



## 2019 ENROLMENT FORMS

Child Information			
Family Name:		Given Name:	
Date Of Birth:	Gender:	Nickname:	
Address:			
City:	State:	Postcode:	
Country of Birth:		Child CRN number:	
Languages Spoken At Home:			
Start Date of Enrolment:			
Is child: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither			
<b>Office Use Only - Birth Certificate &amp; Immunisation Records Copied &amp; Supplied (staff sign):</b>			

Attendance Days				
Please tick days the child will be attending				
Daily Rate - \$105. A \$50 Enrolment Fee will be added to the first account for new enrolments (including the annual fee of \$15 which applies to all enrolments).				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday

Family Details	
<u>Parent One-Primary Parent</u>	<u>Parent Two- Secondary Parent</u>
<b>Parent 1 is claiming CCS from Centrelink. Child will come under Parent 1 CRN. Please note that parent and child have their own CRN numbers</b>	
Name:	Name:
Relationship to Child:	Relationship to Child:
Does the child live with Parent 1: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shared Care	Does the child live with Parent 2: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shared Care
If shared care please provide details:	If shared care please provide details:
Address:	Address:
Postcode:	Postcode:
Date of Birth:	Date of Birth:
Country of Birth:	Country of Birth:
Languages Spoken:	Languages Spoken:
Parent CRN:	Parent CRN:
Home Phone No:	Home Phone No:
Mobile Phone No:	Mobile Phone No:
Email:	Email:

Occupation:	Occupation:
Place of Work:	Place of Work:
Parent Sign:	Parent Sign:
Other children in the home (Name and Age):	Other children in the home (Name and Age):
No of children Parent 1 is claiming CCB for: (Including children enrolled at other child care/school care programs)	

Authorised Person	
If the parent/guardians cannot be contacted, these people have been given the same authority as the parents to consent to medical treatment and transportation by ambulance services, give permission for excursions/incursions, request/permit medication to be given, have permission to collect and deliver children and should be notified of any accident, injury, trauma or illness.	
Contact One	Contact Two
Name:	Name:
Relationship to Child:	Relationship to Child:
Address:	Address:
Postcode:	Postcode:
Home Phone No:	Home Phone No:
Mobile Phone No:	Mobile Phone No:
Email:	Email:
Tick box to authorise:	Tick box to authorise:
<input type="checkbox"/> Deliver/Collect <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Excursion Permission	<input type="checkbox"/> Deliver/Collect <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Excursion Permission
Contact 1 Sign:	Contact 2 Sign:

Court/Custodial Orders
Please attach a copy of all relevant documentation. Without copies of current court orders or documentation, staff and carers of Merino Court Childcare Centre cannot enforce parents' requests.
Are there any court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child:  <input type="checkbox"/> Yes <input type="checkbox"/> No  Details:
Are there any court orders relating to the child's residence or the child's contact with a parent or other person:  <input type="checkbox"/> Yes <input type="checkbox"/> No  Details:

## Child Medical / Health Information

You and your doctor may be required to complete a "Special Needs Health Support Plan" and/or an "Individual Emergency Action Plan" to ensure the centre is fully prepared to manage your child's health needs, including staff being appropriately trained to administer medication or other actions to manage the child's conditions.

Child's Doctor Name:

Service Name:

Phone No:

Address:

Postcode:

Medicare Number:

Ambulance Cover :  Yes  No

Health Insurance Fund:  Yes  No

Insurance Number:

Health Insurance Name:

Is your child fully immunised (please provide a copy of your child's immunisation record):  Yes  No

Does your child suffer from any allergies/been diagnosed anaphylaxis:  Yes  No

If yes, please provide details:

Does your child have a diagnosed disability or special needs:  Yes  No

If yes, please provide details:

Does your child take prescribed medication or treatment on a regular basis (asthma, diabetes, epilepsy etc.):

Yes  No

If yes, please provide details:

Has your child had any serious illnesses/incidents in the past (diagnoses, broken bones etc.):

Yes  No

If yes, please provide details:

Merino Court Childcare Centre uses the following brands of creams and medications:

- Coles/Woolworths Personal SPF50+ Sunscreen Lotion
- Stingoes
- Dettol
- Coles/Woolworths, Elastoplast or Johnson & Johnson Band Aids

Do you consent to the use of the above products on your child should the need arise:  Yes  No

If no, please provide a more suitable option.

