



Office Use Only

- CRNs
- Enrol Tab
- Birth Certificate
- Immunisation
- Admin Fee
- Direct Debit /Centrepay Form
- Payment Authorisation signed

**Long Day Care Centre and
Government Approved Kindergarten Program**

K.C.S Kindergarten Hours 9am – 4pm

15 months – 5 years

BSC, ASC & Vacation Care - 5 to 12 years

Location: Elizabeth St Sarina QLD 4737

Postal Address: PO Box 3446 Mackay North, QLD 4740

Phone: (07) 4943 1433

Email: Director - rko2006@bigpond.net.au

Provider Number: 407 249 444V

**To be completed by a Parent / Guardian
All information is strictly confidential**

Child's Name: Class:

Days Required: M T W TH F

(Please note students enrolled in Kindergarten Program must attend at least 2 days per week)

Week Commencing:

Family Information

Child's Full Name:
Address:
Date of Birth: Gender: Place of Birth:
Language:

Child's Customer Reference No (CRN)

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Is your child currently attending another childcare facility: Y / N

- **If child is of school age – please ensure attached Permission Form is completed**

Mother/Guardian Full Name:
Address:
Date of Birth: Home No: Mobile No:
Place of Employment:
Work No: Email Address:
Family Customer Reference No (CRN)

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Father/Guardian Full Name:
Address:
Date of Birth: Home No: Mobile No:
Place of Employment:
Work No: Email Address:

Cultural Considerations

Cultural Background of Student:
Cultural Background of Parents/ guardians:
Language spoken at home:

Name & age of other children:
.....
.....

Name of other authorised nominees to collect child/ren / emergency contacts

Name:	Name.....
Address:	Address:.....
Mobile:	Mobile:
Relationship to child:	Relationship to child:
Emergency Release: Y/N Daily Pick Up: Y/N	Emergency Release: Y/N Daily Pick Up: Y/N

Above nominees will also be contacted to authorise medical treatment or authorise administration of medicine when parent/ guardian is unavailable

Custody

Do both parents have custody of the child/children? Y / N

If both parents do **NOT** have custody, which parent has?

Do you have a court order affecting the enrolled child?

(Please provide a copy of court order with any instructions)

Medical History

Is your child receiving medical treatment? Y / N

Please state what treatment:

(If your child requires medication please see Head Educator for medication form and details on storage of medication)

Has your child had any Injuries, Operations, or Accidents: Y / N

Does your child have any allergies: Y / N

Does your child have any allergies to animals: Y / N

Does your child have any issues with:

Allergies ADHD Asthma Diabetes Febrile Convulsions Anaphylaxis

Other:

If you have answered yes to any of the above medical conditions you must attach a Medical Management Plan (IF APPLICABLE) which has been completed in consultation with your doctor before care can commence. Please see Administration of Medication Policy located in foyer for further information.

Emergency Contact Information

Doctor's Name:Phone No:

Doctor's Address.....

(All costs incurred will be the responsibility of parent)

Child's Medicare No:

Private Health Cover: Y / N Provider: Member No:

Health Care Card No:

1. In case of serious injury or illness do you permit your child to be transported from principle place of care (Kidscollege) by ambulance to local hospital: **Y / N** (Child will be accompanied in ambulance by staff member)
2. In case of minor injury or illness, do you permit staff to perform basic first aid on your child? **Y / N** (e.g. Minor cuts, grazes, insect bites)
3. If child's temperature is 38 degrees Celsius or above whilst at the Centre I authorise Kidscollege staff to administer one dose of paracetamol as per the directions, after being been contacted for approval. The child is to be collected one hour from the call: **Y / N**

Head Lice

Parents of a child found to have head lice while at the Centre are contacted immediately to come and collect their child. The child can only be accepted back into the Centre the day after appropriate treatment has started and the child no longer has live head lice. Parents are asked to sign the Head Lice Check Consent Form which gives educators permission to discreetly examine their child's hair in the event educators observe the child demonstrating signs of discomfort.

Special Requirements

1. Does your child have any special cultural or religious requirements that you wish the Centre to observe: Y / N Details:
2. Does your child have a disability or other special needs that may require special management: Y / N Details:
3. Do you wish to note anything particular about your child's pattern of:
Diet: Toileting:
Sleep: Bottle Feeding Requirements:
Fears:
Additional Information:

General Information

1. Do you approve to have photographs, video or DVDs of your child, their work or play activities appear on social media? EG our Centre website, Facebook, Newspaper and Centre displays: Y / N
2. Everyday observations and photographs are taken within the Centre, but these are kept for our files and viewing within the Centre. These do not leave Kidscollege.
3. Each child is entitled to 42 allowable absent days per financial year which includes sick days (unless a doctor's certificate is provided), holidays and other absent days. We ask that a courtesy phone call be made to the Centre if your child is sick as early as possible, and that 2 weeks' notice be given to administration staff for all holidays or for the cancellation of your enrolment.
4. **Cessation of care** will apply to a child if they are absent on the first or last days of care at the Service. Once Cessation of care has been applied full fee will be charged to these sessions as they are not entitled to receive funding. For further information, please go to:
<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care>
5. I have given the Centre a copy of my child's immunisation and birth certificate which is a requirement to receive childcare subsidy (CCS)
(Please note that the child cannot start until a copy of their immunization status or a completed conscientious objection form is handed into the Centre)

A copy of the Parent Handbook Policy Booklet which is situated in Foyer is available for you to view. You can find a more extensive policy folder in our office for your perusal upon request also.

The **Policies and Procedures** in place at Kidscollege are based on information and resources from the following:

1. The New National Regulations
2. Guide to the Educational and Care Services National Law and Education and Care Services National Regulations 2011
3. Quality Framework
4. Early Learning Years Framework (ELYF)
5. QLD Kindergarten Framework
6. Department of Education, Training and Employment

What You Need To Bring For Your Child:

- A wide brimmed hat or legionnaire's cap plus clothes with shoulders covered. (Be Sunsmart)
- 2 –3 sets of clothes (the children play in messy activities) Please make sure that your child has suitable clothing for the cooler months eg jumpers, long pants, shoes.
- Cot size sheet set in a bag
- Healthy choices for morning tea, lunch and afternoon tea. Food items not appropriate will be sent home. Please see office for full list of healthy choices if unsure.
- If bottle fed the bottles must be pre-made at home and not in the Centre
- ABSOLUTELY EVERYTHING IS TO BE NAMED. Failure to do so will result in loss of item will not be the responsibility of Kidscollege.
- Staff at this service are NOT responsible for any objects (toys, jewelry etc) that are brought in from home by your child unless it is a planned show and tell day, or medical alert item authorised by your doctor.

Please feel free to introduce yourself to our friendly staff that will be only too willing to assist you with any of your queries.

We hope your journey with us at KidsCollege@sarina is as rewarding for you as it will be for us

Checklists

Please make sure you have done the following:

1. Filled out enrolment form and child information sheet: Y / N
2. Read the policy booklet and understand our Centre rules: Y / N
3. Have copies of immunisation and birth certificates: Y / N
4. Have called Centrelink to obtain child and family CRN and to be accessed for CCS:Y/N
5. Completed the enrolment process through MyGov: Y / N
6. Completed direct debit form: Y / N
7. Signed Payment Authority form: Y / N
8. Paid \$50 Administration Fee: Y / N





Direct Debit Authority

Child's Name:

Family Details

Mr/Mrs/Ms First Name Surname

Mr/Mrs/Ms First Name Surname

Authorise and request **RK Operations Pty Ltd** (User ID no 497792 ("Debit User"), until further notice in writing, to arrange for my/our account (as described in the schedule below) to be debited as specified below, provided that if no amount is specified, the amount may be debited with any amounts which the Debit User may properly debit or charge me/us through the Direct Debit System:

The Schedule

Bank Account in the name of

Note: Direct Debit features are not available on the full range of bank accounts. If in doubt, please refer to your financial institution.

