government funding. The preschool will let you know if we need to re instate these amounts to help the preschool with funds.

These amounts help the preschool maintain:

- An annual fundraising levy is required per family per year of \$80.
- An annual building and maintenance levy of \$20 is payable per family per term.

There is no childcare subsidy available for this service as we are a community-based preschool, non for profit and not an approved provider.

Fees

Our child care fees are outlined in our fee schedule which is available from our Nominated Supervisor. Please note our fees may change from time to time. Fees must be paid on time and:

weekly, fortnightly or monthly in advance by direct deposit ANZ Bank Figtree

BSB: 012-622

Account number: 243606904

Please use your child's name in the reference prior to the end of week 8 of terms 1,2 and 3

However in term 4 these payments need to be finalised prior to week 6.

- These fees are required for every day that your child is enrolled at the service. This includes sick days, family holidays and public holidays but excludes periods when the service is closed including school holidays, over the Christmas and New Year break period.

Invoices

Invoices for the amount of fees payable in a period will be issued every term. If families pay more than the fee amount required at the time, change will not be given but will be credited to the family's account.

Receipts

Families will be provided with receipts once invoices have been paid. Please see your parent pocket for all invoices and receipts.

Late to collect child fee

The preschool hours are from 8.30am – 3.50pm. Families who do not collect their child before we normally close for the day may be charged a late fee of \$15 for every 15 minutes or part thereof, if they arrive past our closing time. This fee covers the cost of employing the staff required to supervise a child outside our operating hours. It may be waived at the discretion of the Nominated Supervisor.

Termination

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If you do not provide this notice, you will be charged 2 weeks fees.

Overdue Fees

The Nominated Supervisor will issue a **Friendly Fee Reminder** letter to any family who is one week late paying their fees. **If families are having difficulty making fee payments they should immediately speak with the** approved provider or nominated supervisor to discuss fee payment arrangements. Information provided by families will be treated as strictly private and confidential.

In cases of non-payment of fees, where the service is unable to contact families about the debt, or families do not meet agreed arrangements for repayment of the debt and ongoing payment of fees:

- the Nominated Supervisor may immediately suspend or terminate the child's place at the service. Families will be advised of this action in writing.

Where families do not meet agreed payment plans, and an outstanding debt remains, the Nominated Supervisor may use their discretion to engage a third-party agency to recover the outstanding amount. The cost of this action may be added to the debt owed.

I _____ understand and agree with the above policy and elect to pay the fees applicable to my family in the following manner:

Fortnightly

Lump Sum by Week 8

Parents Name: _____

Signed _____

Date _____

Nominated Supervisor Name: _____

Signed _____

Date _____

**Welcome to the Peter Pan Preschool
Community, we look forward to your children starting with us.**

