



together, serving the community

# Parent Information Handbook

**Bondi Beach Cottage Occasional Childcare  
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# Welcome to Bondi Beach Cottage Occasional Childcare Centre

Bondi Beach Cottage is a not for profit organisation that has been serving the local community for over 30 years. Bondi Beach Cottage has a community based model of management. Local residents and users of the service are encouraged to become members of the Cottage.

Bondi Beach Cottage provides an integral service to a diverse community, consisting of a Family and Individual Support Service, counselling and an Occasional Childcare Service.

Bondi Beach Cottage provides a welcoming, supportive and safe environment for individuals, families and children in the Waverley and Woollahra municipal areas.

The Children's Services Coordinator manages the Occasional Child Care Centre, in consultation with the Cottage's Manager and Board.

The Centre receives financial support from:

- Community Services NSW.
- Fees paid by the families using the Child Care Service
- Donations from the community such as the Rotary and Lions Clubs

## Our Philosophy

At Bondi Beach Cottage we strive to facilitate children's learning through creative, self-directed play, in a fun, respectful environment.

- We value children's individuality, creativity and respect their right to develop a strong independent identity.
- We view children holistically and value all aspects of their being
- We want children to develop to their full potential in an inviting, stimulating and challenging environment.
- We believe in education for life.
- We work in partnership with families to provide consistency which affords children a sense of security.
- As educators, we reflect current understanding of child development and believe in learning alongside the children and build on our knowledge through continuing professional development.
- We facilitate and guide children's learning through responsiveness to their curiosity and observing their interests and abilities.
- We believe in enabling children to develop decision-making skills through freedom of choice and learning about the wider consequences of their actions.
- We respect diversity and value each child's individual background, skills and contribution to our centre's activity.
- We see children learn through relationships with their teachers, peers, family and wider community.

## Hours of Operation

Monday to Friday 8:30am - 4:30pm; 8.30 – 4pm for children under 2.

We are closed for all public holidays and over the Christmas/ New Year period.

The centre is licensed up to 20 children aged newborn - 5 years

- Maximum of 5 children under 2 years
- Maximum of 10 children aged 2-3 years
- Maximum of 13 children aged 3-5 years (depending on ages of other children using the service.)

# Starting at the Cottage



## Please Complete the Enrolment Forms

Please complete the Enrolment Forms and return them to the Children's Services Coordinator. When the Coordinator has processed your forms you can book your child in to the Child Care Service by phoning **02 9365 1607**.

You can also enquire about participating in the free Family and Individual Support Casework and Counselling Services if you are in need of support and assistance.

## Booking a Place for Your Child

Bookings for Occasional Care can be made up to 2 weeks in advance by calling **02 9365 1607**. If there is not a place available for your child we will put you on our waiting list. If a place becomes available the Coordinator will contact you. In exceptional circumstances, bookings may be made ahead at the coordinator's discretion.

## Priority of Access for Permanent Places

Priority of access is given to children in this order:

- Priority 1 - a child whose parent is accessing Family Support Services at the Cottage.
- Priority 2 - a child whose access to Child Care is supported by another family support agency.
- Priority 3 – a child whose family is experiencing financial, emotional or social hardship
- Priority 4 – a child whose parent is working at the Cottage on that day.
- Priority 5 - any other child of a family in the Waverly & Woollahra LGA's
- Priority 6 – any other child.

These priorities are in keeping with Bondi Beach Cottage's Mission and Values.

## What costs are involved

An Administration Fee paid annually, \$25.00 when you submit the Enrolment Form.

## Occasional Child Care Fees

Full Fee Rates		Concession Rates*	
<b>Full Day</b> <b>8:30 am – 4:30 pm</b>	<b>\$64.50</b>	<b>Full Day</b> <b>8:30 am – 4:30 pm</b>	<b>\$43.00</b>
<b>Morning</b> <b>8:30 am –12:30 pm</b>	<b>\$36.00</b>	<b>Morning</b> <b>8:30 am –12:30 pm</b>	<b>\$24.00</b>
<b>Afternoon</b> <b>12:30 am – 4:30 pm</b>	<b>\$36.00</b>	<b>Afternoon</b> <b>12:30 am – 4:30 pm</b>	<b>\$24.00</b>

- **Fees should be paid daily.**
- It is the parents' responsibility to keep fees up to date. Payments can be made by eftpos, credit card or cheque.
- Public Holiday fees apply and are paid as normal for permanent positions.
- **Concession rates are available to parents presenting a Centrelink Pension Card.**

## Late Collection Fee

A late fee of \$20.00 for the first 5 minutes and thereafter \$1.00 per minute applies if you arrive after 4.30pm, or 4pm for children under 2.

