



buggles

little things mean so much.

Buggles Enrolment (Application)

CHILD DETAILS

Child CRN				
First Name	Middle Name/s			
Surname	Date of Birth			
Address				
Post Code				
Phone Number	Gender F <input type="checkbox"/> M <input type="checkbox"/>			
Ethnicity	Religion			
Language spoken at home	Nationality			
Are you: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/>				
Please circle the days on which you require care; Start Date:				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

PARENT /GUARDIAN DETAILS

Primary Parent /Guardian CRN	
Title	Home Phone
Given Name/s	Home Address
Surname	Post Code
Relationship to child	Work Phone
Date of Birth	Work Address
Nationality	Post Code
Mobile Phone	Occupation
Email Address	Organisation

Secondary Parent /Guardian CRN	
Title	Home Phone
Given Name/s	Home Address
Surname	Post Code
Relationship to child	Work Phone
Date of Birth	Work Address
Nationality	Post Code
Mobile Phone	Occupation
Email Address	Organisation

AUTHORISED PERSON/EMERGENCY CONTACTS

Buggles is only able to release a child into the care of an authorised person.

If we can't get in touch with a parent/guardian in an emergency situation, the people below will be contacted (in the order they are listed).

An authorised/emergency contact may sign a child out of the centre without additional written permission. The contact should be someone aged at least 18 years of age, in good health, easily contactable and capable of dealing with emergency situations.

CONTACT (1)	CONTACT (2)
Relationship to child	Relationship to child
Mobile Phone	Mobile Phone
Work Phone	Work Phone
Home Phone	Home Phone
Address	Address

CONTACT (3)	CONTACT (4)
Relationship to child	Relationship to child
Mobile Phone	Mobile Phone
Work Phone	Work Phone
Home Phone	Home Phone
Address	Address

CONTACT (5)	CONTACT (6)
Relationship to child	Relationship to child
Mobile Phone	Mobile Phone
Work Phone	Work Phone
Home Phone	Home Phone
Address	Address

COURT/CUSTODIAL ORDERS

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 Copy of relevant documentation must be attached

PERSON DENIED ACCESS TO CHILD (NOT TO COLLECT CHILD)

Name	Relationship to Child or Custodian
Date of Issue	
Custodian Name	Contact Phone Number
Address	
Postcode	
Anything else we need to know about your child regarding this custody order e.g. visiting rights:	

SCHOOL-AGED CHILDREN

Does your child attend Kindy, Pre-Primary or Primary school? Yes No

Will you require us to drop off or collect your child from school? Yes No

If Yes, please indicate which school	
What grade is your child in?	What is your child's classroom number?
What is your child's Teachers' name/s?	

Please indicate below what day/s and times you will require drop off or collection for your child

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Drop off time:	Drop off time:	Drop off time:	Drop off time:	Drop off time:
Collect time:	Collect time:	Collect time:	Collect time:	Collect time:



HEALTH INFORMATION

IMMUNISATION RECORD

Is your child fully immunised? At date: Yes No

Has your child's immunisation record been sighted by a member of our team
and a photocopy attached to this enrolment application? Yes No

*Please ensure you notify the Centre Manager upon the completion of each immunisation update.

Has your child ever been diagnosed with any of the following?

German Measles Yes No

Measles Yes No

Mumps Yes No

Chicken Pox Yes No

Whooping Cough Yes No

Other (please list)

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Your child's immunisation is your responsibility.

If there is an outbreak of a vaccine-preventable disease at the centre, Buggles management is required to let the Department of Health know about any unimmunised children - who will be unable to attend Buggles for a period of time directed by the Department. Daily fees would still apply during this time.

Parent/Guardian Signature:

Date:

MEDICAL INFORMATION

Family Doctor's Name:

Organisation:

Phone:

Address:

Post Code:

Family Dentist's Name:

Organisation:

Phone:

Address:

Post Code:

Medicare Number:

Ambulance Fund:

Health Insurance Fund:

Insurance Number:

MEDICAL INFORMATION CONT'D.