Financial Institution Address

BSB..... Account Number

Direct Debit to commence on / /

Frequency Weekly / Fortnightly / Monthly

Day Mon / Tue / Wed / Thu / Fri

Week 1 / Week 2 (Office Use Only)

Amount : \$ owing on account

Acknowledgement

I/we have read the service agreement attached and agree to its terms. I/we authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the service agreement. I/we confirm account details are correct **and that this request is signed by required number of authorised signatories.**

Customers Signature

Date

Payment Agreement

I/ We understand that:

- *Fees are payable in advance, weekly, fortnightly or monthly*
- *On enrolment an administration fee of \$50 per family is payable. Payment of this fee is required to secure your position. The administration fee will automatically be added to your first Direct Debit payment unless paid prior.*
- *All fees will be paid by Direct Debit on the day indicated on the Direct Debit Request Form. No cash will be kept on the premises. If this is not suitable please discuss with the Centre Director.*
- *If fees are in arrears at the end of the fortnight a 2 week written notice will be issued to pay outstanding balance. If the outstanding balance is not paid within the 2 weeks a second written notice will be issued and failure to pay outstanding balance within 14 days will result in information being passed onto a debt collection agency and the enrolment being cancelled.*
- *Failure to pay the fees will result in the placement being withdrawn, and upon leaving the Centre, you will be liable for all additional costs incurred by the Centre in collecting the outstanding fees. In the event that you are in default of payment of your account, you shall, in addition to the amount outstanding, also be liable for the administrative costs incurred by us in administering and funding the default as a liquidated debt, together with all legal costs incurred by us on a full indemnity basis.*
- *Fees will be charged for booked days that my child does not attend due to illness, holiday, public holidays, RDO's etc.*
- *If my child doesn't attend the Centre for more than 2 weeks without notice my position will be cancelled immediately.*
- *I need to provide written notice 2 weeks in advance prior to withdrawing my child from the Centre and agree to pay all outstanding fees prior to my departure.*
- *Full fees are payable until Child Care Subsidy confirmation is received by the Centre.*
- *Those electing to pay using CentrePay deductions, please understand that changes to weekly or fortnightly deductions cannot be made unless a new authority form is filled out and authorised by Nominated Supervisor.*
- *A late fee will be applicable in cash if your child is collected after 6pm. Note that CCS does not apply to these fees. Current late pick up fee is \$5 per minute per staff member on duty.*

Parent/ Guardian 1: Signature: Date:.....

Parent/ Guardian 2: Signature: Date:.....

Nominated Supervisor:..... Signature:Date:

FEE STRUCTURE

As of March 2021

Daily Rate Long Day Care: \$90 per day

Before School Care: \$20 per session

After School Care: \$30 per session

Vacation Care: \$90 per day

In the case of a fee increase written notice will be given two weeks prior to the change being implemented



KidsCollege@Sarina
Lot 3, Elizabeth St
Sarina Qld 4737
Phone: 07 4943 1433
Payments Team: 0452 373 852

Centrepay Deduction Written Authority

Name: CRN:

Date of Birth: authorise Services Australia to make a Deduction of
\$..... each fortnight from my (*name of
Centrelink payment*) and pay this amount to Kids College @ Sarina (ABN 88119894816) for payment
of childcare services, commencing from/...../.....

I request that this deduction continue until my account is paid in full once my child/ren leave Kids
College @ Sarina.

I give permission for Kids College @ Sarina to disclose my information to Services Australia for the
purposes of checking my account number, billing number and amount I want to pay, and reconciling
my payment Deduction details.

I understand that:

I authorise Kids College @ Sarina the ability to change or cancel my Deduction at any time, that **I will
NOT make any changes** to my Centrepay deductions; and that further information about Centrepay
can be found online at

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/centrepay/how-use-it/how-set-deductions>

And that any changes I make to my Centrepay deductions through MyGov will result in this agreement
being cancelled.

Customer Signature:

Date:



Office Use Only

- Toddler
- Junior Ed
- Senior Ed
- Kindergarten
- Vacation Care

Child Information Sheet

Child Name: D.O.B:

Date Commence: Days Attending: M T W Th F

Family Info: Mother's Name: Father's Name:

Mother's phone: Alt phone:

Mother's email: Father's email:

Siblings:

Cultural Background:

Religious Beliefs:

Language Spoken at home:

Special Requirements:

Favourite Belongings:

Special Talents (Sign Language etc)

Favourite Family Activities:

Does your child have particular interest/ activity?

Please let us know about your child's pattern of: Diet: Toileting:

Sleep: Fears: Allergies: Asthma If YES, you must

provide Medical Management Plan. Behaviour Management:

Signature:

At Kidscollege we have behaviour management strategies in place which we adhere to according to the Centre's policy book. To better help us understand your child we would appreciate your valued comments on your beliefs and behaviour management techniques that you currently use at home.

Please see policy folder situated in the foyer for more details regarding eat and sleep procedures.

Additional Comments:

.....

.....

.....

.....

Confirming your Child's Enrolment

Before you can claim your Child Care Subsidy, you need to confirm your child's child care enrolment.

Once Centrelink gets the new information from KidsCollege, you need to confirm the enrolment details. You can do this using your [Centrelink online account](#) through [myGov](#). Select **Family** from the menu, followed by **Child care** then **Enrolments**.

View Details

Check that the information that has been submitted by Kids College is correct. If ok, Select **Yes**, then click **Next**. If not, then you need to speak to us.

Check the details, then select **I accept this declaration**

Submit

You will then get a receipt for your claim. Click **Return to Home**

Check if the enrolment has been confirmed. To do this, select **Menu** then **My Family, Child Care, Enrolments**. The next page shows an Enrolment Summary. If it was confirmed correctly, the status will show as Confirmed.

Sign Out from the Homepage.

For more help (and screenshots), use the following online guide to confirm your child's enrolment details:

<https://www.servicesaustralia.gov.au/individuals/online-help/centrelink/confirm-your-childs-enrolment-details-child-care-subsidy>

Using Kiosk to sign children in/out of KidsCollege

On the first screen, you will be asked to enter your phone number (use your mobile number) and then to enter a 4 digit PIN number. Your name will then come up on the screen. Each person that you've nominated to drop off or pick up your children will also need to go through this process.

Signing Children in/out or marking as Absent

Once you have signed into the Kiosk, you will be presented with the following screen. You should click the Pick up / Drop off button to proceed:



After clicking the **Pick up / Drop off** button you will be presented with child/ren booked into the service on the QikKids Rolls to sign in or mark as absent.



In the example above you can see that you only have the option to select **Drop off** or **Absent** since **Pick up** is not a valid entry at this time of day (you cannot pick up a child if it has not already been signed in).

You will then select the appropriate status for the child/ren and click done. In the example below, it has marked Joe as Drop off however is marking Michael as Absent:

The screenshot shows the QK Kiosk interface at 10:31 AM on Friday, May 9, 2014. The header includes the QK Kiosk logo and the text "KIOSK TEST - QIKKIDS LDC. AZAPINTO FAMILY." Below the header, a message reads "Please edit the status of the children below:". There are four status options: IN (green circle), ABSENT (blue circle), OUT (purple circle), and UNKNOWN (grey circle). Three action buttons are visible: "Drop off all", "Absent all", and "Pick up all". Two child cards are displayed: "Franz Azapinto" (LDC BABIES ROLL TEST) and "WALDO AZAPINTO" (LDC 12HR ROLL TEST DATA). Each card has three buttons: "Drop off", "Absent", and "Pick up". The "Drop off" button for Franz is highlighted in green. At the bottom, there are "Cancel" and "Done" buttons.

Once you select **Done**, the Kiosk will return to the Welcome page ready for the next parent.

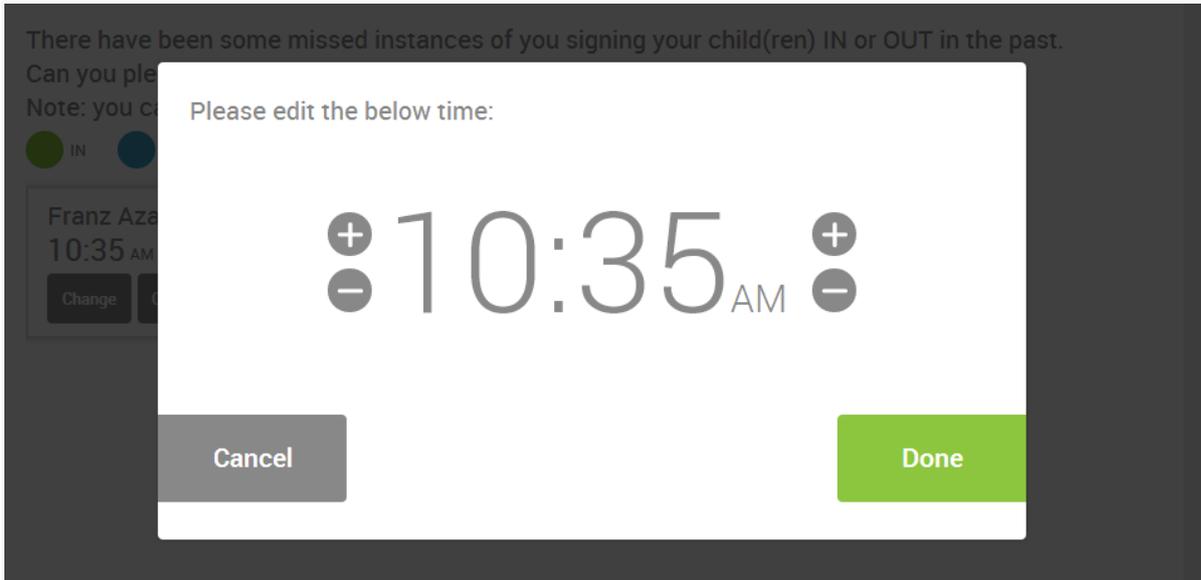
Managing missed sign in/out

If you have missed previously signing your children in and/or out, prior to proceeding to the current day, you will be asked to confirm or modify previous instances where you have missed the signing in/out of children. This process will occur after you have signed in.

Once you have signed in, if there was a previous missed sign in/out, you will be presented with the following screen:

The screenshot shows the QK Kiosk interface at 10:35 AM on Friday, May 9, 2014. The header includes the QK Kiosk logo and the text "KIOSK TEST - QIKKIDS LDC. AZAPINTO FAMILY." Below the header, a message reads "There have been some missed instances of you signing your child(ren) IN or OUT in the past. Can you please confirm the times and dates for these items below. Note: you can change the time through the Change button." There are five status options: IN (green circle), ABSENT (blue circle), OUT (purple circle), UNKNOWN (grey circle), and CONFIRM ALL (checkbox). Two child cards are displayed: "Franz Azapinto" and "WALDO AZAPINTO". Each card shows a green dot and a time/date: "10:35 AM 09 FRI MAY". Each card has two buttons: "Change" and "Confirm". At the bottom, there are "Cancel" and "Next" buttons.