## Booking Cancellations

Please give 24 hrs notice if your child is going to be away or is sick. If notice is not received in advance, the full fee applies for the booking you made, regardless of reason. Monday bookings can be cancelled by leaving a message on the answering machine.

Permanent places need to give 2 weeks notice to avoid cancellation fee of full payment.

# Daily Requirements

## Arrival:

- Please leave prams and pushers in the front garden area as the Side way-entrance to the Centre is a Fire Escape and should be kept clear at all times.
- Please sign your child in on arrival (and out on departure) in the Arrivals Book.
- If your child is over 12months, please apply sunscreen to exposed areas of your child's body, including face, legs and arms.
- Place your child's bag in one of the lockers. All lockers are numbered.
- Write your child's name alongside the number on the locker you put the bag in.
- Write any information about your child and their routine for the day on the White Board
- Place all 'Labelled' food and drinks in the refrigerator.
- If your child needs medication, complete an 'Authority to Administer Medication Form' and give the medication to the Coordinator.
- Try to spend a few minutes settling your child at an activity before leaving. Say 'Goodbye' to your child before leaving. Staff members are always there to assist you during the separation process.
- You are welcome to ring us at any time during the day to check on how your child is coping with his/her day.

## Departure

- Only those people nominated on the Enrolment Form will be permitted to collect your child.
- If a person arrives to collect your child that is unknown to staff, a Passport or Drivers License will need to be cited before staff will allow the child to leave in that person's care. A photocopy of the documents may be taken.
- If you think you may be late picking up your child, you need to contact us ASAP to let us know. Staff will check there is a space available so your child can stay past the booked time.

## Emergency Contacts

In case of an Emergency parents must provide Contact Names and Details on the Enrolment Form.

## Uncollected Children

If a child has not been collected staff will try to contact the parents by phone. If unsuccessful, the Emergency Contacts will be phoned.

If this process is unsuccessful, 2 staff will remain at the Centre until 5.30pm, and, then contact the Department of Community Services NSW. Officers from DOCS NSW may authorize the staff to take the child to the local Police Station or a place of safety. A notice to parents will then be placed on the door letting the parents know the details of the child's location.



## Packing your Child's Bag:

- All food and drink required for the length of the child's stay.
- Any bottles (milk or formula) if required.
- Disposable Nappies (if required). 2-3 for short stay, 4-5 if staying for the whole day.
- Sun-protective clothing for children under 12 months of age, as sunscreen cannot be applied to babies.
- Several sets of spare clothing.
- Comforter e.g. dummy, special blanket or teddy.
- Hat – all year round, wide brim.

**Please ensure that all items are clearly marked with your child's Full Name.** Avoid bringing toys from home.



## Your Child's Day in Child Care

### Every Day Is Full of Different Activities

#### Our activities are informed by the Early Years Learning Framework

The Early Years Learning Framework is focused on 'Belonging, Being and Becoming'.

**Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.

**Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

- **Indoor Play:** Activities include home corner, blocks, construction equipment, manipulative toys, puzzles, books, dough/clay, dramatic play, painting, craft, drawing, pasting, threading, sensory play, cognitive and pre-mathematical games.
- **Outdoor Play:** Equipment is set up for climbing, balancing, jumping, sand and water play as well as dramatic play and craft activities. Equipment from the indoor environment is often brought outdoors as well.
- The **Structured** aspect of the program involves more teacher directed activities during group times. At these times we concentrate on music, movement, stories, language and drama. As well as current topics that may have arisen from the interest of the children.

### The Daily Routine – activities are flexible

8:30 am	The Child Care Centre opens
8:30 – 10:00 am	Parents drop off children to free play choice. Learning areas offered are arranged daily and organized with developmentally appropriate & interest based learning experiences. Babies that need morning sleep have a nappy change and are put to bed
9:30 – 10:00am	Morning snack and drink
10:00 – 10:15 am	Mid morning nappy changing & toileting, hand washing, learning areas continue during this process
10:15 – 11:00 am	Continued free choice of play and learning experiences mixed with interest based project work in small groups.
11.00 – 11.30am	Group time where children gather for a story, to play a game sing songs etc
11:30 – 11:45 pm	Washing hands for lunch
11:45 – 12:15 pm	Lunch
12:30 2:30 pm	Rest time for some with toileting and nappy change
12:30 2:30 pm	Morning enrolments leave afternoon enrolments arrive. Children engage in quiet activities indoors or outdoors.

2:30 – 3:00 pm	Children wake at different intervals to toileting nappy changes, and hand washing in preparation for afternoon tea.
3:15 – 4:15 pm	Free indoor and outdoor play, while some children may work with teacher on project work.
4.00 - 4:30 pm	Parents pick up children; tidying up
4:30 pm	The Child Care Centre Closes.

## Sun Protection

It is the Centre's aim to promote positive attitudes and behaviors toward sun protection. Parents are asked to apply sunscreen exposed areas of their child's body including face, arms and legs on arrival at the Centre. Staff will apply a 30+ broad-spectrum sunscreen to children over 12 months of age on a regular basis throughout the day – children under 12 months should be sent in adequate clothing as sun protection.

Children and staff should wear hats during outdoor play times in both summer and winter. Children will be encouraged to play indoors or in the shade between the hours of 11.00am and 3.00pm, especially on hot summer days.

## Discipline

Staff use a positive strength based approach in guiding and disciplining children. Consistent boundaries, limits and guidelines are used with children so they learn what is acceptable and unacceptable behavior towards each other and staff.

## Toilet Training

When the time is right please discuss toilet training with the Coordinator so that staff can work in conjunction with the established routines at home. Children will show an interest in toilet training at different ages so it is important to gauge each child's readiness and support them with lots of praise and encouragement that will foster the child's self-esteem and feelings of success. During the toilet training period, staff encourage children to go to the toilet frequently. We ask that you supply lots of changes of clothes and nappies during this time. For health and hygiene reasons if a child has two toileting accidents within an hour a nappy will be used.

## Bondi Beach Cottage Family Support Service

The Cottage provides free counselling and casework support for pre and post natal depression, grief and loss, domestic violence, and for those in challenging circumstances and relationships. Alongside individual counselling sessions, workshops are available during the year. Topics include Self Awareness, Relationships Plus, Motherhood and Self etc. More information is available on **02 9365 1607**.

### Reminder Notice to All Families

#### Late Collection of Children

A late Fee of \$20.00 for the first 5 minutes and \$1.00 per minute there after applies if you arrive to collect your children after 4.30pm.

Please plan to arrive between 4.15pm – 4.30pm to collect you child....at least 10 minutes before the Centre closes.

Parents or Guardians who continually collect their children after closing time may jeopardise their child's ongoing placement.

**We close at 4:30 pm**



## If Your Child is Sick.....

As a General Rule: If your child shows symptoms of illness at home we would ask that you do not bring them to the centre. If they have had a fever, vomiting or diarrhoea in the past 24 hours, please keep them home.

Parents will be contacted to collect their child:

- when illness is infectious,
- when staff judge a child to be too ill to be in care, or,
- when it is detrimental to the child's well being for them to be at the Centre.

If the parents cannot be contacted, those persons listed as Emergency Contacts will be called. The Centre does not have proper facilities to care for sick children. If a child becomes ill or an accident occurs while the child is at the Centre, staff may contact you to request that you collect your child.

### Immunisation

It is a legal requirement to maintain records of your child's immunisation status. Your child's Personal Health Records (blue book) or a doctor's letter/record of immunisation needs to be shown and photocopied by the Coordinator at enrolment. This is updated quarterly and kept in the Immunisation Register. Children who are not immunised will be excluded from the Centre when a particular vaccine-preventable disease is present or suspected at the Centre.

### Administering Medication

If your child has a chronic illness or condition, we need a signed 'Authority to Administer Medication Form' (in the Enrolment Form) and a Medical Treatment Plan that has been discussed and approved by your medical practitioner.

Any medication supplied for your child should be noted in a letter from your medical practitioner, be in its original container, be clearly labelled with the child's name, required dosage and the date of issue/expiry of the medication. Medication that is not in its original container, with its original label, or, out of date will not be used. Parents are required to fill out a Authority to Administer Medication Form. If medication needs to be given for several days e.g. antibiotics, a 'Record of Medication Form' will need to be filled out each day. Administering medication is a team process with two staff being present to give medication. Once medication has been administered staff will fill in an appropriate section of form letting you know what time etc it was given. Parents are asked to sign the 'Record of Medication Form' at the end of the day which records the staff administration of your child's medication.

### Asthma

Parents with a child with Asthma should work out an Asthma Management Plan with their medical practitioner and give a copy to the Coordinator. The Management Plan should include:

- The use of inhalants as a preventative measure for asthma attacks.
- The situation that requires medication.
- The name of the medication and the dosage
- The telephone number of the child's medical practitioner.

Parents will be contacted prior to the administration of emergency medication.

### Management of High Fevers

If a child develops a high fever when in care, the staff will take the child's temperature under the armpit and record it.

If your child's temperature is 38degrees or higher, parents will be asked to come to the Centre to pick up their child so they can rest at home.

If parents can not be contacted and the fever persists, staff will make contact with the nominated Emergency Contacts. Staff will cool the child down with a wet cloth, and offer fluids until the child is collected.

## Accidents

While staff supervise the children carefully, some accidents cannot be prevented.

When an accident occurs, staff:

- Assess the injury.
- Apply the appropriate first aid (which in most cases involves cleaning the wound and applying a band-aid or applying an ice pack).
- Children are given lots of cuddles and reassurance until the child has settled and wants to resume playing.
- Following an accident, staff check on the child to ensure they are well enough to resume their play activities

With the majority of bumps, falls and scratches parents will not be contacted but will be notified when collecting their child.

If the accident is considered serious or the child needs to be taken to hospital, the parent will be notified immediately. If the parents cannot be contacted the service will try to call the Emergency Contact.

Depending on the nature of the accident it may be necessary to call an ambulance and a staff member will accompany the child to hospital.

All accidents are recorded on a 'Record of Accident Form', and the parent will be asked to sign the report and be given a copy when collecting the child.

The Cottage has a 'back to base' Security System that enables staff to contact Police, Ambulance and Fire Services within 3 minutes of an emergency. We also have a membership with the NSW Ambulance Service should assistance be required.

## Additional Needs

Bondi Beach Cottage is able to support you and your family if you have a child with additional needs. The intimate size of the Childcare Centre means there is only room for one placement of a child with additional needs (and their worker) at any given time.

If you have any concerns about your child's development please discuss them with staff. If staff observe that your child's developmental growth is different from the developmental expectations for their age, they will discuss this with you. If together you agree further diagnostic assessment is required for your child, specialised medical professionals are available in the wider community to help you. Staff can assist in linking you with appropriate contacts and resources.

## Notification Of Child Abuse

BBC staff members are legally obliged to report any suspected incidents of child abuse or neglect to Community Services. From time to time children disclose information about activities or occurrences that are considered to put them 'at risk of significant harm'. Following the reporting of this kind of information, Community Services may undertake an investigation. Such matters remain confidential.

Please request a copy of the Occasional Childcare Child Protection Policy should you require further information.

## Students On Placement

Throughout the year we may have students from the University, TAFE Colleges on site for training and practical experience, part of their course work or work experience. Students are fully supervised and required to undergo a 'working with children' check.



# Occasional Childcare Enrolment Form

## CHILD'S DETAILS

Surname \_\_\_\_\_

First name \_\_\_\_\_ M/F \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Primary language spoken at home \_\_\_\_\_

## GENERAL FAMILY INFORMATION

Are you a client of the BBC Family Support Service YES NO

Do you use a Centrelink Health Card when accessing medical services? YES NO

## WAITING LIST - Do you want to join our waiting list for a permanent place?

Waiting list management fee \$15

Day/s: \_\_\_\_\_ Start date: \_\_\_\_\_

Are you accessing Family Support – at the Cottage? Y/N At another service? Y/N

Do you have a Centrelink card?

## CARER DETAILS

### Mother

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cultural Background: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

### Father

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cultural Background: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

Are there any court orders affecting the custody of your child? (If so, please provide centre with a copy):  
\_\_\_\_\_

If parents are separated, are there any special instructions for the Centre? \_\_\_\_\_

## EMERGENCY CONTACTS



In the case of an emergency, illness or if your child has not been collected and you cannot be contacted, please indicate two people who may be contacted to act on your behalf.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **AUTHORITY TO COLLECT CHILD**

Particulars of person/s, other than the parents, authorized to collect your child.

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **Child's Doctor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **Child's Dentist**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## YOUR CHILD & THEIR MEDICAL RECORD

Please bring your child's immunization records (e.g. blue book) on Enrolment and after each future immunization. It will be photocopied and a record kept in the Immunization Register.

Does your child have any known allergies?: \_\_\_\_\_

Is your child under medical treatment, medication or have any chronic or acute medical conditions we should be aware of? Please give details: \_\_\_\_\_

\_\_\_\_\_

Please attach a letter from your medical practitioner naming the illness, the medication, dosage and administration schedule.

Does your child have asthma, diabetes, epilepsy, food allergies, anaphylaxis or any other chronic medical condition? \_\_\_\_\_

If yes, have you completed a Medical Treatment Plan – incorporating an emergency medical plan in conjunction with the Children's Services Coordinator? \_\_\_\_\_

Has your child been assessed/ treated for any difficulties in the following areas?

Speech: \_\_\_\_\_ Hearing: \_\_\_\_\_ Movement/Co-ordination: \_\_\_\_\_ Behavior: \_\_\_\_\_

Please give details: \_\_\_\_\_

Is there anything else we need to know about your child's health?: \_\_\_\_\_

\_\_\_\_\_

## MORE ABOUT YOUR CHILD

### Eating

Any diet restrictions/ food intolerances or allergies? \_\_\_\_\_

\_\_\_\_\_

Is there any food or drink that you would like limited or avoided? \_\_\_\_\_

### Toileting

Does your child need assistance with toileting? \_\_\_\_\_

Are there any special words that mean toilet to your child? \_\_\_\_\_

\_\_\_\_\_

Does your child need a nappy for daytime sleeps? \_\_\_\_\_

### Sleeping

What times? \_\_\_\_\_ How long? \_\_\_\_\_

How do you normally settle your child to sleep? (Particular routine, special song etc): \_\_\_\_\_

\_\_\_\_\_

Does your child use a comforter? (e.g. thumb, dummy, rug, favourite toy): \_\_\_\_\_

### Other Children & Your Child

Does your child have contact with other children? \_\_\_\_\_

How often? \_\_\_\_\_

Has your child attended any form of child care before? Please give details: \_\_\_\_\_

\_\_\_\_\_

What was your child's reaction? \_\_\_\_\_

Have there been any disruptions or changes in your family recently? (E.g. moving house, new baby, separation): \_\_\_\_\_

How has this affected your child? \_\_\_\_\_

**Development Milestones, Needs and Interests**

Does your child have any particular interests, favourite toys, activities, books etc? \_\_\_\_\_

\_\_\_\_\_

Does your child have any fears? \_\_\_\_\_

Do you have any concerns about your child's development or behavior? \_\_\_\_\_

\_\_\_\_\_

What can you tell us about your child that would help him/her to settle into the centre? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like your child to gain/achieve from their time with us? \_\_\_\_\_

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Is there anything else you would like us to know?

\_\_\_\_\_

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\_\_\_\_\_

## Consent Form

If a situation arises in which it is assessed by the centre staff that your child requires First Aid, a First Aid qualified staff member will assist her/him. We will contact you as soon as possible. There may however be times when you cannot be contacted.

If your child has any Condition, which may require medication other than that listed below, please contact the Coordinator/Authorised Supervisor.

### **Urgent Medical Attention**

If the parents or other person nominated by the parent cannot be contacted, and the Condition requires urgent medical treatment, the child will be taken to Hospital accompanied by a member of staff.

I give permission for my child to be taken to Hospital by Ambulance to receive urgent medical attention if required.

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

What is your Medicare number?

Do you have Private Health Insurance? If so, who is your Insurer and what is your number?

\_\_\_\_\_

### **High Temperature**

Staff at the Centre will not administer Paracetamol (unless prescribed for the child by a Doctor). Staff will cool the child and offer fluids, and contact a parent to collect the child as soon as possible.

### **Cuts and Bruises**

If the child sustains a cut or bruise which requires treatment, appropriate First Aid will be administered.

I give permission for staff to use "**Rapaid First Aid Strips, Latex Free**" for small cuts and abrasions.

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

### **Nappy Rash**

Parents are to complete an 'Authority to Administer Medication Form', and supply labelled (Child's Name) cream and medication for nappy rash.

BBC Occasional Childcare Service currently uses latex gloves for routines such as nappy changing and food handling etc. Please inform the Coordinator/Authorised Supervisor if your child is allergic to latex.

### **Sunscreen**

I give permission for staff to apply an approved Cancer Council 30+ broad-spectrum sunscreen/insect repellent on my child. The sunscreen used by this service is:

**Ultra Protect 30+ Sunscreen Lotion with Vitamin E (manufactured by Concept Laboratories Pty Ltd. Aust/NZ standard AS/NZS 2604:1998).**

Please note it is not recommended to administer sunscreen on children under the age of 12 months, therefore babies will need adequate clothing/hats for outside activities.

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Authorisation To Administer Medication

If medication needs to be given for several days e.g. antibiotics, a medication form will need to be filled out each day.

Medication should be prescribed by a Medical Practitioner and needs to be in its original container, clearly labelled with the child's name, required dosage and the date of issue/expiry of the medication.

**I give permission for the following medication to be administered to my child**

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage/Amount to be given: \_\_\_\_\_ Time/s to be given: \_\_\_\_\_

Parent/Guardians Signature: \_\_\_\_\_ Date \_\_\_\_\_

***(To be filled out by staff member)***

Time Given: \_\_\_\_\_ Dosage/amount given: \_\_\_\_\_

Administered by: \_\_\_\_\_ Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Signature: \_\_\_\_\_

Noted by parent/guardian: \_\_\_\_\_

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### **Permission for your Child to appear in Photos and Videos**

I give permission for the staff of Bondi Beach Cottage Occasional Childcare Centre to take photographs and video recordings of my child at play in the Centre.

I give permission for photographs/video recordings of my child (in both group and individual settings) to be used for the following purposes: -

- |  |          |
|--|----------|
| 1. Observation records (for Centre and Family use).  | Yes / No |
| 2. Marketing & publicity (BBC Website, newspaper articles, public displays, brochures, open days etc.) | Yes / No |
| 3. Information days e.g. the Annual Open Day   | Yes / No |
| 4. Gifts for families e.g. calendars   | Yes / No |
| 5. On the Centres internal Notice Boards   | Yes/No   |

### **Privacy Statement**

*The personal information you provide on the Enrolment Form is being obtained for the purpose of processing your child's application for Enrolment. Bondi Beach Cottage will use the information for matters relating to the care, education and welfare of your child. The provision of this information is voluntary. This document will be stored securely and kept for 6 months after your child leaves the service. You may access or correct any personal information on this enrolment Form by contacting Bondi Beach Cottage on 02 9365 1607.*

## Your Enrolment Check List

- Payment for Administration Fee \$25, (compulsory)
- Immunisation Details (Blue Book) to be photocopied for files
- Child's Daily Bag Routine
- Your Enrolment Form Completed & Signed
- Child's Original Birth Certificate to be photocopied for files

## Reminder Notice to All Families

### Late Collection of Children

A late Collection Fee of \$20.00 for the first 5 minutes and \$1.00 per minute there after.

Please plan to arrive to collect you child between 4.15pm – 4.30pm, at least 10 minutes before the Centre closes.

Parents or Guardians who continually collect their children after closing time may jeopardise their child's ongoing placement.

**We close at 4:30 pm, 4pm for under 2s**

I acknowledge that have read and clearly understood the Terms and Conditions of the Parent Information Handbook and have completed the Enrolment Forms.

Please Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Administration Fee

We confirm \_\_\_\_\_ the Parent/Guardian of  
(child/s full name) paid \$25.00

1. \_\_\_\_\_

2. \_\_\_\_\_

on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date).

This fee is payable once per Calendar Year and is used for covering the cost of Administration.  
Would you like us to mail you a receipt for your payment (*please circle*). Yes or No

Address \_\_\_\_\_

Email \_\_\_\_\_

### Bondi Beach Cottage Objectives:

- to address the support needs of individuals and families in Waverley and surrounding local government areas by:  
providing families and individuals experiencing crises with confidential information, support, counselling and advocacy.  
providing affordable quality childcare, which meets the individual needs of each child; prioritising the needs of low income or disadvantaged families.  
providing a safe, welcoming environment for adults and their young children.
  - To value diversity and recognise individuals as the experts on their own lives and the lives of their young children
  - To address the needs of individuals and their young children holistically.
  - To develop local management of the Association by those who use its service.
  - to do all such lawful things as are incidental or conducive to the achievement of any or all of the above objects.

I support the philosophy and objectives of Bondi Beach Cottage:

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Members' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I enclose a \$ \_\_\_\_\_ donation to support the ongoing work of the Bondi Beach Cottage.