

ENROLMENT FORM 2018

Indooroopilly State School – ‘Centenary’ Hall, 1 Russell Terrace (Cnr Moggill Road)

Phone: (07) 3327 2334 Mobile: 0417 731 483 Email: admin@iasca.org.au

All New and Existing Families must reapply for placement every Year. No bookings will roll over to the next year.

CHILD/REN ENROLMENT INFORMATION							
1.	First Name		Surname		D.O.B.		
	CRN#				Year Level & Class		Gender
2.	First Name		Surname		D.O.B.		
	CRN#				Year Level & Class		Gender
3.	First Name		Surname		D.O.B.		
	CRN#				Year Level & Class		Gender

PARENT / GUARDIAN INFORMATION				
1.	Family Name		D.O.B.	
	First Name		Relationship to Child/ren	
	Phone Home/Work/Mobile		Email	
	Parent/Guardian CRN		Address	
	Employer		Average weekly Hours	
2.	Family Name		D.O.B.	
	First Name		Relationship to Child/ren	
	Phone Home/Work/Mobile		Email	
	Parent/Guardian CRN		Address	
	Employer		Average weekly Hours	

CENTRELINK

MANDATORY

In order to receive the government's Child Care Benefit (CCB) and/or Child Care Rebate (CCR), all CRN holders must supply a **DATE OF BIRTH (DOB)** to IASC. Our primary account holder must be the parent or guardian registered with Centrelink.

To reduce the gap fee on your weekly IASC account, we recommend that parents nominate for the Child Care Rebate (CCR) be paid direct to IASC. This can be arranged by the parent contacting Centrelink. Please indicate whether or not you have nominated this option already with Centrelink.

YES NO

ATTENDANCE BOOKING DETAILS

Please nominate which 'permanent' bookings you would like your child/ren to attend from Term 1 2018. As per the new Booking Policy, the following fee structure applies:

You will be notified of your 'permanent' bookings for Before School Care and After School Care before the end of Term 4 2017. No fee is payable for gazetted public holidays.

Full fees will be charged for these 'permanent' bookings weekly by "Ezidebt" for the full 40 weeks (4 school terms) unless you cancel your 'permanent' booking with **2 weeks' notice**.

All absences (including sickness) must be communicated to the service as soon as possible to allow a family seeking a 'casual' day to be able to use the service. An additional administrative cost, for locating and ensuring the safety of your child (**Admin fee**) of an additional \$10 will be charged to families if the service does not receive notice of the absence before the child is due to attend. We have a legal obligation to account for all children who are booked into the service on any given day.

Each year all families must enrol their child/ren into the service and a non-refundable **annual enrolment fee** of \$20/child or \$30/family will also be charged at the time of enrolment.

Each child enrolled in the service also requires a \$100 per child **refundable bond payment** for their first year of enrolment - generally this will apply to new children entering the service. If a bond was paid in the 2016/17 enrolment period, this will carry over when the 2018 enrolment form is received.

Parents please complete so your enrolment can be processed. If not completed enrolment will not be processed.

Parent's Name:		Parent's CRN:	
Enrolment Fee First child \$20.00 or Family \$30.00		Bond paid per child: \$100/\$200/\$300 \$_____	
Credit Card Name:		Credit Card Expiry Date: ___ / ___ CCV ___	
Credit Card Details: _____		Master Card <input type="checkbox"/> Visa <input type="checkbox"/>	
Signature: _____	Date: _____	Total Amount to be paid: \$_____	
Entered by _____		Date _____	___ / ___ / _____

Please complete this form and email back to Admin so your application can be processed and completed. Once this has been processed you will be able to enroll in our service. admin@iasca.org.au

Child 1	BEFORE SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	
	AFTER SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	
Child 2	BEFORE SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	
	AFTER SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	
Child 3	BEFORE SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	
	AFTER SCHOOL CARE									
	Monday		Tuesday		Wednesday		Thursday		Friday	

EMERGENCY CONTACT / AUTHORISED PICK UP

Children **MUST** be signed in by a Parent/Guardian, Authorised Person or a member of the IASC Staff*
If you are unable to sign your child/ren in to either Before School care or Vacation care you must give permission for an Authorised IASC staff to sign your child/ren into the service.

* I authorise IASC staff to sign my child/ren (*named below*) into IASC on arrival at Before School Care or Vacation Care.

Child 1: _____ Child 2: _____ Child 3: _____

Emergency / Authorised Pick Up Person #1.

Name		Relationship to Child/ren	
Contact Phone/s			

Emergency / Authorised Pick Up Person #2.

Name		Relationship to Child/ren	
Contact Phone/s			

MEDICAL / HEALTH INFORMATION

Family Doctor		Phone	
Preferred Hospital	Lady Cilento (Sth Brisbane) / Wesley / <i>(other)</i>		
Medicare No.			

Will your child/ren require staff to administer or supervise regular medication? YES NO

If YES, please provide details below:

MEDICAL / HEALTH INFORMATION

If you answer YES to any of questions below you will need to fill in an additional **Risk Minimisation Form** which is available in the office.

Does your child/ren have any Food Allergies or Special Dietary requirements IASCA Senior Staff need to be aware of. If YES, please provide details below: YES NO

Does your child/ren have any Previous and/or Current Medical Conditions IASCA Senior Staff need to be aware of? If YES, please provide details below: If yes, please attach your child/rens Anaphylaxis/Asthma Plan from the GP. Application will not be processed if this section is not completed. YES NO

Is your child/ren, Allergic to prescribed or un-prescribed Medications that IASCA senior staff need to be aware of. If YES, please provide details below: YES NO

Is your child/ren fully immunized? If NO, please provide details below.
Please note that every child needs to have an immunization record provided with their enrollment form. If this is not attached to the application it will not be processed. YES NO

PRIORITY ACCESS GUIDELINES

IASC follows the “Priority of Access Guidelines” set down by the Australian Government as follows. To allow the service to comply with these guidelines please tick one priority area in Section One. Within the main Priorities (Section One) consideration is given to sub-categories. The below sub-categories are not in prioritised order and all sub-categories are considered relevant.

Section One - Tick one ‘Priority’ area that applies to your child/ren

- First Priority** - A child at risk of serious abuse or neglect
- Second Priority** - A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Third Priority** - Any other child.
If the service has a waiting list, we may require a Third Priority child to vacate a place to make room for a child with a higher priority. You will be given at least 14 days’ notice of the need for your child to vacate.

Section Two - Tick all ‘sub-categories’ that apply to your child/ren

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families from non-English speaking background
- Children of single parent households
- Children in socially isolated families
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or whose partner are on income support

Section Three - Tick one box below

After application of the above two sections “Priority of Access Guidelines” it is the preferred practice of IASCA to accept bookings in accordance with the following order. Tick any that apply to you.

- a) Children (including new siblings) who had a permanent booking at the service in 2017
- b) Children (including new siblings) enrolled at the school prior to 2018 who have not used the service before
- c) Children of new families commencing at the school in 2018

Waiting List

Once all permanent bookings are filled the service will place all remaining families on the waiting list in order. The children are placed on the waiting list in accordance to their priority on the enrolment form and are dated and time from when they were received. When a vacancy becomes available on waiting list. families will be contacted in order via email or phone.

FURTHER INFORMATION

Are there any current Court Orders/Consent Orders affecting the above child/ren's contact with certain persons? If so, a certified copy of the Court Order/s must be attached to this enrolment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you give permission for your child/ren to watch PG rated movies? (eg Movie days, extreme weather days etc)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you give permission for images (photographic and video) of your child/ren to be taken and used by IASC, using only IASC approved devices to be used for in-service documentation, observations and displays?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Would you be willing to consider volunteering as an IASC Committee Member for the year of 2017? Meetings are held one evening each month, 6.30pm – 8.30pm. No prior experience is necessary – just an active interest in the wellbeing of IASC's children. This is a wonderful opportunity to contribute to the school community and to have your say in how the IASC service is run.	<input type="checkbox"/> YES <input type="checkbox"/> NO

PROGRAM DEVELOPMENT

Please provide details that may help us support and contribute to your child's **social, cultural, religious or other interests, views, individual needs and abilities.**

What is the primary language spoken at home?	
What are you child/ren's hobbies and interests?	
Child 1	
Child 2	
Child 3	

