



# SACRED HEART PRIMARY SCHOOL THORNLIE

## CHILD CARE CENTRE ENROLMENT FORM 2024

CHILD ENROLMENT							
FIRST NAME				SURNAME			
GENDER				DATE OF BIRTH			
ADDRESS							
CRN NUMBER				COUNTRY OF BIRTH			
RELIGION				LANGUAGE SPOKEN			
CULTURAL CONSIDERATIONS				ETHNICITY			
DOES YOUR CHILD IDENTIFY AS: ABORIGINAL <input type="checkbox"/> TORRES STRAIGHT ISLANDER <input type="checkbox"/>							
<input type="checkbox"/> COPY OF BIRTH CERTIFICATE ATTACHED							
<input type="checkbox"/> COPY OF AIR IMMUNISATION HISTORY STATEMENT (NO MORE THAN 2 MONTHS OLD) ATTACHED							
Please note that it is a legal requirement that the Service has an up to date AIR statement for all enrolled children that is no more than 2 months old at the time of enrolment. Children who are unimmunised cannot be enrolled at the Service unless they meet the guidelines set out by the Government and have the required supporting documentation that must be provided to the Service. I understand that if my child is unimmunised, I may be required to keep my child away from the Service if there is an outbreak of an immunisation preventable disease. I understand that fees are still payable during this time.							
PARENT/ GUARDIAN SIGNATURE:				DATE:			
<b>BOOKINGS</b> A copy of the current fee schedule for the below sessions is available on the school website and in the service handbook and enrolment pack. Fees are subject to change. 2 weeks written notice will be provided for any intended changes.							
START DATE							
<b>Early Learning Program</b> Children are able to access the ELC Program from 24months until they turn 3. The bookings below only relate to school Terms, a separate form will be issued to request care for Vacation Care.							
SESSION	TIME	MON	TUES	WED	THURS	FRI	CASUAL
ELC MORNING SESSION	7.00AM – 12.30PM						
ELC AFTERNOON SESSION	12.30PM – 6.00PM						
ELC FULL DAY SESSION	7.00AM – 6.00PM						
<b>Early Years Kindy</b> Children must have turned 3 to be enrolled in the Early Years Kindy program. The Early Years program only runs during Term Times (Sacred Heart School Terms). A separate form will be issued to request care for Vacation Care.							
SESSION	TIME	MON	TUES	WED	THURS	FRI	CASUAL
EARLY YEARS KINDY PROGRAM	8.30am – 2.30pm						
EARLY YEARS KINDY LONG DAY	7.00am – 6.00pm						
<b>Mini OSHC</b> Mini OSHC is for children attending Sacred Heart Kindy <u>only</u> . A separate form will be issued to request care for Vacation Care.							
PLEASE COMPLETE THE AUTHORISATION FOR TRANSPORT FORM ON THE FOLLOWING PAGE							
KINDY CLASS	KB (MON, THURS ODD WED) <input type="checkbox"/>			KW (TUES, FRI, EVEN WED) <input type="checkbox"/>			
SESSION	TIME	MON	TUES	WED	THURS	FRI	CASUAL
BEFORE SCHOOL	7.00AM – 8.30AM						
AFTER SCHOOL	2.30PM – 6.00PM						

**AUTHORISATION FOR TRANSPORT**

The below authorisation for regular transport must be completed if your child is enrolled for before and/ or after school care for 4 year old kindy

