

# Annandale After School Care Centre

25 Johnston Street ANNANDALE NSW 2038  
Tel: 02 9519 8180 Email: aasc@bigpond.com

## Enrolment Form 2008

Child's first name: ..... Child's family name: .....

Male  Female D.O.B: .....

Home address: .....

Home phone number: ..... Start date: .....

Days child will be attending: (please circle)

BEFORE SCHOOL  Mon  Tue  Wed  Thurs  Fri  Casual (no fixed day)

AFTER SCHOOL  Mon  Tue  Wed  Thurs  Fri  Casual (no fixed day)

### Parent/guardian information

CARER 1: Name ..... Relationship to child: .....

Home phone: ..... D.O.B. ....

Address: .....

Are you currently: (Please circle) Working Seeking Work Unemployed Studying Parenting

Occupation: .....

Employer: .....

Work Phone: ..... Mobile:..... E-mail:.....

### Parent/guardian information

CARER 2: Name ..... Relationship to child: .....

Home phone: ..... D.O.B. ....

Address: .....

Are you currently: (Please circle) Working Seeking Work Unemployed Studying Parenting

Occupation: .....

Employer: .....

Work Phone: ..... Mobile:..... E-mail:.....

### Emergency contact information

List 2 people authorised to collect the child that we may contact in an emergency or when we cannot contact the parents/guardians.

Name: ..... Name: .....

Address: ..... Address: .....

Phone (H): ..... Phone (H): .....

Phone (W): ..... Phone (W): .....

Phone (Mob): ..... Phone (Mob): .....

Relationship to child: ..... Relationship to child: .....

List all persons authorised to collect your child. Any changes must be made in writing.

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Is anyone prohibited from having contact with or collecting you child? **Y / N**.

Are there any family situations that we need to aware of such as restraining orders, parents separated, etc? Please give details.

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.....

If appropriate, court orders sighted, copy made Date: .....



**Family status** (please circle)

Two parent family          One parent family          Other .....

Primary language spoken at home: .....

Please tell us of any religious/cultural requirements that need to be observed:

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Is there anything else we should know about your child? .....

.....



**Medical information**

Is your child's immunisation up to date?: **Y / N**

*Evidence of immunisation status (blue book or Immunisation Certificate) must be provided with initial enrolment.*

Medicare number: ..... Private medical insurance: .....

Family doctor's name: ..... Telephone number: .....

Does your child have any medical conditions/food sensitivities/allergies?: **Y / N**

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Does your child/ children have any physical/sensory impairments we need to be aware of? **Y / N**

.....

Is your child on any prescribed medications? **Y / N** .....

Religious requirements in case of an accident: .....

In the event of an accident or illness requiring emergency medical treatment every effort will be made to contact parents before such treatment is sought. Should contact prove impossible, it will be necessary for authority to be given for the treatment to be undertaken. Parents/guardians are asked to complete and sign the following:

I, ..... give permission for staff to administer First Aid or seek medical attention for my child in the event of an accident/emergency. I understand that relevant information on this form will be passed to hospital/ medical staff if required. I accept liability for medical, dental, hospital, ambulance or other costs incurred.

Signature of parent/guardian:.....

Date:.....

### Excursion permission

As part of the Aftercare program, we organise excursions to local parks and places of interest. Specific permission will be sought for major excursions, including those involving transport, but parents/guardians are asked to provide permission in relation to small, local excursions. These excursions will always be carefully planned and fully supervised and parents will always be advised in advance of any planned excursions.

I give permission for my child to participate in walking excursions to parks and places of interest in the local area.

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### Photography

Photographs are an important means of recording activities in the Centre. Photographs may also be used in newsletters to parents and guardians, and in brochures to promote the Centre. Specific permission will be sought for photography that may involve wider distribution.

I give permission for my child to be photographed at Aftercare.

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### Films and videos

Videos and TV may be used as part of the Aftercare program, or during adverse weather conditions. Staff will ensure that material is suitable for children (especially younger children) and will supervise viewing. TV and videos will only be viewed that have a G or PG rating.

I give permission for my child to watch G and PG rated TV and videos.

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### Changes to details provided in this enrolment

It is very important that information provided in this enrolment be kept up to date. Changes to this information must be made in writing, including:

- variations to permanent bookings
  - changes to persons authorised to collect your child
  - change of address or contact details, including those for emergency contacts
  - withdrawal of permissions for excursions, photography or TV and video
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### To complete this enrolment

This form must be accompanied by:

- Annual registration fee of \$15 per child (non refundable)
- Fee bond of \$50 per family (refundable at end of the year, subject to settlement of all fees)
- 2 weeks fees in advance (permanent bookings). Casual bookings must pay on the day of attendance.

To complete this enrolment, parents/guardians must complete and sign the following:

I am the parent/legal guardian of the child whose name appears on this form. I agree to abide by the policies and procedures of the Centre, a summary of which I have received, read and understood. I acknowledge that I am liable for all fees and charges that apply to the attendance of this child at the Centre.

Signature of parent/guardian: .....  
Date:.....

Name of parent/guardian (please print): .....

**YOUR CHILD’S LIKES, DISLIKES, PREFERENCES AND INTERESTS**

In preparing the Aftercare program, we aim to accommodate the needs and interests of all children. We’d appreciate if you’d provide some additional information about your child to help us in our programming.

You may like to discuss this with your child, and for those that have attended Aftercare in the past, record any aspects of the program or activities that they particularly liked or disliked.

**Food**

A nutritious snack is served every day at Aftercare (including fruit and vegetables), but we’re always looking for ideas for new menu items. Perhaps you have some suggestions?

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**Art and craft activities**

Does your child have a particular interest or skill that we should be aware of? Do you have any suggestions for new activities?

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**Games and sport**

We have organised physical activities every day, including organized sport on Tuesday, Wednesday and Thursday each week. Are there any sports or games that your child is particularly interested in?

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**Special occasions**

We always try to acknowledge children who have birthdays at Aftercare, but there may be other occasions of cultural or other significance that we could include in our program.

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**Other**

Please provide details of any other likes or dislikes, as well as suggestions for new activities.

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**PARENTS AND CARERS**

**Do you have any skills or knowledge that you’d be happy to share with the children at Aftercare?**

If you have any skills or interests that you’d like to share, we’d love you to visit the Centre, eg.– music, cooking, knitting, gardening, painting, weaving, gardening, woodwork, photography, drama, sport, singing, language or cultural activity.

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**Do you have a trade or skill that we could call on – electrician, plumber, computer specialist, HR, marketing?**

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