I understand that for all medications, I must complete and sign a "Authority To Give Medication Form" on the day(s) which the medication is to be administered:  Yes  No

In the case of an accident or injury when medical care may need to be sought do you give permission for treatment from a registered medical practitioner, hospital or ambulance service:  Yes  No

In the case of an accident or injury when medical care may need to be sought and given that we cannot contact you, do you agree to meet any expenses incurred:  Yes  No

In the case of your child becoming ill during the day and we are unable to contact you or an emergency contact, do you agree to meet the costs of extra staffing required to care for your child away from the other children:  Yes  No

Does your child have any special dietary or cultural restrictions:

Yes  No

Details:

Do you consent to your child eating nut free birthday cakes provided by other families:  Yes  No

Please sign below in acknowledgement of the above statements:

Sign:

Date:

### Additional Information

Has your child been left in care before, is the child used to being cared for by someone other than immediate family:

Yes  No

Details:

Are there any religious and/or cultural exclusion/inclusion requirements for your child (celebrations, prayers etc.):

Yes  No

Details:

Do you, the parent, have any skills or interests you would like to contribute to Merino Court Childcare Centre and our curriculum:

Yes  No

Details:

Is there any other information that would assist us in providing quality care for your child (sleep habits, times, fears, phobias etc.):

Has your child been toilet trained:

Yes  No

Details:

How did you find out about Merino Court Childcare Centre:

Word of Mouth  Website  Internet search  Facebook  Advertising  Other

Please Provide Details:

## Fee payment

### Fees

Accounts are issued by email each fortnight and payment is by Direct Debit. Fees are payable for **all** days the children are booked in regardless of whether they attend or not, this includes sick days, school holidays, family holidays and public Holidays.

### Direct Debit

Families are to nominate their desired account and sign the authority below. Your account will only be debited the amount owing on the selected date. This is not a set amount and will reflect your usage over the nominated period.

Fees associated with Direct Debit are passed on to the family. They are:

- Bank Account per transaction \$1.00
- Visa/Mastercard Calculated on transaction value 1.8% + \$1.00
- Amex Calculated on transaction value 3.6% + \$1.00

I agree to the terms and conditions governing the debit arrangements between Merino Court Childcare Centre and myself and acknowledge the fees associated with this. For the full Service Agreement, please refer to the back page of enrolment form (a copy will be in the Family Handbook)

Yes  No

I hereby give authority for Merino Court Childcare Centre to set up a Direct Debit from my account to cover fees accrued for my child.

Yes  No

Parent Name:

Parent Sign:

### Bank Account Details

Financial Institution:

Branch:

BSB:

Account No:

Account Name:

Sign:

Date:

### OR

### Credit Card Details

Card No:

Expiry:

Card Name:

Sign:

Date:

Do you agree to meet the costs of recovering any unpaid fees and charges that are outstanding after you have left the service including, but not limited to, legal fees, debt collector fees and commissions  Yes  No

Parent Name:

Parent Sign:

Date:

## Photo / Video Authorisations

Merino Court Childcare Centre takes regular photos and videos of the children for curriculum and family communication purposes. Please indicate below your preferences for photos

Do you give permission for photos of your child to be taken and shared on the programming app (these photos are able to be viewed by all families of currently enrolled children):  Yes  No  Back View Only

Do you give permission for photos of your child to be taken and shared on the Merino Court Childcare Centre Facebook Page:

Yes  No  Back View Only

Do you give permission for photos of your child to be taken and used in the Merino Court Childcare Centre Newsletter:

Yes  No  Back View Only

Do you give permission for photos of your child to be taken and used on the Merino Court Childcare Centre Website:

Yes  No  Back View Only

Do you give permission for photos of your child to be taken and used on the Merino Court Childcare Centre end of year DVD gift for families:

Yes  No  Back View Only

Parent Name:

Parent Sign:

## Transport/Excursion Authorities

Merino Court Childcare Centre takes regular excursions into our community for educational and fun purposes

Do you give permission for Merino Court Childcare Centre staff to transport your child to and from school in the centre van or private vehicles:

Yes  No

Do you give permission for your child to be involved in short walking excursions when numbers and staffing permit? These outings will be to the local parks and/or shops:  Yes  No

Do you give permission for your child to attend regular outings of interest in the community given that a risk assessment will be provided before each new venue is visited for the first time? Transport will be via Merino Court Childcare Van, staff private vehicles, or public transport (buses or trains)

Yes  No

Examples of outings:

- Bunnings and shopping centres for purchase of materials and resources for the garden and/or learning experiences
- Local parks for picnics
- Perth CBD

Do you understand that for all other excursions you will be notified via the KidsXap guardian app and that all fees and permissions will be processed digitally?  Yes  No

Please sign below in acknowledgement of the above statements:

Sign:

Date:

## Parent Registration and Agreement Form

I agree to comply with all Government requirements in relation to the Centre and its services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree that in the case of accident or injury, medical care may be sought and given and agree to meet any expenses incurred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to pay fees by direct debit at the beginning of the fortnightly account period.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that should my fees go into arrears by more than two weeks, my child's place may be cancelled, without notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I will indemnify the Centre against and agree to reimburse it for any expenses it may incur in recovering or attempting to recover payment from me of overdue monies. These costs include legal, court, solicitors, debt collection agency commissions and fees.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that two-week's notice, in writing, of cancellation of care must be given and that fees will be charged up to this date. I am aware that Childcare assistance will only be paid up to the last day of signed-in attendance and therefore failure to attend up until the end of two-week's notice, will incur full fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to pay all fees in full within two weeks of my child leaving the service	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that fees for Public Holidays, sickness and non-attendance days (family holidays etc.) are payable to ensure my child's place at the Centre.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that if my child is not picked up by closing time, then I will incur late fees at the rate of \$25 for each 15 minutes or part thereof to cover the staff wages of those staying late to care for my child This charge will not be covered by Centrelink.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that it is my responsibility to read all policies, newsletters and family notices provided by the Centre and to respond as required. (All policies are available on the Merino Court Website)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that if a bucket or legionnaires hat is not provided for my child, and sun appropriate clothing (see our Sun Protection Policy) they will be required to stay in the shaded areas and excluded from the other areas of the yard, and may be required to stay indoors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree to inform the Centre of any changes that may affect the priority for care for my child.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that should a child with a higher priority, as determined by Government Regulations, need a position, then my child's days may need to be changed to accommodate this	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that my child will be excluded from care at the Centre if he/she has contracted a contagious disease or condition. I understand that my child will be accepted back into the Centre upon provision of a "clearance certificate" from a doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware that should an immunisable disease be diagnosed at the Centre and my child is not immunised, then they will be excluded until the last case has been cleared and that normal fees will be charged	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Centre reserves the right to terminate this agreement when it considers that to do so would be in the best interests of the Centre. It agrees to give the parent reasonable notice of its intention and will refund any payments in credit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I agree that the information provided in this application is true and correct and will be relied upon by Merino Court Childcare Centre and as such will notify them of any changes to details within seven days.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have read this contract and agree to abide by the conditions set forth within it	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent Name:	Parent Sign:	Date:



**Quickpay Pty. Ltd.**  
Level 2, Suite 6, 58 – 60 Victor Crescent  
Narre Warren VIC 3805  
Tel: 1300 659 537  
Fax: 1300 659 538

Date:

## Direct Debit Request Service Agreement

### DEFINITIONS

- **Account** means the account held at your financial institution, from which we are authorised to arrange for funds to be debited
- **Agreement** means this Direct Debit Request Service Agreement between you and us.
- **Business Day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia
- **Debit Day** means the day that payment by you to us is due
- **Debit Payment** means a particular transaction where a debit is made
- **Direct Debit Request or (DDR)** means the Direct Debit Request between you and us (and includes any Form PD – C approved by us in the transitional period)
- **Us or We** means Quickpay Pty Ltd, you have authorised by signing a *Direct Debit Request*
- **You** mean the customer who signed the Direct Debit Request
- **Your Financial Institution** is the financial institution where you hold the account that you have authorised us to debit

