



Acton Early Childhood Centre Enrolment Form

22 Balmain Cres, Acton. ACT 2601
info@aecc.org.au PH - 61255554

CHILD

Formal first name:	<input type="text"/>
Formal Last / family Name:	<input type="text"/>
Middle Name:	D.O.B.
Date of Commencement of Care:	Gender (<i>Please circle</i>): M F
Days Enrolled at AECC:	
Cultural Background:	
Details of previous care:	

ENROLLING PARENT - Parent who is claiming Child Care Subsidy (CCS) if applicable

Formal First Name:	<input type="text"/>
Formal last / Family Name:	<input type="text"/>
Middle Name:	D.O.B.
Relationship to child:	Gender (<i>Please circle</i>) M F
Address:	
Home Phone:	Mobile:
Work Phone:	
Occupation:	
Preferred Email:	

IMMUNISATION

Are the child's immunisations up to date? (<i>Please circle</i>)	Yes	No	Evidence	<input type="checkbox"/>
CUSTODY				
Are there any custody/access issues?	Yes	No	If so please provide relevant court orders	<input type="checkbox"/>
ANU Staff or Student Number				

ADDITIONAL/CO-PARENT

Formal first Name:	D.O.B.
Formal last / Family Name	
Middle name:	Gender (Please circle) M F
Relationship to child	
Address	
Home Phone	Mobile
Work Phone	
Occupation	
Preferred Email	

SIBLINGS

Name
D.O.B

Name
D.O.B

AUTHORITY TO COLLECT & EMERGENCY CONTACTS (OTHER THAN YOURSELVES)

Please note: Your child’s emergency contacts must be located in the ACT and contactable via mobile phone

Name		
Address		
Relationship to child		
Home Phone		
Work Phone		
Please indicate below the authorisations this emergency contact holds by ticking the appropriate boxes.		
This emergency contact is authorised to:	YES	NO
Collect the child from AECC		
Consent to the administration of medication		
Consent to medical treatment in an emergency		

Name		
Address		
Relationship to child		
Home Phone		
Work Phone		
Please indicate below the authorisations this emergency contact holds by ticking the appropriate boxes.		
This emergency contact is authorised to:	YES	NO
Collect the child from AECC		
Consent to the administration of medication		
Consent to medical treatment in an emergency		

HEALTH

Child's Doctor-

Address:

Phone:

Any known allergies:

Any special dietary requirements:

Any medical or health conditions:

PERMISSIONS

Medical Emergency

In the event of a medical emergency and where I or any of my nominated contacts cannot be reached, I hereby grant permission for AECC staff to seek further professional treatment. This may include the attendance of or transportation to hospital by ambulance.

Signature

Administration Prescribed Medication and Panadol

I hereby give permission for authorised AECC staff to administer prescribed medication that I have authorised in writing. I understand that I must provide written authorisation on the medications form each day that the medication is to be administered by AECC staff.

I understand that AECC staff cannot administer Panadol in case of a fever unless they have received a verbal authorisation immediately before the medication is administered from either parent listed on the enrolment form or an emergency contact authorised to consent to the administration of medication.

Signature

Excursions

I agree to allow authorised AECC staff to take my child on short walks within a 3km radius of the centre as a spontaneous component of the program and have completed the authorisation form contained in my enrolment pack. I understand that permission for regular outings is to be provided every 12 months.

I understand that I will be informed of and required to provide additional consent to excursions that involve vehicle transportation and will pay all associated costs.

Signature

Sun Protection

I declare my responsibility to ensure that my child is provided with sun safe clothing and give permission for AECC staff to apply sunscreen to my child when required and appropriate.

Signature

Media

I hereby give permission for authorised AECC staff to photograph, record and display appropriate images of my child for formal observations and program documentation and during their education and care. No image of my child will be placed on the internet or used externally or for publicity without additional permission.

Signature

AKNOWLEDGEMENTS

Developmental Records & Photos

Images, observations and records of my child's progress will be made available to me at all times upon request. Images (photos) of my child may be used or displayed within the centre, but no image of my child will be placed on the internet intentionally or used without further authority.

Signature

Attendance

I acknowledge that it is my responsibility to ensure that my child is appropriately signed in and out each day of attendance at the Centre. It is also my responsibility to ensure that staff are informed of when I deliver my child to and collect them from the Centre each time.

Signature

Communication

I acknowledge that it is my responsibility to keep AECC staff informed about significant facts and changes that may affect my child’s time at the Centre. This includes maintaining up to date information on Centre files about family details.

Signature

Fees

I acknowledge that as a condition of enrolment I agree to pay a deposit, fees and any additional costs incurred in full by the due date. Incurring any debt to AECC will jeopardise my child’s enrolment.

