

APPLICATION CANNINGTON AND RIVERTON CRECHE ENROLMENT FORM



CHILD'S DETAILS:

Child's First Name: _____ Surname: _____
Date of Birth: _____ Child's Age: _____ Male Female
Postal Address: _____ Suburb: _____ P/C: _____

MEDICAL INFORMATION:

Does your child suffer from any medical or physical condition?

(For example: special dietary requirements, allergies, anaphylaxis, asthma, epilepsy, special needs)

Medical Conditions: Yes / No _____

Allergies: Yes / No _____

Anaphylaxis or asthma Plan: Yes / No (If yes, if your child has an EpiPen or an asthma plan)

Please supply action plan and tick the box below:

I acknowledge I must supply an allergy treatment/asthma action plan.

I authorise crèche staff to administer my child's EpiPen or asthma medication in the case of emergency.

Special requirements : Yes / No _____

IMMUNISATION: (OFFICE USE ONLY)

Parents are required to show proof of immunisation: *(Please supply immunisation records with enrolment form)*

Office Use Only:

Immunisation records provided: Yes / No

Staff member Name: _____ Staff Member Signature _____ Date: _____

PARENT/GUARDIAN'S DETAILS:

Parent/Guardian's First Name: _____ Surname: _____
Relationship to child: _____ Contact Number(M): _____
Email Address: _____

EMERGENCY CONTACT:

(The following emergency contact has permission to collect the child from crèche if unforeseen circumstances arise.)

First Name: _____ Surname: _____
Relationship to child: _____ Contact Number (M): _____

Under no circumstances will the child be permitted to leave the Crèche with another person, without written authorisation of the Parent/Guardian

DECLARATION:

I acknowledge that I am over the age of 18, have read and agree to the terms and conditions as detailed on this form. I must remain on the premises of either Cannington or Riverton Leisureplex and Cannington or Riverton Library while the children attend the crèche.

Name of Parent/Guardian :

Date:

Signature:

TERMS AND CONDITIONS:

Parents/Guardians information:

- Parents/Guardians must remain on the premises of either Cannington or Riverton Leisureplex and Cannington or Riverton Library while the children attend the crèche.
- We ask parents/guardians to complete an enrolment form and present the child's immunisation record for the staff to sight on their child's first visit.
- Parents/Guardians must sign child in on arrival and out on departure.
- Parents/Guardians are to inform staff if someone else is collecting their child from the crèche. If the person is not listed on the enrolment form, the Parents/Guardians must provide the person's full name and description. They will be required to provide proof of identity with photo ID when collecting the child.
- Parents/Guardians will be requested to return to the crèche if their child becomes distressed during their stay, cannot be settled or requires assistance.

Sickness/Infectious diseases:

- If children are sick on arrival to the crèche it is the discretion of the supervisor/Creche attendants to determine if the child will be permitted to attend.
- Crèche attendants will not administer any medication, except for Epipen or asthma medication in the event of an emergency.
- Crèche attendants will apply first aid in the case of incident/accident, and accident/incident report form will be filled out and the parents/guardians will be contacted and advised.

Children with any of the following illnesses will be excluded from crèche:

<i>Conjunctivitis</i>	<i>Vomiting (In the previous 24 hours)</i>	<i>Severe coughing with obvious discomfort</i>
<i>Rashes-contagious (Body rash, skin lesions)</i>	<i>Cold sore or School sores</i>	<i>Fever /chills (Temperature above 38o C)</i>
<i>Colds/runny noses Sore throat with fever</i>	<i>Head lice or nits (eggs)</i>	<i>Chickenpox, measles, mumps</i>
<i>Gastroenteritis/Diarrhoea</i>	<i>Hand, foot and mouth</i>	<i>General unwell</i>

Children's Information:

- Please ensure children are booked into the crèche using our online booking portal for a session up to 2 hours.
- Please ensure all children's belongings are labelled: (milk bottles, formula containers, dummies, comforters, drink bottles, bags, and food containers or loss food items to avoid any items being lost or given to other children)
- Please ensure appropriate medication is provided for children with asthma or anaphylaxis.
- Please bring a pram if possible for younger children. Children sleep in their prams and they are used for comforting.

Nappy changing and toileting:

- Parents/Guardians are to supply nappies, wipes and spare clothing.
- Children's nappies must be clean upon arrival to crèche. If the child arrives at the crèche with a soiled or full nappy, it must be changed by the parents/guardians before leaving the crèche.
- Parents/Guardians please ensure children use the toilet upon entering the crèche.
- Nappy and toileting check are done frequently throughout the children's stay in crèche.

Morning Tea:

- Morning tea is served between 10am and 10.20am
- Parents/Guardians are to provide morning tea and a drink bottle.
- Children are only given food which their Parents/Guardians have provided.
- Our crèches are **Nut Free** also no popcorn, lollies, chocolate, eggs and fruit wraps.
- Please prepare fruit in the way your child prefers (e.g. peeled, sliced, etc.)
- Bottles will be given to children when required. Please make sure you have correct amount of water in the bottle and the correct formula amount in separate formula container.

Application submission – use any of the following methods to submit

EMAIL DIGITAL FORM:	PRINT, FILL, SCAN and EMAIL	PRINT, FILL and POST
Fill out form digitally and save this as PDF. Please attach supporting documents and email to: Cannington Leisureplex: clpkids@canning.wa.gov.au Riverton Leisureplex: rlp.kids@canning.wa.gov.au	Print and fill in form by hand. Attach supporting documents, scan and email to: Cannington Leisureplex: clpkids@canning.wa.gov.au Riverton Leisureplex: rlp.kids@canning.wa.gov.au	Print and fill in form by hand. Attach supporting documents and mail to: City of Canning – Leisure Services Locked Bag 80 Welshpool, WA 6986