

KIDS CRECHE

CRECHE ENROLMENT
AND POLICY FORM



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CHILD'S DETAILS

Child's Name

Date of birth

Sex

 M F O

Child's Address

Postcode

PARENT 1/GUARDIAN DETAILS

Parent 1/Guardian Name

Contact Number

Address

Postcode

Email

PARENT 2/GUARDIAN DETAILS

Parent 2/Guardian Name

Contact Number

Address

Postcode

EMERGENCY CONTACT

Contact name

Relation to Child

Address

Postcode

Contact Number

Email

MEDICAL HISTORY

Does your child have any allergies and or/ dietary restrictions? Yes No

Details _____

Is your child immunised? Yes No Is your child's immunisation up to date? Yes No

Please note: It is the Policy of INFIT 24/7 Creche that all children registering for Creche service must be fully immunised before enrolling as per "Staying Healthy in Childcare" 5th Edition 2006 prepared by the National Health and Medical Research Council. A copy of the child's Medicare Immunisation history statement must be provided to INFIT 24/7 Creche staff no later than the first Creche attendance date. A copy of subsequent immunisation records must also be provided when the child is immunised again. Please note INFIT 24/7 cannot accept any child into a Creche session without these documents prior to commencement.

Are there any pre-existing medical, physical or psychological conditions that we need to be aware of, for the safety and comfort of your child? YES NO

INFIT Membership

Upfront

Direct Debit

Fitness Passport

Tertiary

If applicable, please provide details of any court orders, access or custody arrangements of the child and attach any relevant documentation to this form.

Details if any:



- I understand that my child/ren must be between the following ages – Morning sessions: 6 months - 6 years. Evening sessions: 2 years – 9 years. Children outside these age brackets will not be eligible to enrol in Infitt 24/7 Creche service.
- I agree to abide by the Creche Booking Procedure, available at reception.
- The maximum amount of time a child is to be left at Creche is one (1) hour.
- I understand that a fee is applicable as outlined in the Creche Service information hand out, available at reception, and that this fee may be subject to change in future.
- I understand fees must be paid at Infitt 24/7 reception prior to the booked session commencing.
- It is the responsibility of the parent/guardian to ensure that the child is equipped with all the necessities before registering into Creche (i.e. nappies, bottles, drinks, dummies). Prams or bassinets must also be provided for babies less than two (2) years for safety reasons.
- Parent/Guardian is responsible for all nappy changing.
- Children will not be permitted into Creche if signs of flu like symptoms are displayed such as fever, sore throat, cough or if the child is feeling unwell. Parent/Guardian may be asked to collect their child from Creche if the staff believe there may be a cause for concern for the child as well as other Creche users.
- A medical certificate may be required to return. This is at the discretion of the Creche Attendant on duty.
- Parent must administer any medication required as staff are not permitted to administer medication.
- All children using Creche service must be fully immunised as per Department of Health Immunisation schedule.
- A copy of the child's Medicare immunisation history statement must be provided to Infitt 24/7 Creche staff no later than the first Creche attendance date.
- Infitt 24/7 Management have the authority to refuse access to a child if they believe the child displays contagious symptoms or is not up to date with immunisation, in accordance with the guidelines stipulated in the "Staying Healthy in Childcare" 5th Edition 2006.
- The Creche booking is strictly for the parent/guardian who is a current member of Infitt 24/7 and must hold a valid membership.
- Parent/Guardian must remain on Infitt 24/7 premises throughout the booked session.
- Parent/Guardian will be notified immediately and asked to attend to their child if a child requires parental/guardian comfort or discipline.
- A new enrolment form must be completed if there are any changes to your personal details or your child's medical conditions and provide any relevant medical records.
- In the event of an emergency, children will evacuate with trained Creche staff to the evacuation point as outlined in Infitt 24/7's Fire Evacuation Procedure (copy available at Infitt 24/7 reception).
- Please ensure that your child has been fed prior to your booking sessions as food is not permitted into the Creche for health and safety reasons.
- Please refrain from bringing toys into Creche to avoid arguments between children. This includes electronic toys (i.e. DS and mobile phones). We provide a range of toys and play equipment that is upgraded on a regular basis.

Special Needs

While we welcome all children, we do not have the staff resources to cater for children with additional needs, therefore the assistance of an adult carer, supplied by the parent, who can stay with the child for the duration of the booking will be required.

Children's Photographs

On occasion children's photographs will be taken for promotional purposes, such as Infitt 24/7's website, display board in Creche, Facebook, local paper etc. Please indicate your preference below:

- I do give permission for my child/ren to be photographed.
- I do NOT give permission for my child to be photographed.

PLEASE SIGN BELOW TO INDICATE ACHKNOWLEDGEMENT AND AGREEMENT TO THE ABOVE TERMS AND CONDITIONS FOR THE USE OF CRECHE SERVICES

I _____ as the consenting Parent/Guardian
of _____ hereby acknowledge the terms and conditions for placing the above named child in the Creche at Infitt 24/7. I have read and fully understood all rules and regulations and by using the Creche service I agree to abide by all the above Terms and Conditions.

Parent/Guardian Signature

Signature (Creche Staff/)