Signature

Cancellation

I acknowledge that I am required to provide a minimum of 2 week’s written notice to the centre to cancel my child’s enrolment.

I acknowledge that my child’s enrolment at AECC can be cancelled immediately and without notice at the Director’s discretion in accordance with the Exclusion Policy.

I acknowledge that my two-week deposit is **not refundable** and that the two-week deposit will be credited towards my fees at time of enrolment and used as credit.

Signature

Bank Account Details for Acton

BSB - 062 903

Account - 10150336

DEPOSIT PAID

DATE -

AMOUNT \$ _____

ENROLLING PARENT

I have read, understood and agree to abide by all Centre policies.

Signature

Date

OFFICE USE ONLY

All correct CRN’s and dates of birth have been provided and are accurate

Immunisation evidence received

Custody/Access evidence received

Deposit has been received



Acton Early Childhood Centre

22 Balmain Crescent

Acton ACT 2601

Ph: 02 6125 5554 Fax: 02 6125 8488

Email: info@aecc.org.au

ABN: 42 081 027 500

Acton Early Childhood Centre is a not for profit community based service that operates as an association under the Associations Incorporation Act 1991. Our constitution states that all families are required to become members of the Acton Early Childhood Centre Incorporated Association upon enrolment at the service. There is no fee charged to families for membership and your membership will expire when your child's care ends at the service.

AECC MEMBERSHIP APPLICATION

Please Complete in **BLOCK LETTERS**:

I/We _____

wish to apply for membership of the AECC Association with the payment of : **NO FEE**

Signature(s): _____

Date: _____

OFFICE USE ONLY

A.E.C.C. Secretary to Complete:

I, _____ accept the membership application

of _____ to the Association of AECC on

behalf of the AECC Management Committee.

Signature: _____

Date: _____



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PARENT HANDBOOK AND CONDITIONS OF MEMBERSHIP FORM

Please read your parent handbook carefully so you fully understand the commitment that you are undertaking and your responsibilities to the Centre.

Note: members who fail to comply with the conditions of membership set out in the handbook are liable to forfeit their care and be excluded from membership.

When you have done so please sign and return this page to the Centre.

Thank you.

FAMILY NAME: _____

CHILD/CHILDREN'S NAME: _____

PARENT'S FULL NAME: _____

PARENT'S FULL NAME: _____

I have read and agree to comply with the requirements set out in this handbook and in the Centre's policies.

Signed: _____ *Dated:* _____



Dear Parent/Guardian,

Portfolios are an invaluable tool to track the learning of your children, however, with your busy lives, you are often rushed to read and hear about your child's day. As part of our commitment to providing your child the best early learning experience and to keep you informed and involved, we are proud to announce that we will be introducing online Portfolios with **Educa** at **Acton Early Childhood Centre**.

Educa is a secure web-based portfolio system specifically designed for Australian teachers and parents that significantly improves teacher communication with parents and family. Educa provides an interactive online environment where teachers and family can share learning stories, photos and videos, and collaborate on children's learning. We will provide you with your own private login which enables you to access only your child/children's information as well as general information published by our Centre/School. Once you receive your invitation to **Acton ECC** Educa portal you will be able to access your child's information by logging into Educa anywhere in the world, on any online device. You may also wish to install the Educa App which is available for free from the App and Play Store.

What can you do with Educa?

- View stories, photos and video updates about your child's learning
- Receive general communications from us such as Newsletters and notices
- Share your own photos, stories and videos relating to your child's learning with your child's teachers
- Communicate with teachers about your child's learning by leaving comments
- Download your child's ePortfolio at any time, as a keepsake once they move on to a new school or centre

To begin using Educa we require your permission for uploading photos, videos, learning stories and artwork of your child to Educa. Please also provide your email address so we can send you an invitation to join Educa.

As the parent/guardian or responsible adult for the above child, I consent to the Centre/School's collection, use and display of my child's information on the Educa Application in accordance with the Privacy Policy set out on the Educa website: <http://www.geteduca.com/privacy-policy>

Name of Centre/School:

Name of child:

Guardian 1	Guardian 2
Full Name :	Full Name :
Email :	Email :
Signature	Signature



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COMMUNICATION PLAN

Child's Name

This communication plan outlines the various opportunities for educators and families to exchange information about each child's development, health and wellbeing.

At the beginning of the year

- Parents are asked to complete a written document outlining your child's interests, likes and dislikes and any additional information about their needs such as sleep, toileting, food intake, medical needs, etc.
- Parents are invited to participate in an orientation process prior to commencement. This allows opportunities for parents to meet all educators and become familiar with the routines. Valuable information is exchanged and parents are well supported.

On a daily basis

- Informal conversations take place at drop-off and pick-up times where important issues concerning your child's day are discussed.
- Details of your child's daily routine, such as food consumption, toileting, sleep, etc, - is recorded.
- A brief summary of the daily program with links to the Early Years Learning Framework is documented and displayed in the Reflective Journal that can be found near the entrance to your child's Room.

