

Crèche Registration/Enrolment Details

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

Child Details

First Name		Surname	
Date of Birth		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-specified

Parent/Guardian Details

First Name		Surname	
Phone (H)		Phone (W)	
Mobile		Email	
Address			
Suburb		Postcode	

Carer Details (Person leaving and collecting child)

First Name		Surname	
Phone (H)		Mobile	
Main activity of carer during centre visit			

Emergency Contact Details

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

Emergency Contact 1

First Name		Surname	
Phone (H)		Mobile	
Relationship to child			

Emergency Contact 2

First Name		Surname	
Phone (H)		Mobile	
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 for staff know exactly who is authorised to collect your child from Hartfield Park Recreation Centre Crèche.

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 is received in writing from you for that particular day. Authorised person must be 18 years and over.

Authorised Person 1

First Name		Surname	
Phone (H)		Mobile	
Relationship to child			

Authorised Person 2

First Name		Surname	
Phone (H)		Mobile	
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:

Medical Information

We require you to provide the names of the persons authorized to collect your child from the crèche in order for staff know exactly who is authorised to collect your child from Hartfield Park Recreation Centre Crèche.

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 is received in writing from you for that particular day. Authorised person must be 18 years and over.

Immunisation Record

Form attached Yes No

Child Information

Allergies

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

Does your child suffer from any allergies? Yes No

Has your child been diagnosed at risk of Anaphylaxis? Yes No

Does your child have an auto injection device (EpiPen)? 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? <i>If yes, please attach Asthma Action Plan</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What procedure should be followed if your child is exposed to an allergic substance (E.g., nuts, dairy products, bee stings etc.)?			
Other Information			
Language Spoken at Home			
Is another language spoken at home other than English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what language/s:			
Toilet Training			
Is your child toilet trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, 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. Instructor's 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. Please provide details below:			
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.			
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 City of Kalamunda use only.			
If you DO NOT wish for your child's photo to be taken DO NOT fill out this section of the form.			
Parent/Guardian Signature		Date	

Terms and Conditions

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/guardian's responsibility to have the child collected immediately.
- Hartfield Park Recreation Manager reserves the right to refuse any child or person entry to the crèche.

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.

Declaration

I declare that the information above is complete and accurate, and that I have read and understood and agree to the Conditions of Use and Authorisation 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 have read, understand and accept the conditions of Hartfield Park Recreation Centre – Crèche Procedures.

Signature			
Full Name (Please print)		Date	

OFFICE USE ONLY

Date Entered		Staff	
Info Card		Staff	