



Orientation checklist for parents

After the initial enrolment, the 1st day of attendance is all about making your child feels happy, safe and settled.

There are some issues you may need assistance with and to confirm your enrolment.

Please make sure you have done the following.

What to do on arrival:

- ☐ Completed enrolment form
- ☐ Brought in birth certificate and custody (if applicable) papers
- ☐ Sign in and out every day (legal requirement)
- ☐ Nappies and Bottles
- ☐ Have you contacted centre link regarding child care benefit (CCB)
Kiama Kids Centre's reference number is 555 003 037x
- ☐ Indicate who will be collecting your child on that day (phone if different)
- ☐ If absent please contact the centre before 9:30 am
- ☐ Paid fees
- ☐ Changed address if different from enrolment
- ☐ Blue book must be sighted and signed by staff (vaccinations must be up to date.) Updated immunization on enrolment and at 4 years of age

Illness

- ☐ Indicated to staff if your child has been sick
- ☐ Hand staff prescribed medication and completed medication audit
- ☐ Ensure all emergency contacts are updated

What to bring:

- ☐ A change of spare clothes, including socks and shoes
- ☐ Sun hat, wide brimmed
- ☐ Sleeved t-shirt to cover shoulders
- ☐ Covered shoes or sandals no thongs
- ☐ Piece of fruit or biscuits for morning and afternoon tea
- ☐ Drink bottle

Payments method:

- ☐ Pay fees weekly eg, if your child comes Tuesday, Thursday pay every Tuesday
- ☐ Pay by easy pay, centre pay, cheque or internet banking
Account name-Kiama Kids, BSB 012 709, Account 4969 93025
- ☐ Fees are \$68 per day

Please keep the orientation checklist for your own reference.

Curriculum Information

Things to bring:

We are asking all families bring in the following items for staff to use in the coming year as part of the curriculum...

1. PARENT QUESTIONER
2. A FAMILY PHOTO
3. A PHOTO OF FAMILY PETS
4. A COPY OF A FAVOURITE RECIPE

Early Years Learning Framework (EYLF)

Kiama Kids currently uses the EYLF as a guide for centre curriculum. In the early childhood setting 'curriculum' means all the interactions, experiences, activities, routines, events, planned and unplanned, that occur in an environment designed to foster children's learning and development.

The framework conveys the highest expectations for all children's learning from birth to five years and through the transitions to school. It communicated these expectations through the following five learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Fundamental to the framework is a view of children's lives as characterized by *belonging*, *being* and *becoming*. From birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understanding of the world.

FAMILY PARTICIPATION WITHIN THE CURRICULUM

Family participation within the curriculum is extremely important. At Kiama Kids we are asking families to play a major role in the education of their children by participating in the following ways:

1. Weekend Sheets:

'Weekend Sheets' are distributed once a month, on a roster, to families.

It is a basic form for parents to write what interests, hobbies, experiences their children have had during the time they have not been at preschool. We use this information to brainstorm with children to create our weekly curriculum. You may fill out more than one form a month if you would like to, spare forms will be available in the foyer. Please return all forms by the due date at the bottom of the form.

2. Observations and Portfolios:

Observations are completed regularly on each child, they are displayed in the foyer for parent comment and input for further extension on children's learning. We ask every family for COMPLETE CONFIDENTIALITY when reading observations. Observations will be completed by your child's primary caregiver.

Every child has a portfolio located in the foyer. You are ONLY permitted to view YOUR child's portfolios. In your child's portfolio will be the observations that have been done over the year. Please feel free to comment on any of these.

Your child's primary caregiver is.....

Please see them if you have any questions regarding your child's development.

3. Daily Diary

A daily diary is located in the foyer. In this Staff writes a little note about what we have done, seen or achieved during the day. Please read this each day and comment if you would like to. Feel free to make suggestions on an activity or how to extend on children's learning or development.

4. Curriculum

The weekly curriculum is located in the foyer. It shows our plan for the week, the reasoning behind each activity, and the learning outcome we hope to achieve during the week.

