



Crèche
Registration/Enrolment Details

All Sections must be completed before child can be enrolled
Please notify us promptly of any changes
Confidential and subject to Approval by Supervisor

Child's Details

First name: _____ Surname: _____
Date of Birth: _____ Male Female

Parent's Details

First name: _____ Surname: _____
Phone (H): _____ (W): _____
Mobile: _____ Email: _____
Address: _____
Suburb: _____ Postcode: _____

Carer's Details (Person leaving and collecting child)

First name: _____ Surname: _____
Phone (H): _____ (M): _____
Main activity of carer during centre visit: _____

1. Emergency Contact

Name of 2 people other than yourself who you authorize to collect and care for your child if the parent/guardian is unavailable to be contacted in an event of any accident, injury, trauma or illness of the child.

First name: _____ Surname: _____
Address: _____
Phone (H): _____ (M): _____
Relationship to child: _____

2. Emergency Contact

Name of 2 people other than yourself who you authorize to collect and care for your child if the parent/guardian is unavailable to be contacted in an event of any accident, injury, trauma or illness of the child.

First name: _____ Surname: _____
Address: _____
Phone (H): _____ (M): _____
Relationship to child: _____

Authorisation to collect your child

We require you to provide the names of the persons authorized to collect your child from the crèche

In order that staff know exactly who is authorized to collect your child from Hartfield Park Recreation Centre Crèche please complete the following:

Please note that we will not (under any circumstances) allow any person to collect your child other than those listed below. Alternate arrangements will only apply where proper notification from you in writing is received on that particular day. Authorized person must be 18 years and over.

First name: _____ Surname: _____
Address: _____
Phone (H): _____ (M): _____
Relationship to child: _____

First name: _____ Surname: _____
Address: _____
Phone (H): _____ (M): _____
Relationship to child: _____

Court Orders

Are there any family court orders relating to the powers, duties or responsibilities affecting custody of or access to the child? **YES / NO**

If yes, please give details and a copy must be provided:

Language Spoken at Home

Is another language spoken at home other than English: - if so what language:

Family Doctor

Name: _____

Clinic address: _____

Phone _____ Medicare No: _____

Medical Information

We regret that we are unable to care for sick children or child with contagious illnesses.

Are there any medical or physical conditions from which your child suffers that need to be brought to the attention of the Crèche Team? Does your child have any special needs? Do we need to pay attention to any particular need or behavior? Any management procedure to be attached, please give details:

Immunisation record

It is a requirement that your child is immunised before attending the crèche, please attach your child's/children immunisation record to this form.

Form attached YES /NO

Child

Information _____

If an "Action Plan" form is required, you must return it to the crèche on your next visit.

Please provide us with any medical documents you feel will assist us in delivering a greater quality of care to your child and note that medication is not administered by staff. Please refer to the *Crèche Rules and Information Sheet* for further details.

Allergies

Does your child suffer from any allergies? **YES / NO**

Has your child been diagnosed at risk of **Anaphylaxis YES / NO**

If yes to either or both:

Does your child have an auto injection device (Eipen)? **YES / NO**

What is your child allergic to? _____

What are the triggers? _____

If the child suffers from **Anaphylaxis, you must fill in "CC SF 30 Anaphylaxis** Emergency Action Plan or an action plan provided by your doctor to ensure that the crèche has the best chance of responding to your child in an emergency.

Does your Child suffer from Asthma? **YES / NO**

Please attach an Asthma Action Plan

What procedure should be followed if your child is exposed to an allergic substance, e.g. nuts, dairy products, bee stings, etc.?

Toilet Training

Is your child toilet trained **YES / NO**

If yes at what stage are they at _____

Nappy Changing will be at the discretion of the Crèche Team

Children 2 years and over who are still in nappies Parents will be called to attend to their child.

Instructors children must be in a Pull-up if they are instructing a class if Toilet Training.

Please provide us with any important information about your child:

Your child's likes and dislikes are important to us. _____

What Kindergarten / Day-care does your child/children attend? _____

Please feel free to list any details about your child that will assist the Crèche Team to help settle your child and to help them enjoy their stay within the crèche _____

Acceptance of conditions of use

- In order to provide a safe and affordable child minding services for all members, Hartfield Park Recreation Centre operates an unlicensed crèche facility, which is exempt from childcare services act 2007. The crèche is excluded from the meaning of Child Care and is not subjected to the children and the community services act 2004. For the crèche to be excluded from licensing requirements, parents must remain on the premises, nearby and able to attend to their children's immediate physical needs such as comforting, feeding or nappy changes if required/requested by the crèche team.
- Child are only accepted into the crèche from 8 weeks of age and Older Age Crèche is from Full-time Pre Primary School – Year 6
- I understand and accept that, whilst taking all reasonable precautions, the staff at Hartfield Park Recreation Centre cannot guarantee that my child/children will not come in contact with allergic substances.
- I consent to medical treatment for my child/children in the event of an emergency.
- I accept that I must stay on these premises whilst my child/children use the crèche facilities.
- I understand that I am still responsible for my child/children whilst I am using the facilities at Hartfield Park Recreation Centre.
- I understand that I must immediately return to the crèche to attend to my child should I be requested to do so by crèche staff.
- I am willing for my child to participate in all activities offered in the crèche. I agree it is my responsibility to familiarise myself with the program and to advise the crèche team in writing if I do not wish my child to participate in a particular activity.
- Although every care will be taken, the crèche team are free from all responsibility for accidents or loss of property in connection with any child's participation.
- Hartfield Park Recreation Manager reserve the right to exclude a child from the crèche for misbehaviour that is deemed inappropriate.
- NOTE: In the event of suspension or expulsion from the crèche, it is the parent's responsibility to have the child collected immediately.
- Hartfield Park Recreation Manager reserve the right to refuse any child or person entry to the crèche.

Parent Signature: _____ Date: _____

Authorisation

In the event of an accident or illness suffered by my child, I understand that the crèche team of Hartfield Park Recreation Centre crèche / childcare service will try their very best to contact me the parent/guardian.

When it is impractical or impossible to communicate with me the parent/guardian, I authorise the crèche team to obtain on my behalf, such medical treatment as may be deemed necessary and in the best interest of the child.

I also agree to pay any expense associated with the treatment given to my child/children

Parent
Signature: _____ Date: _____

Declaration

I declare that the information above is complete and accurate, and I have read and understood and agree to the conditions outlined above.

I understand and agree that at all times my child shall be at my own risk and I will not hold the City of Kalamunda - Hartfield Park Recreation Centre or Crèche Team liable for any personal injury, which may result, to my child or loss of property.

I, _____ (print name) have read, understand and accept the conditions of Hartfield Park Recreation Centre – Crèche Procedures.

PHOTO CONSENT FORM

Hartfield Park Recreation Centre are seeking photographs for our promotional literature and displays. We are therefore seeking permission to take photos of your child/children while they are enjoying our facilities to further promote the centres.

These photos are strictly for Hartfield Park Recreation Centre use only.

I _____ (your name) give permission for my son/daughter (your child's name) to have his/her photo taken for promotional use.

Parent

Signature: _____

Date:

If you DO NOT wish for your child's photo to be taken DO NOT fill out this section of the form.

Office Use Only

Date Entered: _____ Staff: _____ InfoCard: _____ Staff: _____