Child's Name			Reason child is being transported		Delivery to and collection from Sacred Heart Thornlie Kindy		
Day	Reason for transportation	Pick up location and Destination	Estimated delivery and collection periods	Transport	Seat belts or safety restraints (if required)	Estimated number No. of children	Staff/ educators
MON	Transfer from service to school	<b>From ELC building to Kindy classroom</b> Educators will walk children through the front ELC gate next door to the Kindy class.	8.25am to 8.35am	<input checked="" type="checkbox"/> Walk <input type="checkbox"/> Bus	Not required	10	1
TUE							
WED							
THU							
FRI							
MON	Transfer from school to service	<b>From Kindy class room to ELC building</b> Educators will collect children from the back door of Kindy and walk them through the junior quad and around to the back gate of the ELC to enter through the back door. In inclement weather, children will be collected from the front of the Kindy class and taken through the front ELC gate.	2.25pm to 2.40pm	<input checked="" type="checkbox"/> Walk <input type="checkbox"/> Bus	Not required	10	1
TUE							
WED							
THU							
FRI							

Any medical or medication requirements for child/ren. Yes/No: (if yes, attach medical management plan)

**Parent/Guardian:**

I hereby give my consent for **SACRED HEART PRIMARY SCHOOL THORNIE CHILD CARE CENTRE** to provide regular transportation as detailed above for 12 months. In an emergency, I authorise the Service to seek necessary medical assistance from a medical practitioner or hospital including transportation by ambulance if required.

Parent/Guardian Name		Signature	
Mobile Number		Home Number	
Work Number		Date	

Education and Care National Regulations 2012- Regulations 102B requires a transport risk assessment to be conducted before our service transports any child. Regulation 102D requires our service to receive written authorisation to transport children. Our service has completed a risk assessment to identify and assess any risks that the transportation of a child may pose to the safety, health and wellbeing of the child. This has been authorised by the Approved Provider and is available to sight at our service. Policies and procedures for transporting children are also available to view. Regular transportation means the transportation by the service or arranged by the service of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported. An authorisation is only required once in a 12-month period.

**PARENT/ GUARDIAN INFORMATION**

The details of each known parent must be provided under the Education and Care Services National Regulations. It is important that this information is kept up to date. Please notify the Service if you change your contact information.

PARENT/ GUARDIAN ONE (This person is responsible for the account and claiming Child Care Subsidy)		PARENT/ GUARDIAN TWO	
TITLE		TITLE	
FIRST NAME		FIRST NAME	
SURNAME		SURNAME	
GENDER		GENDER	
RELATIONSHIP TO CHILD		RELATIONSHIP TO CHILD	
DATE OF BIRTH		DATE OF BIRTH	
CRN NUMBER		CRN NUMBER	
ADDRESS		ADDRESS	
SUBURB/ POSTCODE		SUBURB/ POSTCODE	
HOME NUMBER		HOME NUMBER	
MOBILE NUMBER		MOBILE NUMBER	
EMAIL		EMAIL	
OCCUPATION		OCCUPATION	
PLACE OF WORK/ STUDY		PLACE OF WORK/ STUDY	
WORK/ STUDY ADDRESS		WORK/ STUDY ADDRESS	
WORK NUMBER		WORK NUMBER	
COUNTRY OF BIRTH		COUNTRY OF BIRTH	
ETHNICITY		ETHNICITY	
LANGUAGE SPOKEN		LANGUAGE SPOKEN	
RELIGION		RELIGION	
CULTURAL CONSIDERATIONS		CULTURAL CONSIDERATIONS	
DO YOU IDENTIFY AS	ABORIGINAL <input type="checkbox"/> TORRES STRAIGHT ISLANDER <input type="checkbox"/>	DO YOU IDENTIFY AS	ABORIGINAL <input type="checkbox"/> TORRES STRAIGHT ISLANDER <input type="checkbox"/>
TALENTS/ HOBBIES YOU COULD SHARE WITH THE SERVICE		TALENTS/ HOBBIES YOU COULD SHARE WITH THE SERVICE	
CARE REQUIRED FOR (PLEASE CIRCLE)      WORK      STUDY      RESPITE      OTHER			
CUSTODY INFORMATION			
WHAT OPTION BEST DESCRIBES YOUR SITUATION?	<input type="checkbox"/> BOTH PARENTS AT HOME <input type="checkbox"/> SHARED CUSTODY <input type="checkbox"/> SOLE PARENT <input type="checkbox"/> OTHER _____		
ARE THERE ANY COURT ORDERS IN PLACE FOR THE CHILD? IF 'YES' PLEASE SELECT THE TYPE OF ORDER AND ATTACH DOCUMENTATION	YES/ NO <input type="checkbox"/> COURT ORDER <input type="checkbox"/> PARENTING ORDER <input type="checkbox"/> PARENTING PLAN		

