



Crèche Enrolment and Policy Form

Childs Name: _____

Childs Address: _____ **Postcode:** _____

Date of Birth: _____ **Sex:** Male Female

Language/s Spoken: _____

Mother/Guardian: _____

Membership: 1 mth 6 mth 12 mth Direct Debit Fitness Passport Tertiary

Address: _____ **Postcode:** _____

Phone: _____ **Mobile:** _____

Email: _____

Father/Guardian: _____

Membership: 1 mth 6 mth 12 mth Direct Debit Fitness Passport Tertiary

Address: _____ **Postcode:** _____

Phone: _____ **Mobile:** _____

Email: _____

EMERGENCY DETAILS

Contact Name: _____

Relation to Child: _____

Phone: (Home) _____ **(Mobile)** _____

(Work) _____ **(Email)** _____

MEDICAL HISTORY

Does your child have any allergies and/or dietary restrictions? Yes No Details: _____

Is your child immunised? Yes No Details: _____

Please note: It is the Policy of the C-Life Crèche that all children registering for Crèche service must be fully immunised before enrolling as per "Staying Healthy in Childcare" 5th Edition 2006 prepared by the National Health and Medical Research Council.
 A copy of the child's Medicare immunisation history statement must be provided to C-Life Crèche staff no later than the first Crèche attendance date. A copy of subsequent immunisation records must also be provided when the child is immunised again. Please note C-Life cannot accept any child into a Crèche session without these documents prior to commencement.

Are there any pre-existing medical, physical or psychological conditions that we need to be aware of, for the safety and comfort of your child?
 Yes No Details: _____

If applicable, please provide details of any court orders, access or custody arrangements of the child and attach any relevant documentation to this form: _____

C-Life Crèche Enrolment and Agreement Form

- I understand that my child/children must be between the following ages - Morning Sessions: 6 months and 6 years Evening Session: 2 years and 9 years. Children outside of these age brackets will not be eligible to enrol in C-Life Crèche service
- I agree to abide by the Crèche Booking Procedure, available at reception.
- The maximum amount of time a child is to be left at Crèche is 90 minutes per child.
- I understand that a fee is applicable as outlined in the Crèche Service information hand out available at reception and that this fee may be subject to change in the future.
- I understand fees must be paid at C-Life reception prior to the booked session commencing.
- It is the responsibility of the parent/guardian to ensure that the child is equipped with all the necessities before registering into crèche (i.e. nappies, bottles, drinks, dummies). Prams or bassinets must also be provided for babies less than 2 years for safety reasons.
- Parent/Guardian is responsible for all nappy changing.
- Children will not be permitted into Crèche if signs of flu like symptoms are displayed such as fever, sore throat, cough or if the child is feeling unwell. Parent may be asked to collect their child from crèche if the staff believe there may be a cause for concern for the child as well as other crèche users.
- A medical certificate may be required to return. This is at the discretion of the Crèche Attendant on duty.
- Parent must administer any medication required as staff are not permitted to administer medication.
- All children using Crèche service must be fully immunized as per Department of Health Immunization schedule
- A copy of the child's Medicare immunisation history statement must be provided to C-Life Crèche staff no later than the first Crèche attendance date.
- C-Life Management have the authority to refuse access to a child if they believe the child displays contagious symptoms or is not up to date with immunisation, in accordance with the guidelines stipulated in the "Staying Healthy in Childcare" 5th Edition 2006.
- The Crèche booking is strictly for the parent/guardian who is a current member of C-Life and Canterbury League Club and must hold a valid membership.
- Parent/Guardian must be on C-Life premises throughout the booked session.
- Parent/Guardian will be notified immediately and asked to attend to their child if a child requires parental/guardian comfort or discipline.
- A new enrolment form must be completed if there are any changes to your personal details or your Child's medical conditions and provide any relevant medical records.
- In the event of an emergency, children will evacuate with trained Crèche staff to the evacuation point as outlined in Canterbury League's Fire Evacuation Procedure (copy available at C-Life reception).
- Please ensure that your child has been fed prior to your booking session as food is not permitted into the Crèche for health and safety reasons.
- Please refrain from bringing toys into Crèche to avoid arguments between children. This includes electronic toys (i.e. DS and mobile phones). We provide a range of toys and play equipment that is upgraded on a regular basis.

Special Needs

While we welcome all children we do not have the staff resources to cater for children with additional needs therefore the assistance of an adult carer, supplied by the parent, who can stay with the child for the duration of the booking will be required.

Children's Photographs

On Occasion children's photographs will be taken for promotional purposes, such as C-Life's website, display board in Crèche, C-Life's newsletter, C Life's Facebook, local paper articles etc. Please indicate your preference below:

I do give permission for my child/children to be photographed

I do not give permission for my child/children to be photographed

PLEASE SIGN BELOW TO INDICATE ACKNOWLEDGEMENT AND AGREEMENT TO THE ABOVE TERMS AND CONDITIONS FOR THE USE OF CRÈCHE SERVICE.

I _____, as the consenting

Parent/Guardian to _____

hereby acknowledge the terms and conditions for placing the above named child in the Crèche at C-Life. I have read and fully understood all rules and regulations and by using the Crèche service I agree to abide by all the above Terms and Conditions.

Parent/Guardian Signature

Signature (Crèche Staff)

Date: ____/____/____

Date: ____/____/____