

A Little Rei of Sunshine Early Learning Centre of Excellence



45 Trafalgar St Peakhurst; PO Box 33 Peakhurst 2210;
PH: 9584-1888 Mob: 0412133450



Thank you for your enquiry about our centre.

We are a Centre of Excellence providing quality care for children aged between 0 to 6 years.

Our hours of operation are 7.30 am to 6pm, 5 days per week, 52 weeks per year for your convenience.

All children's meals are provided throughout the day, including hot lunch, morning and afternoon teas. If you wish, you may provide an additional piece of fruit or a favourite food item for your child, but this is not necessary.

The children's abilities in all aspects of their cognitive, language, physical, social and emotional development are individually assessed and enhanced in our "Holistic Excellence"[™] program and routines. A special school readiness program is also included for children who plan to attend school in the following year.

When enrolling your child, please ensure that all immunisation and family assistance records are current and that copies of these records are provided with the enrolment form as well as your child's birth certificate.

Please note that all items that your child brings must be clearly labelled with your child's full name.

Thank you, again for your enquiry, and please feel free to call any time if you have any questions. Alternatively, you will be most welcome to come in and have a chat.

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FAMILY INFORMATION

PLEASE ANSWER ALL QUESTIONS

DETAILS	MOTHER	FATHER	CHILD
Surname*			
First Name *			
Middle name*			
Address*	As per mother?	As per mother?
Date of Birth*			
Post Code*			
Home Phone*			
Work Phone			Sex: M / F
Mobile			
Work Place & Occupation			
Birth Country			
Ethnicity			
Language at Home			
Religion			
Arrived in Australia/...../...../...../...../...../.....
Medicare Number	_____/_____-	_____/_____-	_____/_____-
Private Health Insurance:	_____/_____-	_____/_____-	_____/_____-

*This information must be provided in order to enable you to claim you childcare benefit entitlements

Preferred Email address for correspondence.....

Please note that all information updates will be communicated via email unless otherwise requested

Birth Certificate Cited by Centre on enrolment: Yes No

Date Cited:

Date child to commence care:

BOOKED DAYS (insert hours from - to):

Monday	Tuesday	Wednesday	Thursday	Friday

AUTHORISATION FOR COLLECTION (other than parents/guardian):

* Name: Relationship to child:
Address:
Phone:

* Name: Relationship to child:
Address:
Phone:

CHILDCARE ASSISTANCE:

Family CRN:
Child CRN:
Is your child eligible to receive childcare benefit? Y-N (Please circle)
CCB% 1 Child.....% 2 Children..... % 3 Children%
Number of hours (Please circle) **24hrs / 50hrs**

IMMUNISATION:

Is your child immunised? Y-N (Please circle)
If yes, have you provided the centre with a copy of your child's immunisation record? Y-N (please circle)

Authorised contact persons in emergency:
Mother? Y-N Father? Y-N

Please Specify **AT LEAST ONE** Other :
1-Name Relationship to child
Address:
Phone:

2-Name Relationship to child
Address:
Phone:

Any allergies or health conditions?

.....
.....

Health Details

Health Centre:
Dr.'s Name: Phone:
Address:

ACCIDENT/EMERGENCY TREATMENT:

In the event of an accident or severe illness, I here by give written authorisation for A little Rei of Sunshine Staff to seek urgent medical, dental, hospital treatment or ambulance assistance with minimal delay.



I also give authorisation for the carrying out of appropriate medical, dental or hospital treatment.

At the same time, every effort will be made to contact a parent/guardian to advise them of the situation and the action/s taken.

I..... do hereby authorise the staff of A little Rei of Sunshine to seek emergency treatment for my child, in accordance with the conditions outlined above.

Signed..... Date.....

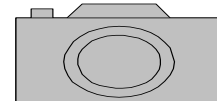
FIRST AID TREATMENT:

I do hereby authorise the staff of A little Rei of Sunshine to apply band aides to my child in the event that he/she has acquired cuts and/or grazes.