This curriculum is also reflected on each week, please feel free to add to this if you have a comment or suggestion.

Child details

First Name:

Middle Name:

Last name:

Child CRN: _____ - _____ - _____

Date of Birth:

Gender: _____ F/M

Is child of Aboriginal or Torres Strait Islander Origin? If yes please circle one

Yes Aboriginal / Yes Torres Strait Islander

Parent 1 details:

Last name:

First names:

CRN:

Date of birth:

Gender: _____ F/M

Address:

Pcode:

Home phone:

Mobile:

Home email:

Occupation:

Work phone:

Work email:

Country of birth:

Language:

Child lives with?

Name of person responsible for payment of fees:

Is your child attending multiple child care centres? Yes No

Do you have other children who are registered for CCB at another service?

Yes No If Yes How many?

Parent 2 details: Co-parent details

Last name:

First names:

CRN:

Date of birth:

Gender: _____ F/M

Address:

Pcode:

Home phone:

Mobile:

Home email:

Occupation:

Work phone:

Work email:

Country of birth:

Language:

Child lives with?

Parent 1 activity:

Working (incl. more than 15 hrs pw voluntary)

Looking for work

Studying/training only

Disability or caring for someone with a disability

None of the above

Emergency 1 contact

Name:
Home phone:
Work phone:
Mobile:
Relationship:
Address:

Emergency 2 contact details

Collection contact 1

Name:
Home phone:
Work phone:
Mobile:
Relationship:
Address:

Collection contact 2

Collection contact 3

Name:
Home phone:
Work phone:
Mobile:
Relationship:
Address:

Collection contact 4

Doctor/Health fund details:

Doctor's name:

Doctor's Phone:

Doctor's address:

Medicare no:

Private Health fund:

Health Fund Number:

Ambulance Subs no:

Immunisation records:

Has your child been immunized: **YES/NO**

Please note that unimmunized children will be required to remain at home throughout the duration of the outbreak.

Please attach a copy on immunisation records.

Authorisation for Application of First Aid & Other Health Products

The following first aid products are contained in the Centre's first aid kit and in other areas of the Centre. Please cross out and initial any product/s that you will not allow to be applied to your child by Centre staff.

BASIC FIRST AID PRODUCTS As detailed by St John Ambulance 2002			
	Strips –Plastics 50s		Savlon Antiseptic Cream
	Tape – Adhesive- Elasto		Stingose
	Bandage – 5 cm conforming		UV Sun Block SPF 30
	Bandage – 10cm conforming		Dettol Antiseptic
	Bandage – Triangular 110cm		Vaseline
	Antiseptic Swaps		Resuscitation face shield
	Eye pad		Scissors 12.5cm
	Eye irrigation		Splinter probe
	Wound dressing 7.5cm x 7.5cm		Gloves – Latex
	Wound dressing No. 15		Emergency Shock Blanket

I agree that the above products, other than those crossed out, may be applied to my child as basic first aid treatment.

Name:

Date:

Kiama Kids Pre School and CCC
Court Order Information (if applicable)

ABN: 65 065 501 000

Child name: _____ **Date of birth:** _____

Are there any court orders relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child? **YES/NO**

If yes, complete next section:

1. Bring the original court order/s for staff to see and a copy to attach to this enrolment form.

2. If these orders:

a. Change the powers of a parent/guardian to:

- Authorise the taking of the child outside the service by a staff member of the service
- Consent to the medical treatment of the child
- Request or permit the administration of medication to the child
- Collect the child

AND/OR

b. Give these powers to someone else,

Please describe these changes and provide the contact details of any person given these powers:

Child Personal Information to assist early learning teachers

Childs' Name:

Children's sibling's names and ages:

What would you like your child to learn? eg.To write their name etc.

What topics would you like staff to cover over the year? eg.Stranger danger

What is your child interested in? eg craft, insects

What do you consider your child's strengths are?

What do you consider your child's strengths to be improved are?

Are there any particular words or expressions you would like staff to use with your child ?

Will your child be attending primary school in 2013?

Yes/No/Unsure

In which country was your child born and what is their main language spoken?

Are there any traditional, cultural or religious celebrations that you do not wish your child to participate in? Yes No if yes please specify.

Does your child have a bottle? If yes what times?

Bottle preparation details (eg cold bottle)

Does your child have any foods they cannot eat due to religious reasons, special diet or foods they dislike? Yes No
Please specify details.

Does your child have a sleep through the day? Yes No Sometimes

If yes what time?

What is your child's bed time routine (eg pat and teddy) and how do they wake up after a nap?

Is your child in Nappies? Yes No

Is your child able to use the toilet? No With help Independently

Toileting suggestions to assist staff

Does your child have any fears?

If yes, please provide details and suggestions to assist staff:

Please provide any other helpful details about your child to assist staff

Child's Health Information

Does your child have a diagnosed medical condition or allergies which may require support?

(E.g. inhaler for asthma, sugar testing for diabetes, Epipen for anaphylaxis)

Yes No

If yes please outline your child's condition. If one in place, attach your action plan from your doctor.

Does your child have a diagnosed disability?

(Eg Physical, Hearing, Vision Impairment, Autistic Disorder, Speech and Language Impairment)

Yes No

If yes, please provide details and suggestions to assist staff:

Do you have any concerns about your child's development or is your child currently undergoing any assessments?

(Eg Behavior, Language)

Yes No

If yes, please provide details and suggestions to assist staff:

Has your child had any serious accident or illness's in the past? Yes No

If yes, please provide details:

What are your expectations of our centre?

Declaration and Consent

*Consent to the staff of the children's service seeking, or where appropriate, administering, such emergency medical, hospital, dental or ambulance services, or treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service. Yes ☐ No ☐

*Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if he/she becomes unwell at the service. Yes ☐ No ☐

*Understand that in an emergency situation or fire drill where evacuation is necessary that my child may need to leave the preschool/childcare premises under the direction and supervision of staff; Yes ☐ No ☐

*Consent to my child being the subject of observations, by visiting students however I shall be notified beforehand. Yes ☐ No ☐

*Consent to my child's photograph being used for centre publicity should this be required. Yes ☐ No ☐

*Consent to staff administering paracetamol if my child's becomes unwell and I or emergency contacts cannot be reached. Yes ☐ No ☐

*Declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information. Yes ☐ No ☐

*Agree to pay a late fee of \$1 per minute for the late collection of my children. If I fail to collect my children by closure a second time I will be charged \$2 per minute, a third time \$3 per minute etc Yes ☐ No ☐

*Understand that two weeks notification is required in advance when cancelling care. Yes ☐ No ☐

*Agree for the Centre Staff to apply sunscreen regularly to our child for outdoor play purposes. Understand that the Centre may use a variety of sunscreen brands from time to time. Yes ☐ No ☐

*Understand that it is our responsibility to notify the Centre of our Customer Reference Numbers (CRNs) even where our family will not be claiming Child Care Benefit as reduced fees on a weekly basis. Yes ☐ No ☐

*Acknowledge that the Centre Policies are available in the Centre's foyer at all times to view. I understand that any changes to these policies will be carried out where appropriate in consultation with us as Parents / Guardians and any changes to these policies will be displayed on the Parent Communication Boards in the Centre foyer. Yes ☐ No ☐

*I have read and understand the information book given to me on the day I looked at the centre. Yes ☐ No ☐

*I understand what make up days are Yes ☐ No ☐

*Do you have or had any outstanding debts with any other children's service? Yes ☐ No ☐

*I understand that there are animals kept on the premises at preschool and agree with animals being at the centre for the children's education. Yes ☐ No ☐

Declaration and Consent

Parent 1

Name

Parent Signature

Date

Parent 2

Name

Parent Signature

Date

Supervisor

Authorised Person Name

Authorised Person signature

Date