You will then confirm that you agree with the date and time of the sign in/out or modify the time of the sign in/out. Where you click **Change**, you will be presented with the following clock where you can modify the sign in/out time:



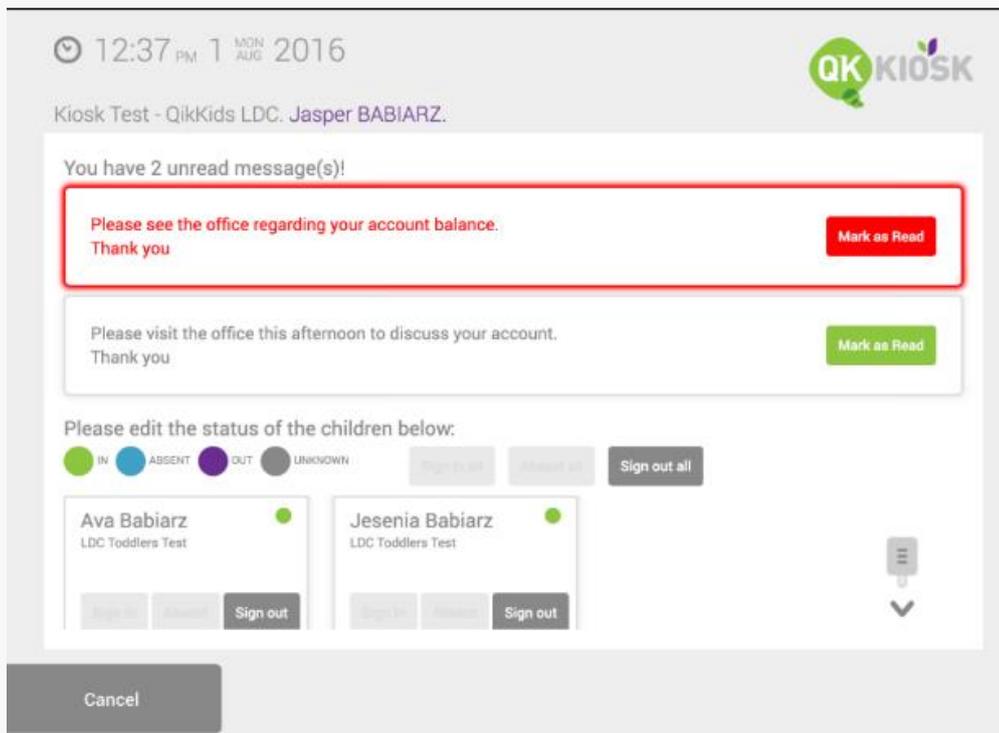
To proceed you will click **Done** after modifying the time and then **Next** to save the confirmed records.

Reading a Kiosk Message

You will be unable to sign their child in/out if you do not read and click the **Mark as Read** button on the message.

High Priority messages will be displayed above the others for parents to address urgently.

Once you **Mark as Read** a message, the message disappears and you are able to continue and sign the child out.



Following the Queensland's Department of Health's guidelines for Healthy Food Choices for children, KidsCollege has put together a list of items that we recommend for your child's lunchbox.



Healthy Choices

Morning Tea

Fruit
Fruit Salad
Natural Yoghurt
Vegetable Sticks
Sultanas

WATER

Lunch

Sandwiches (nutritional filling)
Salad
Leftovers
Pasta/Rice & Vegies
Home Made Pizza
Spaghetti Bolognese
Quiche
Fried Rice
Tuna
Chicken Pieces
Boiled Eggs

WATER

Afternoon Tea

Dry Biscuits with Cheese
Sao's with Vegemite
Fruit
Pikelets/Scones
Muffins: Plain or Savoury
Date Loaf
Raisin Bread
Plain Milk
Juice 100%

WATER



Not so Healthy Choices and Not Recommended

NO NUT/PEANUT PRODUCTS (We have children with peanut allergies)

No Chocolate Products

Nutella
Fruit Sticks
Roll Ups/Fruit Straps
LCM Bars
Cereal Bars
Cream Biscuits
Potato Chips
Fairy Bread
Jelly (unless home made)

Lollies
Items containing coconut
Popcorn (choking hazard to younger children)
Fruit drinks/Poppers
Cordial
Flavoured milk
Prepackaged food/snacks

If unsure of the health content in any of the products above, read the packaging/label before purchase. Be aware of the sugar content and of the ingredients that go into the making of the product.

We request that children have breakfast before arriving at KidsCollege as there are not enough staff on duty to supervise the children while they are busy setting up the activities for the day.