



ENROLMENT FORM

SCHOOL CHILD WILL BE ATTENDING: \_\_\_\_\_

THIS BOOKING WILL ROLL OVER EACH YEAR UNLESS WE ARE INFORMED OF YOUR CHILD'S INTENTION TO CEASE CARE ... TWO WEEKS NOTICE OF ANY CANCELLATIONS IS REQUIRED, OR CHANGES TO BOOKED DAYS NEED TO BE DONE AS SOON AS PRACTICAL TO ENSURE WE CAN ASSIST YOU.

CHILD'S FULL NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CUSTOMER REFERENCE NUMBER \_\_\_\_\_ Male / Female

WHAT YEAR WILL YOUR CHILD BE IN AT SCHOOL in 2019 K 1 2 3 4 5 6

1. PARENT / GUARDIAN DETAILS: (this is the Parent that child is linked to with Centrelink)

NAME: \_\_\_\_\_

CUSTOMER REFERENCE NUMBER \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Home Number \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Work \_\_\_\_\_ Work Number \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Please sign:

I, \_\_\_\_\_ give permission for Mini Miracles to deduct any fees owing if account falls more than 4 weeks in arrears from this credit card:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ agree to the fees and charges explained and provided in the parent brochure, whether casual or permanent bookings, and am aware these may be subject to change, and agree to ensure regular payment of my account. This is required so that rebates can be paid n my behalf to this child care service.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

2. PARENT GUARDIAN NUMBER 2

NAME: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Mobile \_\_\_\_\_

Place of Work \_\_\_\_\_ Work Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Languages spoken at home \_\_\_\_\_

Are you an Australian citizen? \_\_\_\_\_

Are you or your child of Aboriginal or Torres Straight Islander Origin? \_\_\_\_\_

**Days and Sessions required:** (Please circle)

Monday Tuesday Wednesday Thursday Friday Permanent  
Am / pm am / pm am / pm am / pm am / pm or Casual?

Will you be requiring Vacation Care???? \_\_\_\_\_

Date you need to commence from \_\_\_\_\_

Does your child suffer from any food allergies? If yes, please detail foods that MUST be omitted, and complete the attached medical risk assessment form

\_\_\_\_\_

Are there any foods that need to be omitted due to religious or cultural beliefs? If yes, please list below:

\_\_\_\_\_

Does your child suffer from asthma or anaphylaxis? \_\_\_\_\_

If yes, asthma puffer / epipen **must** be provided and attached risk minimisation form completed.

Does your child have a diagnosed disability, or require assistance with any aspect in particular? If yes, please provide as much information below, or attach specialist records, so we can ensure staff are best equipped to assist.

\_\_\_\_\_

Will your child require ongoing regular medication to be administered at OOSH? If yes, please provide details of child's medical condition so staff can better assist.

CONDITION AND MEDICATIONS: \_\_\_\_\_

\_\_\_\_\_

Has your child been fully immunised? \_\_\_\_\_ Copies of health records attached YES / NO

**EMERGENCY CONTACT (OTHER THAN PARENTS)**

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

IS ABLE TO: a) collect child from OOSH b) Authorise medical treatment  
c) administration of medicine

**EMERGENCY CONTACT (OTHER THAN PARENTS)**

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

IS ABLE TO: a) collect child from OOSH b) Authorise medical treatment  
c) administration of medicine

I give permission for Mini Miracles staff to contact an ambulance in the event of a medical emergency

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_

Do you give permission for photos of your child to be taken at OOSH to be used in OOSH newsletter and/or advertising for the Mini Miracles OOSH Organisation? \_\_\_\_\_

Is there any further information you can share with us so we can assist in settling your child into OOSH ?????

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**Please read through the following points and sign below in recognition of these ..... More detailed information on our Policies and Procedures can be obtained by asking your Coordinator .....**

1. It is the parents responsibility to log onto their myGov account and confirm attendance at Mini Miracles or rebates cannot be applied, and full fees WILL be charged. This needs to be done 24 hours after enrolment form is handed to staff so details can be entered into system.
2. Parents are expected to collect their child or make necessary arrangements with an emergency contact PRIOR to our closing time. **Late fees of \$5.00 per minute** will be charged, and your position may be cancelled, for parents who are habitually late collecting their child. Please read the parent brochure for opening and closing times at your centre.
3. Parents must contact the service if their child is to be away from OOSH on a day they are normally booked to attend so staff are not panicked when they don't show up. Because OOSH is a separate entity to the school, just contacting the school is not sufficient. Whilst every effort is made to locate your child, we cannot leave the premises to go look for a child who may have decided to catch the bus home!!! Kindy children are collected from their classrooms daily to prevent them from wandering off!
4. Statements of your account will be issued fortnightly via email, and it is your responsibility to ensure that you keep your fees paid up to date. You can pay by cash, cheque, or arrange a direct debit via internet banking .... We DO NOT set up direct debit from your bank, as we believe it is your responsibility to pay the account when it is due. Accounts falling more than 4 weeks in arrears will have the balance owing debited from their nominated debit/credit card, to ensure continued attendance at OOSH is possible. If you are experiencing financial difficulties, PLEASE contact Sharyn at [shazoosh@bigpond.net.au](mailto:shazoosh@bigpond.net.au) to discuss possible payment plans and alternative options. Statements are issued via email from **Qikkids** and are a PDF file, and often goes to your junk / spam folder, so please check there. If you are STILL not receiving your statements, please email me at [shazoosh@bigpond.net.au](mailto:shazoosh@bigpond.net.au) so I can check the email entered into the system.
5. Children exhibiting unsafe behaviour towards themselves or others may be placed on a behaviour contract to assist their ability to safely attend the service. In extremely rare cases, OOSH may not be the best environment for children with ongoing behavioural issues, and you may be asked to seek alternative child care arrangements.
6. Parents need to be aware that **all Mini Miracles OOSH services close for a 3 week period at Christmas** (no exceptions). This means we are closed from the end of the last week of Term 4 each year, and re-open again for the last 2 weeks of the January School holidays. Not all our services operate Vacation Care, so please check with your Coordinator to see if Vacation Care is offered at your service.
7. If a parent has a complaint about anything that occurs at OOSH, they are to raise their concern either directly with the Service Coordinator or with the Managing Director (Sharyn Egeberg at [shazoosh@bigpond.net.au](mailto:shazoosh@bigpond.net.au)) More information on our grievance procedure can be found in the parent handbook that you received upon enrolment.
8. 2 weeks notice of cancellations is required, or normal fees apply. Half fees applicable when children absent for three or more consecutive days during school term when absent from School AND OOSH, when at least 2 weeks notice is provided.
9. Families are only charged for days booked during vacation care. Absences and cancellations during school holidays will be charged at the normal rate. Families booking for Vacation Care and then cancelling in the last week of school term will STILL be charged as staffing, excursions, incursions, buses etc have already been organised. Only extenuating circumstances such as job loss or family crisis is the exemption to this policy.

***I have read the above policies and agree to abide by them. I am aware that further information can be obtained by speaking with staff at the service or contacting the Managing Director for further clarification. I have also received a copy of the Parent Handbook***

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_