Does your child have any of the following?

Asthma

Seizures

Allergies

Other

Details

Does your child take prescribed medication or treatment on a regular basis?

Yes No

Details

Does your child have a diagnosed disability or special needs?

Yes No

Details

Does your child have any special dietary requirements?

Yes No

Details

Has your child ever had any serious illness or hospitalisation?

Yes No

Details

Has your child ever had a convulsion with a high temperature?

Yes No

Details

MORE ABOUT YOUR CHILD...

YOUR CHILD'S NEEDS AND ROUTINES

This information will assist us in transitioning and settling your child into care, as well as allowing us to program for their individual needs and interests. Any additional information you feel may further assist us may be added in the comments section at the end.

0-2 YEAR OLDS

Does your child sleep in a bed or cot?

What are your child's normal sleep times during the day?

What are your child's normal sleep times during the night?

Does your child have any comforters? If so what?

When does your child use their comforter/s?

Does your child have any fears or phobias? If so, what?

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2-5 YEAR OLDS

Does your child usually sleep during the day? If so, for how long?

Does your child have any comforters? If so what?

When does your child use their comforter/s?

Does your child have any fears or phobias? If so, what?

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Does your child require toilet training? If so, what words are used at home for toileting?

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Does your child have any current interests that may assist us in programming for your child?

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What do you most want your child to achieve while at Buggles? Is there any area of your child's development that concerns you? Is there a particular area that you would like us to concentrate on whilst your child is in our care? Please use the space below to provide us with additional information that may assist our team in understanding your child better and in turn will allow him/her make the most of their time at Buggles.

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BUGGLES ENROLMENT (“The Fine Print”)

FEES - WHAT YOU NEED TO DO

To receive your Child Care Benefit (CCB) and have the subsidy applied to the weekly fee Buggles charges, you will need to tell us:

- Your child’s Customer Reference Number (CRN)
- Your CRN

Please contact the Family Assistance Office (FAO) if you’re not sure about the CRN details or if you’re not eligible for Child Care Benefit.

It is important we have this information before your child starts coming to Buggles, otherwise we will have to charge full fees until we receive notification from the FAO.

MAKING PAYMENTS

At the time you enrol your child at Buggles, we will ask you to pay one payment cycle (eg. 1 week or fortnight) in advance. Fees must be paid via Ezidebit

Accounts should always be paid (at least) one week in advance. Falling behind means your child risks losing their place at Buggles. If you miss the Friday payment deadline, you will have fallen behind and your child may not be able to come to Buggles the following week.

ABSENCES FROM BUGGLES

Your child is entitled to 42 absences within each financial year. A child may be absent on a day they have been booked to come to Buggles because of:

- Illness
- Vacation
- Public holidays
- General non-attendance

Full payment is charged for non-attendance on days over the allocated the 42 days and the CCB may only be claimed if you are able to provide Buggles with a medical certificate, court order etc.

W.A. gazetted Public Holidays which occur on a MONDAY do count towards the 42 days of allowed non-attendance but will be free of charge.

LEAVING BUGGLES

When your child leaves Buggles, you’ll need to let us know in writing two weeks before the final attendance day. It’s important to remember that any absences in that last two weeks (right up to the last day) will be charged at the full rate (no CCB may be claimed). Leaving early may also leave you with an outstanding account. Sorry, the Government told us we have to do it this way.

OUTSTANDING ACCOUNTS

Buggles has developed the *Payment of Fees Policy CP56* which sets out how payment for our services is managed. If there’s an overdue amount on an account, the details are automatically forwarded to our outstanding accounts recovery people. Extra fees are usually charged, so it’s important to keep your account paid up.