### 1. DEBITING YOUR ACCOUNT

- 1.1 By signing a DDR, you have authorised us to arrange for funds to be debited from your account. You should refer to the DDR and this agreement for the terms of the arrangement between you and us.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the DDR OR
- 1.3 We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the DDR, a billing advice which specifies the amount payable by you to us and when it is due
- 1.4 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.
- 1.5 By signing this document you hereby accept that Quickpay or its associated entities are not liable for any prepayment made on products or services that yet to be rendered. Any prepayments made are the responsibility of your provider and not Quickpay. If the provider is for any reason is unable to refund any payments you hereby notified that Quickpay will not be liable for your prepaid funds.

### 2. CHANGES BY US

- 2.1 We may vary any details of this agreement or DDR at any time by giving you at least fourteen (14) days written notice.

### 3. CHANGES BY YOU

- 3.1 Subject to 3.2, 3.3, or 3.4 you may change the arrangements under a direct debit request by contacting us on 1300 659 537
- 3.2 Deferment, cancellation or alteration to the debiting schedule outlined over the page will be considered subject to the terms and conditions of any contract/agreement between you and the payee named over the page.
- 3.3 If you wish to defer a payment you must notify us in writing at least fourteen (14) days before the next debit day
- 3.4 Any cancellations made directly with Quickpay do not affect or terminate any contracts, agreements and/or payment obligations you have with the payee named over the page.

### 4. YOUR OBLIGATIONS

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request (DDR)
- 4.2 If there are insufficient clear funds in your account to meet a direct debit payment:  
a) You may be charged a fee and/or interest by your financial institution  
b) You may also incur fees or charges payable to Quickpay; and  
c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be available by an agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify that the amounts debited to your account are correct

### 5. DISPUTE

- 5.1 If you believe there has been an error in debiting your account, you should notify us directly on 1300 659 537. Confirm the notice in writing to us as soon as possible so that we may resolve your query quickly
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will arrange with your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding
- 5.4 Any queries you have about an error made in debiting your account should be directed to us in the first instance so that we may attempt to resolve the matter between you and us. If we cannot resolve the matter you may still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf

### 6. ACCOUNTS

You should check

- a) With your financial institution whether direct debiting is available from your nominated account as direct debiting is not available on all account types  
b) Your account details are correct by checking them against your bank statement; and  
c) With your financial institution before completing the DDR if you have any queries on how to complete the DDR

### 7. CONFIDENTIALITY

- 7.1 We will keep any information (including your account details) in your DDR confidential. We will make reasonable effort to keep any such information we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information
- 7.2 We will only disclose information we have about you:  
a) To the extent specified by law; or  
b) For the purpose of this agreement (including disclosing information in connection with any query or claim)

### 8. NOTICE

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to the address at the top of the page
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the DDR
- 8.3 Any notice will be deemed to have been received two (2) business days after it has been posted

### 9. NOTICE OF DISCLOSURE (Privacy Act 1988)

- 9.1 We may give information about you to a credit reporting agency for the following purposes:  
a) To obtain a consumer and commercial credit report about you, and/or  
b) Allow the credit reporting agency to create or maintain a credit information file containing information about you.
- 9.2 This information is limited to:  
a) Identity particulars - your name, sex, address (and the previous two addresses), date of birth, name of employer, and drivers license number  
b) Your application for credit or commercial credit - the fact that you have applied for credit and the amount  
c) The fact that we are a current credit provider to you.  
d) Repayments which are overdue by more than 60 days, and for which debt collection action has started  
e) Advice that your repayments are no longer overdue in respect of any default that has been listed  
f) Information that, in the opinion of us, you have committed a serious credit infringement (that is, acted fraudulently or shown an intention not to comply with your credit obligations)