Signed: Date:

PHOTOGRAPHY:

The centre utilises photography in a number of ways throughout the program. These include our Day Book, Collected Works diaries, developmental records, displays and centre event posters including promotional materials. These photos may also be in a group setting.



I.....do hereby give my consent for staff at A little Rei of Sunshine to photograph my child for programming and display purposes as listed above.

Signed..... Date.....

ROUTINE EXCURSIONS:

To take advantage of our wonderful location and as part of our physical development program we may occasionally take the children across the road (Trafalgar St.) for picnics, physical activities or exercises in the park.

I.....do hereby give my consent for staff at A little Rei of Sunshine to walk my child to the park for the purposes listed above.

Signed..... Date.....

DECLARATION:

I/we the undersigned.....declare that the information given in this enrolment form is accurate to the best of my/our knowledge.

I/We also declare that we have read and agree to abide by the policies and procedures outlined on the Centre Information Disk provided.

I/we am/are also aware that:

1. I am required to pay my child's fee's **two weeks in advance**
2. The preferred method of payment is by direct deposit to:
Account Name: A Little Rei of Sunshine Early Learning Centre of Excellence
BSB: 012-397
Account Number: 2537 79817
However EFT and credit card facilities could be provided if requested.
3. The centre reserves the right to restrict method of payment to direct deposit or cash if the fees policy is not adhered to
4. **Two weeks full fees is to be paid** to the centre as a bond which will be refunded upon giving **two weeks written notice of withdrawal**
5. Fees are payable on public holidays and on the days that my child is sick or absent for any reason.
6. I/we are liable to pay full fees in the event that my child exceeds the **42 days allowable absences** set out by the Department of Family and Community services.

Signed..... Date.....

Child Information Collection Form

(This information will be given to your child's teacher for their developmental records)

Child's full name: _____ Date of Birth: _____
Date started care: _____ Days of Attendance: M T W Th F
Address: _____
Contact Numbers: _____
Cultural Background: _____
Languages spoken: _____
Any words in your home language that have special meaning to your child:

Family Information - Mother: _____
 Father: _____
 Siblings: (name & age) _____
 Grandparents: _____
 Pets: _____

Any other significant people in your child's life: (e.g. Cousins, relatives, godparents, family friends, etc.)

My child likes/is interested in....

My child dislikes....

Things my child does/enjoys with our family include....

When my child is upset they can be comforted by: (eg. Dummy, bottle, blanket, favourite toy or song, key words in child's home language, etc.)

Allergies/Food restrictions:

Special Needs:

My child may commence primary school in the year.....20__

Any other comments:

Orientation Feedback

Dear Parent,

As you have recently become a member of the family of A Little Rei of Sunshine, we are asking for your assistance by providing feed-back on your initial experiences. We aim to achieve a smooth transition for your child and your family during the orientation process, as indicated in our Orientation Policy. Please place a tick in the box that most represents your experience. The Numbers 5 reflects strong agreement and 1 reflects strong disagreement and tick No. 3 if you are unsure with the statements on the left. When completed could you place the form in the fees box or hand it to a staff member.

Questions	5	4	3	2	1	Comments
Staff were warm friendly and helpful when I made inquires						
The information Brochure and forms were clear and easy to understand						
The fees and general costs were explained to me						
I was introduced to my child's teacher who would be caring for my child						
On the first days my child was welcomed into the centre by staff assisting their settling						
I was encouraged to call and see how my child was settling in						
When I called/returned I felt comfortable that the staff were doing their best to settle my child						
Staff appeared to have a good understanding about the needs of children settling into the centre						
I received the Parent Handbook and information I needed to enrol.						
Staff communicate openly and clearly to me about my child and their day						
I feel comfortable to leave my child at the centre						
My child has settled in well and enjoys coming						

Many thanks in anticipation.

Please use the back of this form if you wish to provide more comments