## AUTHORISED NOMINEES

Authorised Nominees are people to act on your behalf in the event that we cannot contact the parent/guardians. Authorised Nominees can drop off and collect your child from care, be called if your child is unwell and needs to be collected early from care, called to authorise medical treatment including giving of medication or seeking medical attention or authorise staff to take your child outside of the premises e.g. excursions.

We are unable to release your child into the care of anyone who is not listed below. Please note that all authorised people must be at least 18 years of age and be able to show photo identification. Authorised Nominees between the ages of 16 and 18 can be authorised if suitable arrangements have been made with the Nominated Supervisor. It is the responsibility of the child's legal guardian(s) to notify Service staff if someone other than those listed below will be dropping off or collecting your child from care.

In the case of an emergency, the Service will always contact the parents/guardians first. If they are unable to be contacted immediately, we will contact the following people in the order they are listed. Please ensure all contact people are willing and able to collect your child/ren in the event of an emergency prior to enrolment. These people should be easily contactable, be in close proximity to the Service and be willing and able to act on your behalf in emergency situations. Please refer to the Service's Delivery and Collection Policy for further details. **At least two contact names must be completed before commencing care.**

AUTHORISED NOMINEE ONE		AUTHORISED NOMINEE TWO	
TITLE		TITLE	
FIRST NAME		FIRST NAME	
SURNAME		SURNAME	
DATE OF BIRTH		DATE OF BIRTH	
ADDRESS		ADDRESS	
SUBURB/ POSTCODE		SUBURB/ POSTCODE	
HOME NUMBER		HOME NUMBER	
WORK NUMBER		WORK NUMBER	
MOBILE NUMBER		MOBILE NUMBER	
RELATIONSHIP TO YOUR CHILD		RELATIONSHIP TO YOUR CHILD	
EMERGENCY CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO		EMERGENCY CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO DROP OFF/ COLLECT <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO DROP OFF/ COLLECT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO AUTHORISE MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO AUTHORISE MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO CONSENT FOR EXCURSIONS <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO CONSENT FOR EXCURSIONS <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORISED NOMINEE THREE		AUTHORISED NOMINEE FOUR	
TITLE		TITLE	
FIRST NAME		FIRST NAME	
SURNAME		SURNAME	
DATE OF BIRTH		DATE OF BIRTH	
ADDRESS		ADDRESS	
SUBURB/ POSTCODE		SUBURB/ POSTCODE	
HOME NUMBER		HOME NUMBER	
WORK NUMBER		WORK NUMBER	
MOBILE NUMBER		MOBILE NUMBER	
RELATIONSHIP TO YOUR CHILD		RELATIONSHIP TO YOUR CHILD	
EMERGENCY CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO		EMERGENCY CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO DROP OFF/ COLLECT <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO DROP OFF/ COLLECT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO AUTHORISE MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO AUTHORISE MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AUTHORITY TO CONSENT FOR EXCURSIONS <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORITY TO CONSENT FOR EXCURSIONS <input type="checkbox"/> YES <input type="checkbox"/> NO	

MEDICAL INFORMATION			
DOCTORS NAME		PRACTICE	
ADDRESS		PHONE NUMBER	
MEDICARE NUMBER			
PRIVATE HEALTH CARE FUND			
AMBULANCE COVER			
MEDICAL AUTHORISATIONS			
<p><b>In the case of an emergency, if a parent/ guardian or the emergency contacts listed in this form are unable to be contacted, I authorise Sacred Heart Child Care Centre staff to administer first aid, seek medical, dental or hospital attention and/ or an ambulance to take my child to hospital. If the child is taken to hospital, a staff member will accompany the child in the ambulance I agree to meet any expenses incurred.</b></p>			
PARENT/ GUARDIAN NAME		SIGNATURE	
<p><b>DOES YOUR CHILD HAVE ANY ALLERGIES, MEDICAL CONDITIONS OR TAKE ANY REGULAR MEDICATIONS?</b>  <b>YES / NO</b> If yes, please provide further information (PLEASE NOTE YOU WILL ALSO BE REQUIRED TO COMPLETE A HEALTH CARE PLAN AND PROVIDE A COPY OF YOUR CHILD'S ACTION PLAN SIGNED BY THE DOCTOR)</p>			
<p><b>DOES YOUR CHILD HAVE ANY OTHER ADDITIONAL NEEDS?</b>  <b>YES / NO</b> If yes, please provide further information (PLEASE NOTE YOU WILL ALSO BE REQUIRED TO COMPLETE A HEALTH CARE PLAN)</p>			
<p><b>HAS YOUR CHILD EVER BEEN STUNG BY A BEE?</b>  <b>YES / NO</b> If yes, what was the reaction?</p>			
<p><b>Parent Declaration</b></p> <ul style="list-style-type: none"> <li>I understand that the following preparations for First Aid are the only ointments creams and applications used by Sacred Heart Early Learning Centre <b>(Please sign against products you give staff permission to use on your child.)</b></li> <li>I understand that for or all other medications I must complete and sign an Authority to Administer Medication record on the day in which medicine is to be administered.</li> <li>I have read and agree to follow the Centre policy on Medications and Medical Conditions.</li> <li>I have signed granting staff permission to seek medical attention when needed for my child.</li> </ul>			
PRODUCT	BRAND	APPLIED FOR	PARENT SIGNATURE
Band-aides	Woolworths and Coles Brand/ Bandaïd Brand	Minor wounds/abrasions	
Sunscreen	Coles Brand and Cancer Council	Sun Protection	
Insect sting cream	Stingoes	Insect bites	
Nappy Wipes	Coles unscented Baby Wipes/ Woolworths Little Ones unscented baby wipes	Nappy changing	
Hand Sanitiser	AQIUM, Betasan Antibacterial Spray, Sanitex	Hand Hygiene	
<p>My child is allergic or cannot use the above products. I agree to provide the following products for my child. I confirm I have applied these products to my child on more than 3 occasions previously without incident. A Health Care Plan and Allergy Action Plan must be completed if it is for an allergy.</p>			
PRODUCT	BRAND	APPLIED FOR	PARENT SIGNATURE
SPECIAL DIET INFORMATION			
<p>The Early Learning Centre provides breakfast and afternoon tea. All other meals and snacks are to be provided from home  <b>In cases of very restrictive diets, it is recommended that you provide most, or all of the food. Please remember to inform us if/ when this information requires updating</b></p>			
REASON FOR SPECIAL DIET	<input type="checkbox"/> RELIGIOUS	<input type="checkbox"/> HEALTH/ MEDICAL	<input type="checkbox"/> OTHER
FOODS YOUR CHILD MUST AVOID?			
ALTERNATIVE FOODS YOUR CHILD CAN CONSUME?			
HOW LONG WILL YOUR CHILD BE ON THIS DIET?			

PERMISSIONS			
I GIVE PERMISSION FOR		YES/NO	SIGNATURE
My child to participate in all activities offered in the Child Care Centre. I agree it is my responsibility to familiarise myself with the program and to advise the Centre in writing if I do not wish my child to participate in a particular activity. This also includes food and cooking experiences. All allergies and preferences will be observed.			
Staff at the Centre to take my child on walks and participate in activities within the school grounds eg library, oval, playgrounds, hall, assemblies. Risk assessment and management plans are conducted and reviewed annually or as necessary and are available for you to view.			
My child's photograph, to be taken or recorded at the Centre for use within the centre			
The Centre to publish my child's photograph, name and age in local papers, websites or publicity materials in regard to publicity for the centre (This includes social media platforms Facebook and Instagram, handbooks, newsletters and the school website.)			
Information about my child to be shared with Sacred Heart Primary School Thornlie			
PRIVACY STATEMENT			
<p>Sacred Heart Primary School Thornlie Child Care Centre of 40 Ovens Road Thornlie is required to collect and use personal information about all families and children who enrol at the Centre as well as all staff who are employed to work within the Centre. Sacred Heart Child Care Centre is committed to safeguarding your privacy. We take our responsibilities and obligations seriously when collecting and handling your personal information. The Privacy Act and any relevant registered privacy codes govern the way we must manage your personal information. We will collect, hold, store, use and share the personal information provided to us for the purposes it was intended when collected and to ensure we provide the highest quality of care and education. This information is required to ensure we meet all of our obligations as an employer and business and to meet the health, safety and wellbeing needs of your child whilst in our care. It is also required to ensure we meet the legislative requirement set out in:</p> <ul style="list-style-type: none"> <li>• Education and Care Services National Regulations 2012</li> <li>• Education and Care Services National Law (WA) Act 2012</li> <li>• National Quality Framework • Family Assistance Law</li> <li>• Working With Children (Criminal Record Checking) Act 2004</li> </ul> <p>We only collect personal information for purposes which are directly related to our operations and functions and only when necessary to do so. The information that you provide us is used by those Service staff who need to access the information to meet the above requirements. The information may be disclosed to the following authorities:</p> <ul style="list-style-type: none"> <li>• Australian Children's Education and Care Quality Authority (ACECQA)</li> <li>• Education and Care Regulatory Unit Officers</li> <li>• Department of Social Services</li> <li>• Department of Child Protection</li> <li>• Department of Education and Training</li> <li>• Inclusion Support Facilitator</li> <li>• Department of Human Services</li> <li>• Catholic Education Western Australia Limited</li> </ul> <p>All information is kept secure, to protect it from unauthorised access, modification or disclosure. You are entitled to access personal and private information kept about you and your family on request and may ask for inaccurate information to be updated or corrected. Failure to provide the required information will result in non-acceptance of your child's enrolment. All information provided to an individual is not to be used in any way other than for the purposes for which the information has been provided to that individual. If you wish to discuss any aspect of our Privacy Statement further or make a complaint about a breach of the Privacy Act, please contact the Children's Services Director. You may contact the Centre at any time by phone or email.</p> <p>Phone: 9251 3014 Email: <a href="mailto:elc@shthorn.wa.edu.au">elc@shthorn.wa.edu.au</a></p>			
PARENT/ GUARDIAN NAME		DATE	
PARENT/ GUARDIAN SIGNATURE			



ENROLMENT AND BOOKING AGREEMENT			
It is the family's responsibility to apply for Child Care Subsidy (CCS). Families will be charged full fees upon enrolment if they are not currently registered for CCS			
Families eligible for CCS and who have paid full fees prior to notification will receive a credit through the Childcare Management System (CCMS) once CCS notification has been received. Full fees will also be charged if Child Care Subsidy is suspended for any reason			
Child Care Subsidy eligibility applies only if attendance records are accurately completed and signed by the responsible person and all other eligibility requirements are met			
Once a place has been booked payment is required whether a child attends or not and a \$50 enrolment fee will also apply. Fees are required to be paid on absent days and holidays if a child is enrolled for care on the day they occur			
Two (2) weeks' notice is required for all cessation of care. Families will be charged for non-attendance on pre booked days which do not comply with this timeline			
Cancellations must be submitted in writing in the Centre or by email to elc@shthorn.wa.edu.au			
Cessation of Care: Fees will be charged for the final two weeks of care, regardless of attendance. CCS can only be applied up until the last attendance so full fees will apply after this day			
Whenever possible the parent/guardian should ring the service to advise they will be late to collect their child. A late fee of \$2.00 per minute or part thereof will be charged if your child/children are not picked up by the session finish time			
Permanent bookings will be given preference and casual bookings will be subject to availability			
BILLING ARRANGEMENTS AND FEE PAYMENTS AGREEMENT			
All fees are charged one week in arrears and are due to be paid to the Centre on the Friday following the invoice			
Fees are to be paid via Direct Debit through Debit Success. A copy of the current Fees are displayed in the Service.			
Fees are subject to change. Families will be given a minimum of 2 weeks' notice of any intended fee changes and will be advised in writing through email, notices in the service and newsletters			
Parents/guardians are encouraged to discuss payment difficulties and make suitable arrangements to pay with the Nominated Supervisor and School Principal			
REGISTRATION AGREEMENT			
I have received and read the family handbook and I understand any updates to policy will be displayed in the centre or in the centre newsletter and on Story Park			
I agree that in the case of accident or injury, the centre will contact me. If they cannot reach me they will try to contact a listed emergency contact. If determined necessary by staff at the centre, I authorise an ambulance to take my child to hospital, and agree to meet any expenses incurred			
I understand that I need to comply with all Government requirements in relation to the Centre and its service			
I will advise the Centre as soon as practicable of any updates to my circumstances			
I understand that it is my responsibility to fulfil any obligations required to receive Child Care Subsidy (CCS)			
I agree to pay the weekly fee on the due day as determined by the Centre's payment policy requirement or as agreed to by the Centre.			
I am aware that any failure to pay due fees may result in cancellation of care			
I am aware that fees will be reviewed biannually and I will receive a minimum of two (2) weeks' notice of any changes being made			
I understand that two (2) weeks' notice is required for all cancellations of care. Families will be charged for non-attendance on pre-booked days that do not comply with the above timeline. Cancellations MUST be submitted in writing			
I am aware that I will be responsible for payment on any days my child is sick or absent from care.			
I understand that a system of payment for late collection operates at the centre and that I am responsible for the payment of any fees incurred			
I am aware that my child will be excluded from care at the Centre if they have a communicable or infectious disease. I understand that my child will be accepted back into the centre once the exclusion guidelines have been met as per the services policies and procedures			
I understand the services policies and exclusion periods for fever and vomiting/ diarrhoea			
I consent to my child being in the presence of volunteers, visitors and students, with the appropriate supervision by Centre staff			
I have presented the Centre with a copy of my child's current immunisation details and birth certificate			
I have read and understand the Privacy Statement			
I am aware of the services opening and closing times (7am – 6pm)			
The Centre reserves the right to cancel care if it considers doing so would be in the best interest of the Centre. Two weeks' notice of cancellation of care will be provided			
I am aware that enrolment in the Child Care Centre is not a guarantee of enrolment in Sacred Heart School			
I agree to accounts and correspondence being sent to me electronically, to the email address provided on the enrolment form			
I am aware that it is my responsibility to sign my child in and out on the attendance record each time they attend as well as confirm and sign for any absent days			
I have received a copy of the Code of Conduct and agree to abide by it at all times			
<b>I HAVE READ THE ENROLMENT AND BOOKING AGREEMENT, BILLING ARRANGEMENTS AND FEE PAYMENTS AGREEMENT AND REGISTRATION AGREEMENT AND AGREE TO ADHERE TO THE ABOVE CONDITIONS AND POLICIES AT ALL TIMES. I UNDERSTAND THAT THIS FORMS THE COMPLYING WRITTEN AGREEMENT FOR CHILD CARE SUBSIDY</b>			
PARENT/ GUARDIAN NAME		DATE	
PARENT/ GUARDIAN SIGNATURE			

PARENT PARTICIPATION										
<p>The Parent Representative Group is made up of parent volunteers who have made themselves available as liaison contacts. If you have any concerns and, for whatever reason, prefer not to contact the Centres directly, please let your thoughts be known to one a member of this group.</p>										
<p><input type="checkbox"/> Please tick if you would like to become a parent representative now, or sometime in the future, please complete below and we will send you further information.</p>										
<p>We would like you to take a moment to let us know your thoughts about the enrolment process. Please rate your experience below</p>										
1	2	3	4	5	6	7	8	9	10	
Unsatisfactory										very satisfied
<p>How did you hear about our service?</p>										

ENROLMENT CHECKLIST (TO BE COMPLETED BY STAFF)	
FORM	COPY RECEIVED
ENROLMENT FORM	
HEALTH CARE FORM/ MEDICAL ACTION PLAN (IF REQUIRED)	
MEDICATION RECEIVED AS PER MEDICAL PLAN (IF REQUIRED)	
COPY OF BIRTH CERTIFICATE	
COPY OF IMMUNISATION RECORD (MUST BE AIR RECORD NO MORE THAN 2 MONTHS OLD)	
DIRECT DEBIT FORM	
CHILD PROFILE SHEET	
WELLNESS DOG FORM	
STORYPARK FORM	

ORIENTATION BOOKED	DATE	TIME	FAMILY MEMBER ATTENDING
ONE			
TWO			
THREE			
OTHER			

TASK	COMPLETED
ENROLMENT ENTERED INTO QIKKIDS	
CCS ENROLMENT SENT	
DIRECT DEBIT DETAILS ADDED TO QIKKIDS	
ENROLMENT FEE APPLIED TO ACCOUNT	
CHILD ADDED TO STORYPARK AND EMAIL INVITATION SENT TO FAMILY	
RISK MINIMISATION AND COMMUNICATION PLAN COMPLETED FOR MEDICAL FORMS (IF REQUIRED)	
IMMUNISATION UPDATES ADDED TO CALENDAR	
NEW CHILD DETAILS/ NOTES UPLOADED TO TEAMS	
PARENT SET UP ON QIKKIDS KIOSK	
CHILD DETAILS SHEET ADDED TO EMERGENCY BAG	



**FEE STRUCTURE:** Current as at 1 January 2024

Enrolment Fee ELC & OSHC	Paid once per year per child	\$50.00
OSHC Before School Session	6.30am – 8.30am	\$30.00
OSHC After School Session	2.30pm – 6.00pm	\$45.00
OSHC Vacation Care and Pupil Free Days	6.30am – 6.00pm	\$100.00
Early Learning Centre Morning Session	7.00am – 12.30pm	\$65.00
Early Learning Centre Afternoon Session	12.30pm – 6.00pm	\$65.00
Early Learning Centre Full Day Session	7.00am – 6.00pm	\$120.00
Early Years Kindy – Term Time Only	8.30am – 2.30pm	\$100.00
Early Years Kindy - Long Day Session – Term Time Only	7.00am – 6.00pm	\$125.00
ELC Before School Session	7.00am – 8.30am	\$30.00
ELC After School Session	2.30pm – 6.00pm	\$45.00
ELC Vacation Care and Pupil Free Days	7.00am – 6.00pm	\$120.00

