

Please go through this checklist with all new enrolments at the Education and Care Service.

FAMILY NAME:	√
I have been given a tour of the centre	
I have met the educators for my child/children and other educators involved in their care	
I have completed the Enrolment Form and the Enrolment Booking Form	
I have shared information about my child’s interests and will continue to share with educators so learning programs can complement home and build a sense of belonging	
I have been advised where the Service Policies and Procedures are located	
I am aware of the fee structure of the centre and my payment responsibilities including when CCS may not be calculated, including non-attendance on first or last day and absences over 42 allowable days without approved documentation.	
I have advised Centrelink/Family Assistance Office of my enrolment and will confirm the booking days in my MyGov account	
I am aware of the management structure, grievance resolution procedure and client service charter (all displayed in entrance)	
I am aware that I need to provide Immunisation records to the centre and keep these updated (Immunisation History Statement from Medicare)	
I understand and agree to the Infectious Diseases and Medication Policy Requirements including exclusion of unwell children and forms for medication prior to administration	
I have been shown and explained the educational program and practices within the centre and am aware how I can access my child’s learning records	
I have been informed that the centre encourages parental input into the educational program and service policies and decisions	
I have been informed who the Educational Leader and Nominator Supervisors are at the Service and how to see who is the ‘Responsible Person in Charge’ at each time of the day	
I have been informed of the National Quality Standards and the Quality Improvement Plan and how to get involved. I can access information at www.acecqa.gov.au and www.startingblocks.gov.au	
I am aware that the Service has an open-door policy and I am encouraged to visit prior to my child starting and contact the centre as often as I wish.	
I have been made aware of the various methods of communication used at the service	
Comments shared at orientation:	

Parent/Guardian Signature: _____ Date: _____

Nominated Supervisor’s Signature: _____ Date: _____