

RAYMOND TERRACE EARLY EDUCATION CENTRE

A fully accredited child care facility

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Building a Better Future

2017 RE-ENROLMENT FORM

For families re-enrolling you will need to supply an updated Immunisation record, completed 2017 Re-Enrolment form and make sure your fees are up to date. If picking up day's the additional security deposit will need to be received before days can be confirmed.

Child's Name:		
Medical Information		
Doctor:	Phone:	
Family Details		
Parent/Guardian Name:		
Home Number:	Mobile Number:	
Email Address:		
Address		
Occupation Information		
Employer:	Phone:	
Other Parents Details		
Parent/Guardian Name:	Relationship to child:	
Mobile Number:		
Occupation Information		
Employer:	Phone:	
Emergency Contact Person		
Name:	Relationship to child:	
Address		
Mobile:	Home:	Work:
I have provided an updated copy of my child/rens Immunisation record. YES / NO		

Immunisation Record

Please ensure an updated copy of your child’s immunisation records are attached.

Court Orders Relating to the Child

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?

If yes, Please attached a copy of any court papers and make sure your child’s educators are aware of any custody issues.

Health Information

From time to time health concerns/allergies can pop up, if anything has changed since completing your enrolment form or last re-enrolment form. Please ensure staff are informed.

Any medical management plans (eg. anaphylaxis, asthmas, diabetes, epilepsy, food allergies or sensitivities, and any medical disabilities) need to be given to staff in writing.

Any additional information you would like staff to be aware of:

RTEEC ENROLMENT AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY BEFORE SIGNING. PLEASE ASK IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU ARE UNSURE OF

Fee’s & Payment Requirements

I / we understand that:

- All **2017** Security deposit and enrolment fees are due before **Friday December 9th**.
- If my account falls behind it is my responsibility to contact the office to arrange a payment arrangement. (Payment arrangements are at the Directors discretion).
- A payment arrangement incurs a \$10 fee per arrangement.
- A late fee of \$15 will be charged if late arriving and/or leaving the premises after 6pm. \$15 increments per minute if later than 6.10pm
- Fees will be charged for booked days my child does not attend. Eg, Illness, Holidays, First 2 days of a natural disaster.
- I need to provide two week’s notice in writing prior to withdrawing from the centre.
- Should I fail to pay my fees and my position is withdrawn or when I leave the centre, I will be liable for any additional costs incurred by the centre collecting the outstanding fees.
- I understand if I my account is in arrears and my position be forfeited I will lose any security deposit paid upon enrolment.

Signature _____ **Date:** _____

General: Please tick the following clauses to authorise:

I/We give permission for this child to:

Participate in outings to places of interest (permission slip will have to be signed before allowing your child to leave the centre)	YES		NO	
Have SPF30+/ SPF50+ sunscreen applied prior to sun exposure (<i>If not, please provide a letter releasing the centre of any Liability</i>)	YES		NO	
Have Band-Aids or sticking plasters applied when necessary	YES		NO	

Photos and Video Footage:

I/We give permission:

For photos and video footage to be taken of my/our child for centre use and staff training purposes (Footage will not leave centre)	YES		NO	
For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the centre.	YES		NO	
For photos and video footage of my/our child to be used for student training purposes (Photos and video footage may leave the centre for students to present to lecturer and class for viewing and marking)	YES		NO	
For photos and video footage of my/our child to be used on the Centre's website, social media.	YES		NO	

I/We:

- **I agree to abide by all centre policies. I understand that the policy book can be found in the foyer of the centre.**
- I give permission for my child's developmental records and enrolment details to be viewed by representatives from the Department of Education and Communities for centre licensing, assessment and rating purposes.
- Understand that the person/s nominated as parent/guardian are the authorised parties to enrol, cancel enrolment, release and authorise release of the child.
- Understand that the person/s nominated as parent/guardian are the authorised parties whom have full responsibilities for the account and fees charged.
- Received and read the Centre's parent handbook and understand any changes to such will be displayed on the Centre's notice board in the entrance of the Centre.
- Agree to comply with all Government requirements in relation to the Centre and its service

- Understand that children who are third priority under the Priority of Access Guidelines may be required to alter their days or give up their place at the Centre in order to provide a place for a higher priority child. The priorities are as follows:
 - **First priority:** Child at risk of serious abuse or neglect
 - **Second Priority:** Children whose parents satisfy work/training/study test under section 14 of the Family Assistance Act
 - **Third priority:** Any other child

- Agree that in the case of accident or injury, the Centre will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred

- Are aware that the child will be excluded from care at the Centre if he/she has contracted a contagious disease or condition

- Understand that the child will be accepted back into the Centre upon provision of a 'clearance certificate' for the child from a medical practitioner

- Are aware that the Centre may require presentation of a medical certificate in the event of the child developing a medical disability or abnormality

- Agree to provide the Centre with all information regarding the health of my/our child

- Understand that the Centre may be used as a training and observation centre by students aiming to/or already working with young children

- Are aware that the Centre may occasionally have visitors, or volunteers at the Centre, and consent to my/our child being in the presence of volunteers or visitors, with the Centre's appropriate supervision

- Are aware that to cancel childcare we are required to give notice in writing two weeks prior to the date of withdrawal; otherwise fees will continue to be charged. During this period we are aware that if our child does not attend we are liable to pay full fees

- Understand that a system of payment for late collection operates at the Centre, to cover overtime payments to staff, and that I/we are obliged to pick up and be off premises before 6.00pm sharp. Any late collection will result in a fee being charged. As mentioned above.

- Social Media etiquette, I/we agree to abide by the social media policy.

I/We have read, understood and agree to abide by the conditions of this contract.

Signature _____ **Date:** _____

