



Before School Care
 After School Care
 Vacation Care

PO Box 815
 Dalby Qld 4405

ENROLEMENT INTERVIEW FORM

Interviewer: _____

Priority listing: 1 2 3 4 Other

Date of Enrolment: ____/____/____

Date to Start: ____/____/____

Enrolment fee: Yes No

Age when starting: _____

1. CHILD/CHILDRENS DETAILS

	Full Name of Child	School attending	Date of Birth	M	F
Child 1			/ /	<input type="checkbox"/>	<input type="checkbox"/>
Child 2			/ /	<input type="checkbox"/>	<input type="checkbox"/>
Child 3			/ /	<input type="checkbox"/>	<input type="checkbox"/>
Child 4			/ /	<input type="checkbox"/>	<input type="checkbox"/>

	Child 1	Child 2	Child 3	Child 4
CRN No.				

Child's Address – if different from primary carer: _____

2. PARENT/GUARDIAN DETAILS

Mothers/primary guardian Full Name: _____

Address: _____

Home Phone: _____ **Mobile:** _____

e-mail address: _____

Occupation: _____ **Employer:** _____

Address of Employment: _____

Hours of Work: _____ **Work Phone No.** _____

CRN _____ **Date of Birth** / /

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admin@kidsclubdalby.com

Parent 2 Full Name:

Address: _____

Home Phone: _____ Mobile: _____

e-mail address: _____

Occupation: _____ Employer: _____

Are there any Custodial Arrangements? : Yes No *Attach a copy of court order*

If yes, please state: _____

Nationality: _____ Primary Language Spoken: _____

3. ACCOUNTS AND CORRESPONDENCE

Accounts will be emailed to the primary carer or if no email address supplied accounts will be placed in the coloured pockets at the front door. It is the responsibility of the parent/carer to collect these accounts and pay them weekly. Postage can be arranged at your expense.

4. OTHER PEOPLE YOU HAVE AUTHORISED TO COLLECT YOUR CHILD/CHILDREN

You must have at least 2 names in this section for us to accept the enrolment

Name: _____ Phone _____

Address: _____

Relationship with Child: _____

Name: _____ Phone _____

Address: _____

Relationship with Child: _____

Name: _____ Phone _____

Address: _____

Relationship with Child: _____

5. ATTENDANCE

A Booking sheet **MUST** be filled in to confirm the booking. Starting Date: / /

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6. HEALTH AND MEDICAL

In the case of illness, accident or other emergency and in the event that you cannot be contacted, whom would you wish to be contacted?

Name: _____ Phone _____

Address: _____


Relationship with Child: _____

Family Doctor: _____ Phone: _____

Address: _____

Medicare Number _____ (_____)

In the event of an incident which requires emergency medical attention, I _____ authorize a Senior Staff member to call for an ambulance and transfer my child to the General Hospital.

 Signed: _____

Vaccinations/Immunisations: It is crucial that all children be immunized to prevent the spread of preventable diseases. We strongly recommend that all children be immunized up to date before commencing at the centre. Proof of child's immunization status is required by Legislation.

	Child 1	Child 2	Child 3	Child 4
History of ill health or hospitalization?				
Allergies e.g. asthma?				
Long term medication?				

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7. GENERAL

How did you find out about this Centre? Phone Book Friend Passing Advert
Please specify: _____

Why did you select this centre? _____

8. ABOUT YOUR CHILD/CHILDREN

Is your child also attending another outside school hours program?, If so, which one?

Child 1	Child 2	Child 3	Child 4

How many other children are attending childcare in the family? _____

Do you wish to note anything particular about your child's pattern of:-

Please attach a further page if you require more room.

	Child 1	Child 2	Child 3	Child 4
<i>Diet</i>				
<i>Discipline</i>				
<i>Fears</i>				
<i>Religious/Customs</i>				
<i>Other Matters</i>				
<i>Medication:</i>				

Please attach a further sheet if there is not enough room:

9. FEES STRUCTURE

All parents/Carers are required to complete an enrolment form for their child/children prior to their child/children commencing at the centre. This information may need updating from time to time to ensure the utmost safety of your child. It is the responsibility of the parents to do this to safe guard your child in case of an emergency. An enrolment fee of \$20.00 is payable at this time.

10. FEES FOR CHILDCARE

Your fees and the hours will be booked at the discretion of a Kids Club and in accordance with guidelines from the Department of Family and Community Services. Your family Childcare Benefit (CCB) is calculated by applying the childcare percentage provided by Centrelink to the fees for childcare.

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11. PAYMENT OF FEES

FEES ARE STRICTLY PAID IN ADVANCE EACH WEEK or for those families who wish to pay fortnightly or monthly in advance this can be arranged with the Group Leader or Administrator. Our preferred method of payment is Centrepay, Ezi Debit. Direct Debit or cash is acceptable only by arrangement only. If your account happens to become in arrears, one of the other alternatives will be put in place. We all have periods of financial difficulty, so if any parent needs to discuss this with either Business Partners at any time please, feel free to do so. The matter will be handled with the utmost discretion. Credit Account application form on the back of this enrolment form must be filled in. Without it, unfortunately, the enrolment cannot be accepted – or payment will be required before the child's booking will be accepted.

**** Accounts that are more than 1 month overdue with attract a weekly account keeping fee of \$5. Any collection costs incurred will be the responsibility of the account holder – NOT KIDS CLUB. This fee will be charged to your account and paid in full.**

12. HOLIDAYS

A Holiday Application Form is available at the front desk. It is important to fill this form out at least a week before the event. Fees for this absence will be charged at half the usual rate for **TWO WEEKS IN THE YEAR**. Fees will remain the same for the rest of the year. This holiday rate is to be paid in advance to ensure that your child's place is retained for his/her return.

The childcare assistance is still available for the family during times of sickness and occasional absences. Fees remain the same during this time. The Government only allow 30 days absence per year, if you have a Doctors Certificate

13. CHANGE OF BOOKING

Two weeks written notice must be given – Charges will apply if two weeks notice is not given to Kids Club for any changes or cancellation of bookings. *Change of Booking Forms* are available at the front desk.

14. LATE FEES

A late fee will apply if a parent picks up their child after the centre's closing time. This fee will be charged at the centre's discretion. \$10/minute after the closing time. (6.00pm After School and Vacation Time).

I agree to the conditions of enrolment at Kids Club.

Parents Signature: - _____

BENEFITS OF KIDS CLUB ENROLMENT

- Certain meals – as outlined in the Parent Handbook;
- Sunscreen as recommended by the Queensland Cancer Council;
- Arts and Craft materials
- Fully programmed with fun activities, supervised homework and outdoor programs;
- Bully free environment.
- Children are Safe

NOTE: *Fees can be subject to change.*

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15. SIBLINGS IN THE FAMILY

Name: _____ Date of Birth ____/____/____

Enrolled at: _____

Name: _____ Date of Birth ____/____/____

Enrolled at: _____

Name: _____ Date of Birth ____/____/____

Enrolled at: _____

Name: _____ Date of Birth ____/____/____

Enrolled at: _____

16. PERMISSION FORM

Part 1 I understand: While my child _____ is in attendance at a Centre program, he/she may be observed by students of early childhood studies, child care and/or nursing
 Yes No

Part 2 I am willing for my child i) to be photographed and involved in audio/visual recordings for use in Centre programs and also for external use; ii) to be photographed by the media from time to time Yes No

Part 3 i) I am willing for my child to go on short walking excursions in the immediate neighborhood of the Centre, under the supervision of staff. Yes No.
ii) From time to time, the Centre is involved in excursions involving transport. I understand that my specific approval will be sought before my child is included in such outings and that I may be asked to contribute to the cost of such outings. Yes No.

Part 4 i) I hereby authorize a senior staff member from the child's program area to arrange emergency medical attention for my child at my expense should that be necessary.
 Yes No.

ii) I hereby authorize my child to be administered one dose of Panadol as directed on the product packaging in an emergency such as a high temperature Yes No.

Part 5 I have read the Parent Handbook, Parent Information letter and I understand in full the Terms of enrolment at Kids Club and accept fully my responsibilities for any payments for bookings that I make. Yes No. _____ *Initial*

I hereby accept responsibility to advise KIDS CLUB in writing of any changes to information provided by me in this form that may have bearing on the health, care and safety of my child in the care of KIDS CLUB.

_____ Parent Signature Date / /

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17. FURTHER INFORMATION FOR PARENTS

Kids Club Dalby, (Hoopert Custom Cutters Pty & the Trustee for Pedler Family Trust) is licensed under the *Child Care Act 2002* and must comply with the *Child Care Regulation 2003*, including for example with requirements about activities, experiences and programs, number of staff members and children and also staff members qualifications. The following is the information required:-

- **Contact Number Office for Early Childhood Education & Care**
PO Box 2727
Toowoomba Qld 4350
Telephone: 4699 4219
Fax: 46381169
- The Age group catered for at Kids Club Dalby is Prep Children through to Year 7.
- The Staff taking care of your child whilst in care are:-

Sandra Hoopert	Owner/Director	Cert III in Children Services (Currently studying Diploma in Childcare)
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Elisha Pedler	Owner/Director	Cert III in Children Services (Currently studying Diploma in Childcare)
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Patty Biggs	Group Leader	Assistant Cert III in Children Services (Currently Studying Diploma)
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Tamara Sorenson	Assistant	School Based Trainee – studying Cert III
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Sophie Selman	Assistant	School Based Trainee – studying Cert III
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- The program for which your child has been taking part in, is clearly displayed on the whiteboard within the main room for Kids Club Dalby.
- Any notices stating current information about the groups and staff at the centre are clearly on display in the main room for Kids Club Dalby.

You are within your rights to ask any information regarding the following:

- A general description of the activities and experiences given by the service;
- Our philosophy about learning and child development, outcomes and how it is intended the outcomes will be achieved. (our philosophy & goals are on display near the sign-in area and in the parent handbook)
- The goals about knowledge and skills to be developed through the activities and experiences.

If you require any further information, do not hesitate to contact Management at any time.

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18. TERMS OF TRADE 7 DAY ACCOUNT

To be completed. This form must be filled to receive a 7 day account. If you are unable to fill this terms of trade in – Cash/Eftpos payment will be required before the childs attendance.

No booking will be accepted without either.

Please ensure that you read the Terms and Conditions of Trade over the page.

Name..... Date...../...../.....

Full or Legal Name (if different from above)

Phone..... Fax

Mobile..... email:.....

Billing address.....

.....State.....postcode.....

Physical address.....

.....State.....Postcode.....

Trade References

Business Name 1

.....State.....Postcode.....

Phone..... Fax

Business Name 2

.....State.....Postcode.....

Phone..... Fax

I certify that the above information is true and correct and that I am authorized to make this application for credit. I authorize the use of my personal information as detailed in the Privacy Act clause overleaf. I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf) of Hoopert Custom Cutters Pty Ltd & The trustees for Pedler Family Trust T/A Kids Club Dalby which form part of, and are intended to be read in conjunction with this Credit Account Application and agree to be bound by these conditions. *I agree that I am personally liable for the performance of the buyers obligation under this contract.*

Signed

.....
Name:

ID: (Drivers Licence No.)
Date/...../.....

Signed

.....
Name:

ID: (Drivers Licence No.)
Date/...../.....

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Terms Of Trade – 7 day Account

1. Goods and/or Services

1.1 The Goods and/or Services shall be as described on the invoices, quotation, work authorisation, sales order or any other work commencement forms as provided by the Seller to the Buyer.

2. Price And Payment

2.1 The Price shall be as indicated on invoices provided by the Seller to the Buyer in respect of Goods and/or Services supplied.

2.2 Time for payment for the Goods and/or Services shall be of the essence and will be stated on the invoice, quotation or any other order forms. If no time is stated then payment will be due seven (7) days following the date of the invoice.

2.3 The Price shall be increased by the amount of any GST and other taxes and duties which may be applicable, except to the extent that such taxes are expressly included in any quotation given by the Seller.

3. Default & Consequences Of Default

3.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and shall accrue at such a rate after as well as before any judgement.

3.2 If the Buyer defaults in payment of any invoice when due, the Buyer shall indemnify the Seller from and against all the Seller's costs and disbursements including on a solicitor and own client basis and in addition all of the Seller's nominees costs of collection.

4. Title

4.1 It is the intention of the seller and agreed by the Buyer that property in the Goods shall not pass until:

(a) The Buyer has paid all amounts owing for the particular Goods, and

(b) The Buyer has met all other obligations due by the Buyer to the Seller in respect of all contracts between the Seller and the Buyer, and that the Goods, or proceeds of the sale of the Goods, shall be kept separate until the Seller shall have received payment and all other obligations of the Buyer are met.

5. Privacy Act 1988

5.1 The Buyer agrees for the Seller to obtain from a credit-reporting agency a credit report

containing personal credit information about the Buyer in relation to credit provided by the Seller.

5.2 The Buyer agrees that the Seller may exchange information about Buyer with those credit providers named in the Application for Credit account or named in a consumer credit report issued by a reporting agency for the following purposes:

(a) To assess an application by Buyer;

(b) To notify other credit providers of a default by the Buyer;

(c) To exchange information with other credit providers as to the status of this credit account, where the Buyer is in default with other credit providers; and

(d) To assess the credit worthiness of Buyer.

5.3 The Buyer consents to the Seller being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

5.4 The Buyer agrees that Personal Data provided may be used and retained by the Seller for the following purposes and for other purposes as shall be agreed between the Buyer and Seller or required by law from time to time:

(a) provision of Goods and/or Services;

(b) marketing of Goods and/or Services by the Seller, its agents or distributors in relation to the Goods and/or Services;

(c) analysing, verifying and/or checking the Buyer's credit, payment and/or status in relation to the provision of Goods and/or Services;

(d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by Buyer; and

(e) enabling the daily operation of Buyer's account and/or the collection of amounts outstanding in the Buyer's account in relation to the Goods and/or Services.

5.5 The Seller may give, information about the Buyer to a credit reporting agency for the following purposes:

(a) to obtain a consumer credit report about the Buyer; and or

(b) allow the credit reporting agency to create or maintain a credit information file containing information about the Buyer.

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