**Bookings**

- Families pay for a place during school Term times (Sacred Heart Thornlie School Terms) and may elect to book a permanent or casual place.
- Vacation Care and Pupil Free Day bookings will be available for families to book as casual days prior to the Vacation Care Period on a first in, first served basis.
- Permanent bookings will be given preference and casual bookings will be subject to availability.
- Families will be required to confirm the chosen enrolment schedule and fee structure by signing a Complying Written Arrangement (CWA) on the enrolment form upon confirmation of your child's enrolment.
- Once a place has been booked, payment is required whether a child attends or not.
- Full fees are required to be paid on absent days if a child is enrolled for care on that day. No refunds apply for missed bookings, including children away due to illness.
- Two weeks' notice is required for cessation of care. Fees will be charged for the final two weeks of care regardless of attendance. CCS can only be applied up until the last attendance so full fees will apply after this day.
- All bookings and cessation of care is to be in writing to either [elc@shthorn.wa.edu.au](mailto:elc@shthorn.wa.edu.au) or [oshc@shthorn.wa.edu.au](mailto:oshc@shthorn.wa.edu.au)

**Fee Payable/Accounts**

- The Service will determine the required fee level to meet budget prediction for the year.
- The fee schedule and fees payment policy will be fully explained to families during the enrolment induction process.
- Fees payable will be based on either daily or weekly amounts.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families for equivalent care arrangements.
- A statement of fees will be sent to parents/guardians as per legislative requirements.
- Families are required to remain up to date with fees. A receipt of payment, in accordance with Australian government guidelines, will be provided for each payment on their statement. Failure to uphold the payment plan may result in attendances being reduced or cancelled until fees are in advance.
- Families are not required to pay fees on public holidays if the holiday falls on their regular booked day.
- Fee payment will be recorded according to Australian government guidelines. Families may also view details about their childcare usage and total fees charged and the fee reductions calculated by through Centrelink via the Child Care Management System.
- Families should contact the Service to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend.

**Child Care Subsidy (CCS)**

- This Service will comply with the Australian Government requirements to be an approved education and care service for the purposes of Child Care Subsidy (CCS), reporting requirements and any other requirements for claiming and administering CCS will be maintained by the Service.
- It is the enrolling parent/guardian's responsibility to register for CCS through your MyGov account, provide their projected annual income, activity levels and the name of the Service.
- All fees are charged at the full rate. Each family's eligibility for CCS is then calculated and the Service is then forwarded these funds. Deductions may then be made to each individual family's accounts.

- Any changes in a family's financial circumstances may result in changes or cancellation of CCS. It is the family's responsibility to keep their details on MyGov current and contact the Centrelink office if they wish to dispute assessments or discuss it further.
- Families will only be eligible for CCS if child care attendance records are accurately completed and signed by the parent/guardian or other responsible adult, and other eligibility requirements are met.
- Families are entitled to 42 absence days for each registered child in each financial year. CCS is applied for these days provided that the child would normally have attended on that day, and fees have been charged.
- Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences.
- All documentation pertaining to CCS will be kept for the specified period of time and made available to department representatives upon request.

#### **Payment of Fees**

- Fees are payable from the agreed commencement date and must remain up to date
- All fees are charged one week in arrears and are due to be paid to the service on the Friday following the invoice.
- Fees are to be paid by direct debit (Debit Success) under the terms and conditions outlined in the Scared Heart Primary School Thornlie Direct Debit Request Agreement.

#### **Overdue Fees/financial hardship**

- Parents/guardians with overdue fees will be encouraged, by the Nominated Supervisor to discuss any difficulties they may have in meeting payments. A payment plan will be implemented if necessary. If this is not done, or the agreed arrangements are not kept, the matter may result in cancellation of the child's booking.

#### **Late Collection Charge**

- The Service reserves the right to implement a late collection charge when parents/ guardians have not collected their child/ren from the Service before closing time. This charge will be set at a level determined by the Service and based on the Service's need to recoup expenses incurred in employee overtime wages.
- The current fee for late collection is \$2 per child per minute. In the case of late collection after a morning or Early Years Kindy session, the full day rate and session hours will be applied.
- Where a parent/ guardian is continually and regularly late arriving at the Service to collect their child, the Nominated Supervisor will discuss other childcare options with the family. If further incidents of late collection occur, the families booking may be ceased.

**Further information can be found in the service Payment of Fees Policy.**