

Spence Children's Cottage Enrolment Form 2023



YWCA CANBERRA

Save and email Enrolment Form to: childcareaccounts@ywca-canberra.org.au

SPENCE CHILDREN'S COTTAGE

Address: 19 Dalgleish Close, Spence ACT 2615

Phone: 02 6258 2077

Email: spence.cottage@ywca-canberra.org.au

Childcare Accounts: 02 6185 2040

Hours of Operation:

Monday to Friday 7:45am – 5:45pm, excluding Public Holidays

(Closed during the Christmas shutdown, Public Holidays are charged)

BOOKINGS

Routine Bookings: Routine bookings are accepted two (2) weeks prior to a start date, subject to availability. Routine bookings are ongoing for the calendar year, they cannot be swapped or suspended. Normal charges apply for public holidays that fall on routine booked days. All part-time bookings must be inclusive of a Monday or Friday in schedule. i.e. Monday, Tuesday Wednesday.

Casual Bookings: Casual bookings can be made up to two (2) weeks in advance and are subject to availability. Bookings via email to: childcareaccounts@ywca-canberra.org.au Please note at least 24 hours' notice is required to cancel a casual booking, to avoid charges.

Cancellation or Changes to Bookings: Two (2) weeks written notice is required for cancelling a routine booking or decreasing days. Re-enrolments are accepted up to two (2) weeks prior to a start date, places are subject to availability and cannot be processed at the time of cancelling or changing a routine booking.

Child Care Subsidy: A CCS enrolment will be ended by Centrelink for Child Care Subsidy purposes if a child does not attend a session of care for fourteen (14) continuous weeks. A new enrolment notice will be submitted by Childcare Accounts, to be confirmed by the registered parent/guardian via myGov for CCS to apply.

INFORMATION

Absences: Please notify Childcare Accounts via email of absences: childcareaccounts@ywca-canberra.org.au

Attendance Records: It is a legal requirement for children to be signed in and out by a parent/guardian or authorised nominee via our electronic 'QK Kiosk'. Attendance records not only indicate attendance at the service, they are also used in the case of any emergency such as emergency evacuations or lockdowns.

Behavioural Guidance: Educators work with families to positively guide children's behaviour at the Service. Our Behaviour Management Policy combines positive techniques for supporting appropriate behavior and relevant consequences for inappropriate behaviour.

Childcare Accounts Team: YWCA Childcare Accounts provides a vital link between clients and our Early Childhood Services. The overarching function is to ensure compliance with federal government Child Care Subsidy systems and assist families with queries relating to attendance, enrolments, bookings, and general enquiries.

Bond: A bond equivalent to one (1) week of full fees for the days of attendance, will be charged. Bonds will be included on the first statement and credited towards the final account when a child ceases care.

Enrolment Forms: Please email enrolment forms to Childcare Accounts. Families are required to enrol and apply for positions annually.

Food: Morning tea, lunch, afternoon tea and a late snack are provided.

Fee Payment: Payment is via Debit Success.

Option 1: Direct Debit from your nominated bank account.

Option 2: Credit Card (1.87% surcharge per transaction).

BPAY: Biller Code and Reference Number appear on the bottom of each family statement.

Credit Card: One off payment (Visa and MasterCard) Phone: 02 6185 2040. Fee payments are not accepted at services.

Late Pickup Fee: The service closes at 6:15pm, a late fee of \$30.00 per child for every fifteen (15) minutes or part thereof will apply for children collected after this time and will be added to the next statement.

Medication: If medication needs to be administered at the service, please complete a medication form available from the service.

Sun Smart Service: YWCA Canberra's Early Childhood Services are Sun Smart Services. Children and educators are required to wear hats and apply sunscreen every day during the months of August through to the end of May.

FEE SCHEDULE AS OF 10 JULY 2023

Routine: \$123.00

Casual: \$125.00

OFFICE HOURS AND CONTACT INFORMATION

Hours: 9:00am – 5:00pm **Phone:** 02 6185 2040

Street Address: Level 2, 71 Northbourne Avenue, Canberra ACT 2601

Postal Address: YWCA Canberra, GPO Box 767, Canberra ACT 2601

Email: childcareaccounts@ywca-canberra.org.au

Website: www.ywca-canberra.org.au

CHILDREN'S DETAILS:

Child
name:

Date of
Birth:

PARENT / GUARDIAN DETAILS:

Parent / Guardian #1

Name:

Daytime contact number:

Parent / Guardian #2

Name:

Daytime contact number:

How did you hear about YWCA Canberra?

Word of mouth (family/friend) Google/Google Maps Search Social Media Signage at Centre Pamphlet
Through another YWCA Canberra Service Other (please specify)

COURT ORDERS:

Are there any court orders or parenting plans in place in relation to your child:

Yes No

If YES, please provide a copy of the ORDER / PLAN with this form. The service **MUST** have a copy of the ORDER / PLAN on file, and all staff will be made aware of the existence of such documentation.

2023 BOOKING DETAILS:

Preferred start date:

Care Required: Weekly Casual

Complying Written Arrangement (CWA): The below forms the basis of your CWA with our service.

Routine Bookings: Routine bookings are accepted two (2) weeks prior to start date, subject to availability. Routine bookings are ongoing for the calendar year, they cannot be swapped or suspended. Normal charges apply for public holidays that fall on routine booked days.

Casual Bookings: Casual bookings can be made up to two (2) weeks in advance, subject to availability.

Bookings via email to: childcareaccounts@ywca-canberra.org.au Please note at least 24 hours' notice is required to cancel a casual booking, to avoid charges.

Child Name	M	Tu	W	Th	F

CHILD – CONFIDENTIAL DETAILS:

Given Names: _____ Surname: _____

Date of birth: _____ Gender: ☐ Male ☐ Female ☐ Non-Binary

Residential address: _____ Postcode: _____

Does your child identify as: ☐ Aboriginal ☐ Torres Strait Islander ☐ Not Aboriginal nor Torres Strait Islander

Birth: _____ Cultural Background: _____ N/A

What Mob/s does your family identify with: _____ What language does your child speak: _____

HEALTH DETAILS:

Does your child suffer from, is undergoing assessment for, or has been diagnosed with, any of the following? Please tick all applicable, provide details and copy of diagnosis and Health Care Card.

Enrolments will not be accepted until appropriate medical actions plans/diagnosis are provided.

- ☐ ADHD / ODD
(Diagnosis **must be** attached)
- ☐ Anaphylaxis
(Action Plan **must be** attached)
- ☐ Autism / Asperger's
(Diagnosis **must be** attached)
- ☐ Dietary Requirements
(Dietary restrictions or needs)
- ☐ Dyslexia
- ☐ Global Development Delay
- ☐ Hearing loss ☐ Left ear ☐ Right ear ☐ Partial ☐ Profound Details: _____
- ☐ Medical Conditions (Asthma, Diabetes, Epilepsy etc.)
(Action Plan **must be** attached) Severity: ☐ Mild ☐ Moderate ☐ Severe Please Specify/ Details: _____
- ☐ Medically Confirmed Allergies (Foods, Medication, Insects, etc.)
(Action Plan **must be** attached) Severity: ☐ Mild ☐ Moderate ☐ Severe Please Specify/ Details: _____
- ☐ Other Allergies
(i.e. Hayfever, grass, pet hair)
- ☐ Visual impairment Glasses ☐ Prescribed ☐ Reading
- ☐ Other

If your child has a diagnosed disability, are there any routines or modifications at home that we should be aware of: ☐ No ☐ Yes

If yes, please specify: _____

Does your child take any medications: ☐ No ☐ Yes If yes, please specify: _____

Please note, medication to be administered at the Service must be provided in the original container, with your child's name on the pharmacy label, and will only be administered as per the instructions on the pharmacy label.

Is your child immunised: ☐ No ☐ Yes **Please attach a copy of your child's current immunisation schedule.**

If your child has not been medically vaccinated, they will be excluded from care during an outbreak of some infectious diseases (such as measles and pertussis), even if your child is well. Routine fees will still apply to your account during the period of time your child is excluded from care.

Does your child require additional assistance in any of the following: ☐ Learning ☐ Communication ☐ Mobility ☐ Interpersonal ☐ Other

Please provide details: _____

NOTES:

Please include any relevant information about your child: _____

PARENT / GUARDIAN DETAILS:

Parent / Guardian #1

Given Name:

Surname:

Relationship to child:

Email:

Date of birth:

Address:

Postcode:

Work Phone:

Home Phone:

Mobile:

Country of birth:

Language spoken at home:

☐ Employed ☐ Seeking Employment ☐ Studying/Training ☐ Carer

Occupation:

Employer:

Parent / Guardian #2

Given Name:

Surname:

Relationship to child:

Email:

Date of birth:

Address:

Postcode:

Work Phone:

Home Phone:

Mobile:

Country of birth:

Language spoken at home:

☐ Employed ☐ Seeking Employment ☐ Studying/Training ☐ Carer

Occupation:

Employer:

AUTHORISED NOMINEES:

An authorised nominee is an individual who has been granted permission from the parent/guardian to collect the child, should the parent/guardian be unavailable or in the event of an emergency, accident/incident or illness. The authorised nominee must be over the age of 18 years and be located in close proximity to the service. Please nominate at least one authorised nominee.

Nominee #1

Name:

Work phone:

Mobile:

Relationship to child:

Address:

I hereby authorise this nominee to:

- ☐ Collect the child/ren from the service
- ☐ Consent to administration of medication and medical treatment for the child/ren
- ☐ Consent to signing incident / illness reports

Nominee #2

Name:

Work phone:

Mobile:

Relationship to child:

Address:

I hereby authorise this nominee to:

- ☐ Collect the child/ren from the service
- ☐ Consent to administration of medication and medical treatment for the child/ren
- ☐ Consent to signing incident / illness reports

DECLARATION:

All details completed are correct as at the date below:

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:



ACCOUNT PAYMENT:

Statements are issued fortnightly via email. Full payment must be received by the due date on each statement.

Name of person responsible for payment of account:

Email address for accounts:

CHILD CARE SUBSIDY:

Child Care Subsidy is a single, means-tested subsidy from the Australian Government paid directly to providers and passed on to families as a fee reduction. Basic requirements must be satisfied to be eligible to receive Child Care Subsidy, visit www.servicesaustralia.gov.au for eligibility requirements. To register, contact Services Australia by phoning 13 61 50 or www.servicesaustralia.gov.au

Families are responsible for providing their child's and the registered parent/guardians Customer Reference Number (CRN) and dates of birth. Each registered parent/guardian and child have their own unique CRN. CCS cannot be applied to accounts until a successful CCS enrolment is made with Centrelink. If you are not registered for CCS, you will not receive any subsidy.

When processing your booking, the Childcare Accounts Team will submit a CCS Enrolment to Centrelink which the registered parent/guardian will be required to approve via their myGov account prior to any Child Care Subsidy being applied.

CCS Registered Parent/Guardian

Registered Parent/Guardian Name: CRN: Date of birth:

Child Name: CRN: Date of birth:

MEDICAL AUTHORISATIONS:

In this regulation the administration of medication to a child is authorised if an authorisation to administer the medication—

(a) is recorded in the medication record for that child under regulation 92; or

(b) in the case of an emergency, is given verbally by—

(i) a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or

(ii) if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

Parent/Guardian Authorisation:

Date:

MEDICAL INFORMATION:

Name of doctor:

Doctors phone number:

Doctors address:

Medicare Number:

Is your child covered by private health insurance?: Yes No

Is your child covered for ambulance insurance?: Yes No

Name of Fund:

Name of Fund:

Membership Number:

Membership Number:

I give permission for the service to seek information and advice from the doctor/medical centre name above regarding any medical condition experienced by my child/ren: Yes No

Parent/Guardian Authorisation:

Date:



AUTHORISATIONS:

I/we authorise for my child/ren to participate in all activities offered by the early childhood service:	Yes	No
I/we agree to familiarise myself with the service and advise staff in writing if I/we do not wish for my child/ren to participate in a particular activity:	Yes	No
I/we have read and understood the YWCA Canberra Behaviour Management Policy and will adhere to the guidelines discussed therein. I/we acknowledge and will adhere to the consequences discussed in the policy if my child/ren has caused physical or emotional harm to another child, educator or visitor, has caused damage to property, equipment or resources or has caused significant disruption to the conduct of the service:	Yes	No
In the event of an emergency situation, I/we authorise my child/ren being provided with medical treatment from a registered medical practitioner, hospital or ambulance service:	Yes	No
I/we authorise my child/ren to be transported by ambulance to hospital if required. I/we agree to meet any medical and ambulance expenses incurred:	Yes	No
I/we authorise the administration of a Ventolin/bronchodilator using an inhaling device if my child/ren should suddenly require one (<i>i.e. collapse or difficulty breathing</i>):	Yes	No
I/we authorise my child/ren being removed from the service in the event of an emergency evacuation (<i>families will be notified should this occur</i>):	Yes	No
I/we give permission for YWCA Canberra to use the OWNA application to share information about my child's learning:	Yes	No
I/we authorise my child/ren having photographs taken for program displays, for recording observations and for future planning:	Yes	No
I/we consent for YWCA Canberra to take, record or use pictures, slides, quotes, or other materials owned by my child/ren, to use without compensation in productions, publications, on the web, social media and other printed or electronic materials related to the role and function of YWCA Canberra:	Yes	No
In accordance with Cancer Council recommendations, I/we consent for SPF 30+ sunscreen to be applied to all unprotected areas of my child/ren for outside play:	Yes	No
I/we acknowledge the YWCA Canberra Children's Services Policies and Procedures are available on the YWCA Canberra website (www.ywca-canberra.org.au). I/we understand it is my responsibility to become familiar with these documents, and by enrolling my child/ren, I/we agree to abide by the conditions and obligations listed:	Yes	No

Parent/Guardian #1 Authorisation:

Date:

Parent/Guardian #2 Authorisation:

Date:

PRIVACY STATEMENT:

The information you provide on this form will be used by YWCA Canberra to facilitate your use of our services and programs, as well as the continuous improvement of Early Childhood Education and Care Services. At all times your privacy will be protected, and your details will not be used for another purpose without your consent. For more information and a copy of YWCA Canberra's Privacy and Confidentiality Policy please contact YWCA Central Office 02 6185 2000 or email: canberra@ywca-canberra.org.au



PARENT/GUARDIAN TERMS AND CONDITIONS:

I _____ and _____

(Insert Parent/Guardian names)

Agree to the following terms and conditions:

1. I/we will pay all fees and charges by the due date for any account rendered and understand the accepted method of payment is via direct debit arrangements with Debit Success or BPAY. I/we understand in the event of financial hardship, special arrangements may be made following application to Childcare Accounts. I/we understand YWCA Canberra is entitled to the recovery of outstanding fees plus additional costs (35%) incurred by a collection agency for recovery action.
2. I/we understand my booking/enrolment will be cancelled if the account remains outstanding and will be forwarded to a collection agency for recovery.
3. I/we indemnify YWCA Canberra and any person associated with the education and care service in relation to any claim for damages as a result of an accident, injury or trauma to my child/ren unless it is the direct result of negligence on the behalf of YWCA Canberra or associated persons.
4. I/we understand two (2) weeks written notice via email, is required for cancelling a routine booking or decreasing days. Re-enrolments are accepted up to two (2) weeks prior to a start date, places are subject to availability and cannot be processed at the time of cancelling/or changing a routine booking. At least twenty-four (24) hours' written notice is required to cancel a casual booking, to avoid charges.
5. I/we understand Child Care Subsidy cannot be applied to my fees if my child/ren are absent on their first and last day(s) and full fees will apply. I/we understand an enrolment will be ended by Centrelink for Child Care Subsidy purposes if a child does not attend a session of care for fourteen (14) continuous weeks. A new enrolment notice will be submitted by Childcare Accounts, I/we understand the registered parent/guardian is required to confirm the enrolment via myGov for CCS to apply.
6. I/we understand Child Care Subsidy is payable for up to forty-two (42) absence days for a child in a financial year for sessions of care a child is enrolled in and did not attend. Any additional absence days will be charged as full fees, unless additional absence reasons apply and relevant supporting documentation is provided. I/we understand in shared care arrangements (where separated parent/guardians both claim Child Care Subsidy), the 42 absences are allocated to the child, not each individual parent/guardian.
6. I/we will notify YWCA Canberra if my child/ren will be absent from the service, via email: childcareaccounts@ywca-canberra.org.au
7. I/we understand a late fee of \$30.00 per child for every fifteen (15) minutes or part thereof will be charged for children picked up after the service closing time.
8. I/we understand a bond equivalent to one (1) weeks full fees for the days of attendance, will be charged. Bonds will be included on the first statement and credited towards the final account when a child ceases care.
9. I/we understand charges apply for booked days. Routine bookings are ongoing for the calendar year and cannot be swapped or suspended. In the event we do not use our booked days (i.e. due to changed plans, family holidays and illness), I/we understand normal fees apply. Normal charges apply for all public holidays that fall on routine booked days.
10. I/we agree to show respect and courtesy in all dealings with YWCA Canberra staff, families and children. I/we acknowledge any forms of discriminatory or threatening behaviour will not be accepted.
11. The information provided on this form is correct, and I/we understand that it is my responsibility to update details as required.

By ticking this box, I/we acknowledge the terms and conditions above and confirmation of electronic signatures below.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

Please save enrolment form to file, attach and email to: childcareaccounts@ywca-canberra.org.au