CHANGING A BOOKING

To make any changes to your child’s permanent booking, you’ll need to let us know in writing one week in advance. Please remember:

- Buggles Child Care centres are generally very busy and often have few available places
- That means we’re not able to make changes to any bookings within the same week
- Extra days may be booked as and when they are available

SIGN-IN/SIGN-OUT

Parents/Guardians (and authorised contacts) should make certain the Buggles sign-in/sign-out system is followed.

If your child has been absent, it's important to sign them as 'absent' on the day they were unable to attend. That should be taken care of on the day your child returns to Buggles following the absent day.

If your child is not signed-in/signed-out in the right way, you will not be able to receive the CCB fee reduction and full fees apply.

COLLECTING YOUR CHILD

Buggles takes the security and safety of your child very seriously. Anyone collecting a child for the first time (authorised person) will be asked to present photo ID. Team members may request photo ID at any time.

A child will not be released into the care of anyone under the age of 18 or anyone not listed on this enrolment form as an authorised person/emergency contact.

RUNNING LATE

Expecting a staff member to stay on after the centre has closed is a 'big ask'. If you collect your child late, you'll need to pay the attending staff member/s for their time:

- \$1.00 per minute, per child, per staff member (maximum of two)
- Charge not added to the account fees
- Charge not subsidised by CCB
- Payment is made directly to the staff member/s in cash at time of collection

PRIORITY OF ACCESS

Buggles is required to operate according to Priority of Access Guidelines as described by the Government.

That means it may be necessary to alter or sacrifice your child's attendance at Buggles on a particular day when a higher priority child needs to be offered a place.

There are three levels of Priority of Access:

First Priority:

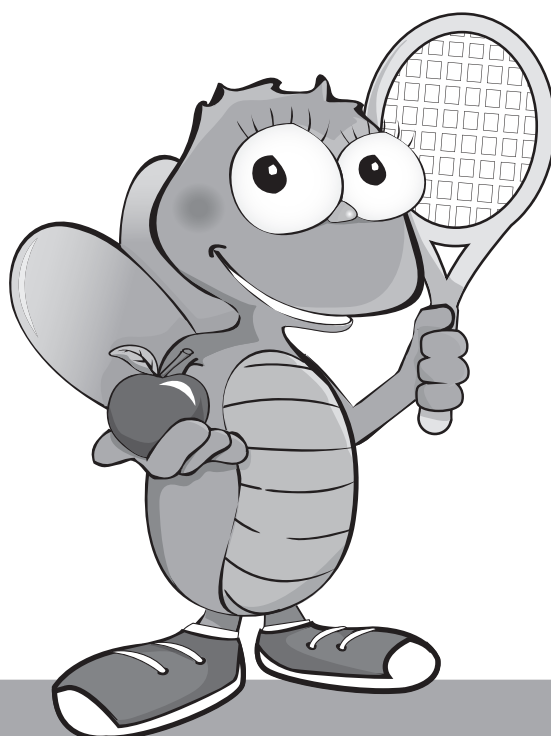
- Children at risk of serious abuse or neglect.

Second Priority:

- Children of parents under the Work/Training/Study test under section 14 of The Family Assistance Act.

Third Priority:

- Any other child.



HEALTH AND WELLBEING

Children with contagious or contractible illnesses which can be transferred to others must not come to Buggles until they've been cleared by a doctor. If your child starts showing symptoms of an illness while they are at the centre they will need to be taken home straight away. Some things to take note of:

- Children who develop a temperature of 38 degrees or higher will need to be collected straight away.
- Buggles team members will not administer any kind of medication until written authorisation is received, a medication form has been completed and medication has been supplied.
- Parents/Guardians are responsible for collecting/arranging for collection of an ill child promptly.
- A medical clearance stating there is no risk of further spread of infection and your child is fit to return to a group care environment must be presented before coming back to Buggles.
- Buggles Child Care is not responsible for any illness contracted at the centre.

Buggles has developed the *Behaviour Management Policy CP20* which sets out how behavioural issues are managed. Centre team members follow clear behaviour management guidelines when a concern is identified. Some options our team members may discuss with a parent/guardian:

- Setting up a behaviour management plan
- Exploring alternative care options

Remember, the health and safety of all children and team members at the centre is the top priority.

SOMETHING ON YOUR MIND?

Most concerns can be sorted out with a simple conversation. However, when things don't go according to plan, Buggles turns to the *Grievance Policy CP30* for families. Here are the highlights:

- Approach the appropriate person in an appropriate manner when raising a concern
- Intimidation, physical or verbal abuse towards team members for any reason is never tolerated.
- Someone who's "a little too hot under the collar" may be asked to leave the centre until the situation can be managed in a calm atmosphere
- Mediation to assist in the communication process is available

IMPORTANT ODDS-N-ENDS

- The centre manager will need to copy your child's original birth certificate and immunisation records at the time of enrolment.
- Information provided in this/future enrolment application/s is used for Buggles programming and kept strictly confidential. A parent/guardian may view all written observations relating to their child.
- Confidential information is never revealed to people/organisations outside the Buggles Child Care framework without parent/guardian permission, in writing or legal documentation instructing otherwise.
- If Buggles is no longer able to offer a school drop-off/collection service, we'll let affected families know at least 2 weeks in advance.

BUGGLES ENROLMENT (Agreement)

Your signature at the end of this form confirms that you have read, understood and agreed to all of the terms and conditions outlined in the **Parent Handbook** and this **Enrolment Application** including the important points listed below.

EMERGENCY MEDICAL ATTENTION

Buggles staff have permission to act on the parent's/guardian's behalf in seeking medical or dental treatment by a doctor, dentist or other qualified medical practitioner.

Also, to call for an ambulance (at the parent's/guardian's expense) if transportation to a hospital becomes necessary.

If the parent/guardian or emergency contacts are not able to be contacted, the Centre Manager/Team Leader has discretionary power to seek immediate medical attention for your child.

Settlement of all medical costs incurred are the responsibility of the parent/guardian.

FIRST AID

First Aid will be administered to your child by a staff member who holds a recognised First Aid Certificate.

DEVELOPMENTAL OBSERVATIONS

All children at the centre will be observed by centre staff for programming and/or training purposes.

PERMISSION FOR PHOTOGRAPHS

Your child may be photographed/videographed for:

- Inclusion in their individual child portfolios
- Centre programming (displays within in the centre)
- Publication in Buggles newsletters

If you do not wish images of your child to be taken, displayed or published, please inform the centre manager in writing.

SUNSCREEN APPLICATION

Team members will apply SPF30+ sunscreen to any unprotected areas of your child's skin when they are or planning to go outside. Any sensitivities your child has to sunscreen must be clearly communicated to Buggles.

LEAVING THE PROPERTY

Buggles may escort your child out of the centre grounds (without written permission) for:

- Fire drills
- Visit to the local park
- Visit to the local school
- Visit to the local library

Excursions to areas NOT within walking distance from the centre require written permission from the parent/guardian on each occasion.

SCHOOL DROP OFF AND COLLECTION

Buggles Child Care is permitted to arrange and provide transport for your child to and from the nominated school, escorted by centre staff. Please see the policy Delivery and Collection of Child CP9.



SHUTTLE BUS

Buggles Child Care may collect/drop off your child at home or another local address specified in writing by the parent/guardian.

The service is operated at times nominated by Buggles on the day/s that your child attends the centre.

- The service is provided at the Centre's discretion and may become unavailable at any time
- This service is not available at all Buggles Child Care Centres

I have read, understand and agree to all of the terms and conditions outlined in the Buggles Child Care Centre Policies & Procedures including the details described in this Enrolment Application.

Primary Parent / Guardian Signature:

Date:

Secondary Parent / Guardian Signature:

Date:

Centre Manager Signature:

Date:

OFFICE USE ONLY

Priority: 1 2 3

Date Enrolled:

Copy of Birth Certificate

[Registration No. _____]

Copy of Immunisation

Originals Sighted

SO Signature

Date: