



## Crèche Registration and Agreement Form

All Complimentary Passes Exclude Crèche Facility\*

Child's Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male  Female

Language/s Spoken: \_\_\_\_\_

Parent 1/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Parent 2/Guardian: \_\_\_\_\_

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 Child-care" 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 Registration 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 enroll 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 basinetts 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. The 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.
- Parents must administer any medication required as staff are not permitted to administer medication.
- All children using Crèche service must be fully immunised as per the current Department of Health Immunisation schedule as amended from time to time.
- 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 current NSW Health/NHMRC guidance (e.g. Staying Healthy: Preventing Infectious diseases in early childhood education and care services) as amended from time to time.
- 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 intervention.
- 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.
- C-Life collects personal information to provide the Creche service, manage safety and emergencies, and meet legal requirements. Information may be shared with authorized staff and, where required by law, emergency services or medical professionals. Information is stored securely, and you may request access to or correction of it via our Privacy Policy which is available at [www.canterbury.com.au](http://www.canterbury.com.au).
- 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).
- To the extent permitted by law, C-Life Health Club and Canterbury League Club exclude all liability for any loss, damage or injury arising from or in connection with the use of the Creche service. Nothing in this clause excludes, restricts or modifies any right or remedy which cannot lawfully be excluded under the Australian Consume Law.
- 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 have read and fully understood the rules and regulations and by using the Creche service I agree to abide by all the above Terms and Condition.

Parent/Guardian Signature:	C-Life Creche Staff Signature:
Date:	Date: