

Richardson School Age Care Enrolment Form 2024

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

Hawker School Age Care

Richardson Primary School
May Gibbs Close, Richardson ACT 2905
Phone: 0417 385 305
Childcare Accounts: 02 6185 2040

Hours of Operation (excluding Public Holidays and School Holidays)

Before School Care: 7:30am - 9:00am

After School Care: 3:00pm - 6:00pm

Bookings

Routine (weekly/fortnightly) Bookings

Routine bookings are accepted two (2) weeks prior to a start date, subject to availability. Routine bookings are ongoing for the school year and cannot be swapped or suspended. Public Holidays or nonattendance at the program are charged during school term. Verbal booking changes or requests are not accepted.

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 written 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 (CCS)

Cessation of Care applies for any absences before the child's first physical day of attendance or for absences after the child's last physical day of attendance. No CCS will be applied for these days, full fees will be charged. 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 to Centrelink by Childcare Accounts. The enrolment will need to be confirmed by the registered parent/guardian via myGov for CCS to apply.

Information

Absences

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

Attendance Records

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

Behavioural Guidance

Educators work with families to positively guide children's behaviour at the program. Our [Behaviour Management Policy](#) combines positive techniques for supporting appropriate behavior and relevant consequences for inappropriate behaviour. We do, however, reserve the right to cease a child's enrolment (in consultation with parents/ guardians) when their behaviour continually threatens the positive and safe environment of the program.

Bond

A \$100 refundable bond per child is charged for routine bookings. Bonds are added to the first account and refunded towards the final account when a child ceases care.

Childcare Accounts Team

YWCA Childcare Accounts Team provides a vital link between clients and our Children's 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.

Eligibility

Richardson Primary School students attending Preschool to Year 6 are eligible to attend the program.

Enrolment Forms

Please email enrolment forms to Childcare Accounts for processing. Enrolments cease on the final day of term four (4) each year. It is a legal requirement to complete an enrolment form with current details.

Families are required to enrol and apply for positions annually, with places offered in the order enrolments are received by Childcare Accounts. Enrolment Forms are available from the YWCA Canberra website during term four (4) each year.

Fee Payment

Payment is via Debit Success for Direct Debits

Option 1

Direct Debit from nominated bank account or

Option 2

Credit Card (2.03% surcharge, per transaction).

BPAY

Bill Code & Reference Number appear on the bottom of each family statement.

Credit Card

One off payment (Visa and MasterCard) can be made by phone: 6185 2040. Fee payments are not accepted at programs.

Food

Nutritious snacks are provided for children attending after school care.

Late Pickup Fee

Programs close at 6:00pm, a late fee of \$20.00 per child for every 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 program, please complete a medication permission form available from the service. Please refer to our [Medical Conditions Policy](#).

Sun Smart Service

YWCA Canberra's School Age Care programs are Sun Smart Services. As per Sun Smart guidelines and sunscreen directions, sunscreen will be applied to children 20 minutes before sun exposure, to ensure children are protected where UV rays are 3 or above. Children and Educators are required to wear hats and apply sunscreen every day during the months of August through to the end of May.

Valuables

We recommend items of value are not brought into our School Age Care Services to prevent any loss/damage to these items.

Fee Schedule as of 5 February 2024

Before School Care

Routine: \$24

Casual: \$26

After School Care

Routine: \$38

Casual: \$40

Office Hours and Contact Information

Hours: 9am - 5pm

Phone: 02 6185 2040

Email: childcareaccounts@ywca-canberra.org.au

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

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

Website: ywca-canberra.org.au

Child's Details

Child 1

Name:

Date of Birth:

2024 School Year:

Child 2

Name:

Date of Birth:

2024 School Year:

Child 3

Name:

Date of Birth:

2024 School Year:

Parent / Guardian

Parent / Guardian 1

Name:

Contact Number:

Parent / Guardian 2

Name:

Contact Number:

Court Orders

Are there any court orders or parenting plans in place?

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 at the Service will be made aware of the existence of such documentation.

YWCA Canberra Richardson School Age Care 2024 BOOKING DETAILS:

Preferred Start Date:

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

For routine weekly and fortnightly bookings, please tick the days you would like your child to attend the program. **Routine bookings** are accepted two (2) weeks prior to a start date, subject to availability. Routine bookings are ongoing for the school year and cannot be swapped or suspended. Public holidays or nonattendance at the program are charged during school term. Verbal booking changes or requests are not accepted.

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 written notice is required to cancel a casual booking, to avoid charges.

Care Required

Weekly

Fortnightly

Casual

Child	Care Category	Mon	Tue	Wed	Thu	Fri
Child 1	Before School Care					
	After School Care					
Child 2	Before School Care					
	After School Care					
Child 3	Before School Care					
	After School Care					

Child 1 - Confidential Details

Given Names:

Date of Birth:

Residential Address:

Postcode:

Country of Birth:

Cultural Background:

N/A:

What language/s does your child speak?

Surname:

Gender:

Male

Female

Non-Binary

Does your child identify as:

Aboriginal

Torres Strait Islander

Not Aboriginal or Torres Strait Islander

What Mob/s does your family identify with?

Health Details

Does your child suffer from, is undergoing assessment for, or has been diagnosed with, any of the following? Please tick all applicable and provide details. Please note, enrolments will not be accepted until appropriate medical action plans/diagnosis are provided. **If your child has a medical diagnosis and/or action plan, a Risk Minimisation and Communication Plan will need to be completed with the Program Manager every 12 months to support the health and wellbeing of your child during their time at the service.**

ADHD / ODD

 (Diagnosis **must be** attached)

Anaphylaxis

 (Action Plan **must be** attached)

Autism / Aspergeris

 (Diagnosis **must be** attached)

Dietary Requirements

(Dietary restrictions or needs)

Dyslexia
Global Development Delay
Hearing Loss

Left Ear

Right Ear

Partial

Profound

Please specify 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
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:

Yes

No

If Yes, please specify

Does your child take any medications?

Yes

No

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

Yes

Please attach a copy of your child's current immunisation schedule.

No

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 assistance in any of the following

Learning

Communication

Mobility

Interpersonal

Other

Please provide details

Notes - Please include any relevant information about your child:

Child 2 - Confidential Details

Given Names:

Date of Birth:

Residential Address:

Postcode:

Country of Birth:

Cultural Background:

N/A:

What language/s does your child speak?

Surname:

Gender:

Male

Female

Non-Binary

Does your child identify as:

Aboriginal

Torres Strait Islander

Not Aboriginal or Torres Strait Islander

What Mob/s does your family identify with?

Health Details

Does your child suffer from, is undergoing assessment for, or has been diagnosed with, any of the following? Please tick all applicable and provide details. Please note, enrolments will not be accepted until appropriate medical action plans/diagnosis are provided. **If your child has a medical diagnosis and/or action plan, a Risk Minimisation and Communication Plan will need to be completed with the Program Manager every 12 months to support the health and wellbeing of your child during their time at the service.**

ADHD / ODD

 (Diagnosis **must be** attached)

Anaphylaxis

 (Action Plan **must be** attached)

Autism / Aspergeris

 (Diagnosis **must be** attached)

Dietary Requirements

(Dietary restrictions or needs)

Dyslexia
Global Development Delay
Hearing Loss

Left Ear

Right Ear

Partial

Profound

Please specify 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
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:

Yes

No

If Yes, please specify

Does your child take any medications?

Yes

No

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

Yes

Please attach a copy of your child's current immunisation schedule.

No

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 assistance in any of the following

Learning

Communication

Mobility

Interpersonal

Other

Please provide details
Notes ó Please include any relevant information about your child:

Child 3 - Confidential Details

Given Names:

Date of Birth:

Residential Address:

Postcode:

Country of Birth:

Cultural Background:

N/A:

What language/s does your child speak?

Surname:

Gender:

Male

Female

Non-Binary

Does your child identify as:

Aboriginal

Torres Strait Islander

Not Aboriginal or Torres Strait Islander

What Mob/s does your family identify with?

Health Details

Does your child suffer from, is undergoing assessment for, or has been diagnosed with, any of the following? Please tick all applicable and provide details. Please note, enrolments will not be accepted until appropriate medical action plans/diagnosis are provided. **If your child has a medical diagnosis and/or action plan, a Risk Minimisation and Communication Plan will need to be completed with the Program Manager every 12 months to support the health and wellbeing of your child during their time at the service.**

ADHD / ODD

(Diagnosis **must be** attached)

Anaphylaxis

(Action Plan **must be** attached)

Autism / Aspergeris

(Diagnosis **must be** attached)

Dietary Requirements

(Dietary restrictions or needs)

Dyslexia

Global Development Delay

Hearing Loss

Left Ear

Patril

Please specify details

Right Ear

Profound

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

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:

Yes

No

If Yes, please specify

Does your child take any medications?

Yes

No

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

Yes

Please attach a copy of your child's current immunisation schedule.

No

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 assistance in any of the following

Learning

Please provide details

Communication

Mobility

Interpersonal

Other

Notes ó 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 Phone:

Country of Birth:

Language spoken at home:

Employed

Seeking employment

Studying/training

Carer

Occupation:

Employer:

Parent/Guardian #1

Given Name:

Surname:

Relationship to Child:

Email:

Date of Birth:

Address:

Postcode:

Work Phone:

Home Phone:

Mobile Phone:

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:

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 the administration of medication and medical treatment for the child/ren

Consent to signing incident / illness reports

I hereby authorise this nominee to:

Collect the child/ren from the service

Consent to the 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/guardian's 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.

Are you eligible for a Child Care Subsidy?	Yes	If no, why?
	No	

Registered Parent/Guardian	CRN:	Date of Birth:
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Child Name:	CRN:	Date of Birth:
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Child Name:	CRN:	Date of Birth:
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Child Name:	CRN:	Date of Birth:
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Medical Authorisations

I hereby authorise the following medication to be administered to my child:

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

- 1) is recorded in the medication record for that child under regulation 92; or
- 2) in the case of an emergency, is given verbally by
 - a) a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
 - b) 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:
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MEDICAL INFORMATION:

Name of doctor:	Doctor's phone number:
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Doctor's address:

Medicare number:

Is your child covered by private health insurance?	Yes
	No

Name of Fund:

Membership Number:

Is your child covered for ambulance insurance?	Yes
	No

Name of Fund:

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:
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Authorisations

I/we have read and understood the YWCA Canberra Behaviour Management Policy and will adhere to the guidelines set out in the policy. 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, or has caused damage to property, equipment or resources or has caused significant disruption to the conduct of the program:	Yes No
I/we authorise educators of the school age care program to share information about my child/ren with their primary school teacher:	Yes No
I/ we authorise for my child/ren to participate in local incursions/excursions (e.g. walks to local parks and sports ovals) under the supervision of educators (Permission will be requested for any excursions where transport is required):	Yes No
In the event of an emergency situation, I/we authorise to 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.e. collapse or difficulty breathing):	Yes No
I/we authorise my child/ren being removed from the service in the event of an emergency evacuation (families will be notified should this occur):	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 where UV is 3 or above:	Yes No
I/we authorise for my child/ren to view G rated programs and play G rated computer games:	Yes No

Parent/Guardian 1 Authorisation:

Date:

Parent/Guardian 1 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 School Age Care Programs. 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

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. If my child has a medical diagnosis and/or action plan, I/we agree to work with the School Age Care Service Program Manager to develop a Risk Minimisation and Communication plan every 12 months to support the health and wellbeing of my child during their time at the Service.
4. 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.
5. 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.
6. 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.
7. 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.
8. I/we will notify YWCA Canberra if my child/ren will be absent from the service, via email: childcareaccounts@ywca-canberra.org.au
9. I/we understand a late fee of \$20.00 per child for every fifteen (15) minutes or part thereof will be charged for children picked up after 6:00pm.
10. I/we understand a refundable bond of \$100.00 per child is charged for routine bookings. Bonds will be included on the first statement and credited towards the final account when a child ceases care.
11. I/we understand charges apply for booked days, routine bookings are ongoing for the school 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 sickness), I/we understand normal fees apply. Public holidays are charged during school term.
12. 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.
13. I/we acknowledge if my child/ren attends Before School Care, they must be signed in by a parent/guardian/authorised nominee on arrival to the program and will be signed out by an educator to go to school. I/we acknowledge if my child/ren attends After School Care, they will be signed in by an educator on arrival to the program and signed out by a parent/guardian/authorised nominee.
14. I/we are aware this enrolment form is for Before and After School Care ONLY. A separate enrolment form is required for each school holiday program throughout the year (if applicable).
15. I/we acknowledge the YWCA Canberra Childrens Services Policies and Procedures Manual is available at the program and can be accessed at any time. 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 therein.
16. The information provided on this form is correct, and I/we understand 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

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

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