On a weekly basis

- Program and curriculum planning information is available to parents upon request.
- Expressive art and information on room activities is displayed throughout the centre in various ways and can be made available to parents to take home if requested.

On a monthly basis

- A centre newsletter is regularly emailed to families and contributions and feedback is highly valued.
- Feedback from parents is also encouraged in regards to the children's programs and experiences and centre management.

On an bi-annual basis or as required

- Although parents are invited to exchange information on a continual basis, formal parent-educator interviews take place twice a year at the centre and are valuable times to discuss your child's individual progress in a relaxed and private environment. Appointments for all interviews should be made with the team leader to ensure that appropriate time and attention is given to the discussion.
- Educators prepare individual children's portfolios which capture and record a variety of children's experiences during their time at the centre. These records are utilised to track their learning and create a beautiful keepsake for parents that they can take home at the end of each year.

Parent Feedback about this Communication Plan:

Remember that sharing information is important. If you have any concerns about your child's health or development, do not hesitate to talk to the Team Leader.

Signed _____
(Parent)

Date _____

Signed _____
(Team Leader)

Date _____

ACTON EARLY CHILDHOOD CENTRE PRIVACY MANAGEMENT STATEMENT

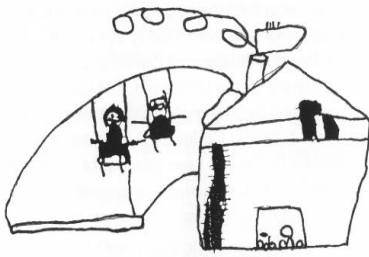
Protection of privacy and the need for confidentiality is fundamental in providing high quality education and care. Acton Early Childhood Centre is committed to protecting your privacy and the privacy of others so we abide by the Australian Privacy Principles contained within the Privacy Amendment Act 2012.

The following statement outlines the main content of Acton Early Childhood Centre's Privacy Policy.

- The main reason that Acton Early Childhood Centre collects and obtains personal information from families is to enable us to provide your child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.
- Acton Early Childhood Centre requires certain information to be collected in accordance with the administration of Child Care Benefit, regulations or legislation that directly relate to the operation of a Children's Service.
- Acton Early Childhood Centre discloses personal and sensitive information to the Centre's staff for the specific purpose of administration, education and the nurturing of your child.
- Acton Early Childhood Centre obtains parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our Centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech pathologists, doctors, behaviour support workers, bi-lingual support workers and counsellors.
- Personal information about children is regularly exchanged with their parents or guardians. On occasion's information such as children's personal achievements, child portfolios and photos are displayed within the boundaries of our service building.
- Parents/guardians have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Centre's duty of care or where children have provided information in confidence.
- As you may know, Acton Early Childhood Centre from time to time engages in fundraising activities and events. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their marketing without your consent or for any other reason other than for the purpose in which it was collected.
- Acton Early Childhood Centre will include your child's name, age and specific needs in their personal files. Acton Early Childhood Centre will include your emergency contact details in a Centre list and the Centre's contact directory. Access to these are limited to Centre staff.
- If you provide Acton Early Childhood Centre with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Centre and why. You will also need to inform them that they can access that information if they wish to do so.
- Acton Early Childhood Centre takes all reasonable precautions to ensure that the personal information that we collect, use and disclose is accurate, complete and up-to-date. Please ensure that you inform the Centre of any changes to the information supplied.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



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EXCURSION PERMISSION NOTE SHORT WALKS WITHIN 3KM RADIUS OF AECC

I consent to my child _____
(Child's full name)

participating in short walks within a 3-kilometre radius of Acton Early Childhood Centre as a spontaneous component of the centre's program.

EXCURSION DETAILS

Destination:

Within 3km radius of Acton Early Childhood Centre ACT

Transport Method:

Walking or Pram

Proposed Activities:

Walking and Group games

Exploration of surroundings, national institutions and local community

Estimated duration of excursion:

10 mins – 2 hours

Anticipated number of children likely to be attending the excursion:

Billy Buttons (16) Sundews (16) Kanookas (22)

Anticipated ratios of educators to children attending the excursion:

Billy Buttons 1:4 Sundews 1:5 Kanookas 1:11

Anticipated number of staff members attending the excursion:

Billy Buttons (4 - 5) Sundews (4 - 5) Kanookas (3 - 4)

I understand that Acton Early Childhood Centre will not be responsible for costs incurred on my behalf in securing medical treatment and associated services for my child – named above, should it be necessary.

Parent Signature: _____

Date: _____

A detailed risk assessment of this excursion has been prepared and is available from AECC's Office on request.