IASC Enrolment Form - Terms and Conditions Agreement

1. I have read and understand the Parent Information and agree to abide by the Policies and Procedures of IASC during the period of my child's enrolment.
2. IASC's responsibility for my child begins when she/he enters the premises and ends when the child leaves the premises in keeping with IASC's Policies and Procedures. For the safety and protection of children, and in keeping with Duty of Care considerations, IASC has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from the Service. I consent to the Staff signing my child/ren in on arrival and out as required.
3. I agree to **pay all fees** due according to the rules of the IASC Association Inc or additional charges will be incurred or my children's enrolment may be cancelled.
4. I agree to notify the Coordinator or IASC office as soon as possible **if my child is unable to attend** on any day or incur additional charges.
5. I agree to sign the attendance sheet when delivering and collecting my child from the Centre.
6. I agree to absent my child from IASC when suffering from infectious or contagious disease, and to comply immediately with any request by the Coordinator to remove my child from the program if in his/her opinion my child is too ill to remain present.
7. In the event of **illness/accident/emergency** involving my child/children, I authorise staff at Indooroopilly After School Care (IASC) to take whatever action or medical attention necessary and the use of all health and other personal information which IASC has relating to the child for the purpose of enabling staff to: administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child in accordance with the Injury and Illness Policy and Procedures of the Service; and to report any injury or illness as required by law.
8. I therefore agree to pay for any medical expenses incurred through these actions.
9. I agree to release IASC from any liability to my children or myself in relation to any injury or illness that my children may suffer, and for loss or damage to property, in connection with IASC activities, except to the extent that the liability arises as a result of the negligence of IASC. (IASC does NOT hold Personal Accident /Illness insurance for children.)
10. I give my permission for my child / children to take part in all of the activities and in walks or excursions that are planned for the group on the days that he / she attends.
11. The Management Committee, through the Coordinator, reserves the right to have a child removed if he/she disturbs the proper functioning of IASC.
12. I consent to the use of this information by IASC in keeping with the Information Handling Policy and the other Policies and Procedures of IASC from time to time.
13. Parents/Guardians of children enrolled to attend before school, after school or vacation care provided by the IASC Association are automatically enrolled as members of the Association. Membership is validated annually by submitting a child's enrolment form.
14. I give my permission to the supervisors of the activities appointed by IASC to implement IASC's code of conduct and/or take other reasonable measures to ensure the successful conduct of the activities and safety and well-being of the activity participants.
15. I have provided all information necessary for IASC to plan safe participation by my children in the activities, including, if relevant, details of any activities that my children should not participate in or that should be modified for my children due to medical or other reasons.
16. **I agree to notify IASC as soon as possible if any of the information provided on this enrolment form (for example contact numbers, employment, court orders) changes during the year.**

ACKNOWLEDGEMENT

I have read, understood and agree to the above terms and condition.

Parent / Guardian 1 - Full Name			
Parent / Guardian 1 - Signature		Date	
Parent / Guardian 2 - Full Name			
Parent / Guardian 2 - Signature		Date	

IMPORTANT 2018 ENROLMENT INFORMATION

24/11/17

Dear parents and caregivers,

As a result of high demand for the service during 2017 the IASCA Committee has reviewed its operating procedures and policies to better support all families and to ease the administration load. The changes will be effective from 12 December 2016 and we have tried very hard to solve challenges faced by the service.

All Existing Families must reapply for their placement every year. No Bookings will roll over to the next year.

Please be advised that any incomplete 2018 enrolments received by IASCA, **WILL NOT BE PROCESSED** if they are not completed correctly or are missing information. As the parents/care givers it is your responsibility to fully complete and sign all information for the 2018 enrolment. **If you submit an incomplete 2018 enrolment form you may risk missing out on a permanent placement in BSC/ASC for 2018. All enrolments when received are dated and timed in accordance to their priority level from the date received.**

To enrol your child/ren in 2018 (Terms 1 to 4) you need to review and complete the attached documents - if you have any difficulty understanding the content, the IASC staff are very happy to help.

- 1) Enrolment Form - print, complete and return to the service by **16th November 2017**.
- 2) Ezidebt Form - print, complete and return with your completed enrolment form
- 3) Parent Information Handbook - please read

The 2018 enrolment form has a new section, where we can assess Families/children against the governments "Priority of Access" policy - please clearly answer this new section of the enrolment form.

All payments to the service will be made via Ezidebit.

IMPORTANT CHANGES TO YOUR PERMANENT BOOKINGS

To effectively manage up to 200 children in the service we needed to update our administrative procedures and as a result the current high levels of flexibility in the service can't be maintained.

- The days you select on the enrolment form in before and/or after school care will be your "**Permanent Booking**" once confirmed in early December by the Service.
- **Permanent Bookings** will then be **charged full fees for all 40 weeks** (School Terms 1 to 4). You can still change days but only if there is an available place, on that day and you give the service two weeks' notice. You can also permanently cancel one or all your permanent days by giving two weeks' notice.
- "Casual" places will be available due to temporary absences in Permanent Booking places, where parents have communicated in advance that a child's permanent day will be vacant.
- All absences (sickness or otherwise) must still be communicated to the service **before the child is due to arrive** or you will be charged an additional admin fee because of the time taken by staff to look for 'missing' child.

All enrolment forms are due by 16th November 2017. All families will be notified if they have secured a permanent place for 2017 before 8th December 2017, if enrolments are received by the due date. If all places are filled, your bookings will go on the waiting list based on the date and time they are received.

For more information please review the Parent Handbook or if you have any questions please contact Pam Aird (Service Coordinator).

Sarah Flower

President of the IASCA