

Child/Children's Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I give permission for staff to administer reliever medication (Ventolin) to my child if they have difficulty breathing or in case they have their first attack of asthma. I understand that no harm is likely to result from giving a reliever puffer to someone without asthma.	Yes / No
I give permission for SPF 30+ or 50+ sunscreen to be applied to my child.	Yes / No
I give permission for staff to apply Johnson & Johnson bandaids to my child's skin as a form of first aid.	Yes / No
If my child has a high temperature, 38 degrees and above and I cannot be contacted I give permission for staff to administer panadol. Staff will then continue going through the child's emergency contacts until someone is able to collect the child from Little Possums.	Yes / No
I give permission for staff to apply Lucas' Pawpaw ointment to my child's skin as a form of nappy rash prevention unless parent supplies another nappy rash ointment. (The ointment must have the child's name on it)	Yes / No
I give permission for my child to attend <u>incursions and participate in activities</u> conducted within the centre. I understand that prior notice will be given to me before any excursions and permission asked.	Yes / No
I give permission for University and TAFE students to observe or sight my child's records as a requirement of their studies and understand that I will be notified before the commencement of such observations.	Yes / No
I give permission for my child's photograph to be placed on display in every classroom/ kitchen for staff to easily identify my child's allergy/condition.	Yes / No
I understand and will respect the privacy of all children and their families and abide by the <b>Confidentiality Policy</b> . I understand that if my behaviour contravenes this policy I may be putting my child's position in jeopardy.	Yes / No
I give permission for staff to take my child on an excursion to Cedar Cres Park (next to Little Possums) for planned activities or special event days.-risk assessment attached	Yes / No
<b>For the purpose of planning and programming, I give permission for;</b>	
my child's name to occur on artworks and displays around the centre	Yes / No
my child's name to be written in the 'Day Book', on 'Child Carers' (computer) displayed in each room on each day of my child's attendance	Yes / No
photos/videos of my child engaged in activities to be displayed around the centre, in 'Day Books', on 'Child Carers' (computer) or in the newsletter	Yes / No
photos of my child, in a group, to be included in other children's Learning Journeys on 'Child Carers'	Yes / No

Child/Children's Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<p>positive comments regarding my child to be included in other children's Learning Journeys on 'Child Carers'</p>	Yes / No
<p>My child's Child Carers page to be accessed by primary staff/educators, and parents only.</p>	Yes / No
<b>To promote Little Possums Early Childhood Learning Centre to the wider community, I give permission for;</b>	
<p>My child's artwork or other creations to be placed onto the centre's website and Child Carers</p>	Yes / No
<p>My child's photograph to appear in the local media, including newspaper, and television</p>	Yes / No
<p>My child's artwork or other creations to be placed in the centre newsletter and Child Carers</p>	Yes / No
<p>Photos of my child engaged in activities to be placed on the centre's website, <b>Facebook page</b> and Child Carers</p>	Yes / No
<p>Examples of my child's Learning Journey entries to be placed on the website, understanding that only the first name of my child will be used.</p>	Yes / No
<b>Information Authority</b>	
<p><i>The Family Assistance Office can provide your information to someone else in special circumstances, where Commonwealth Legislation allows or requires, or where you give permission.</i></p> <p><i>Little Possums Early Childhood Learning Centre may need to request the following information from the Family Assistance Office:</i></p> <ul style="list-style-type: none"> <li>• <i>Details regarding your Child Care Benefit percentage and its currency</i></li> <li>• <i>Your current residential address and phone number</i></li> </ul>	
<p>I give the Family Assistance Office the authority to provide Little Possums Early Childhood Learning Centre information regarding my Child Care Benefit percentage and its currency and or my current residential address and phone number.</p>	Yes / No
<b>Privacy Consent</b>	
<p><i>We require your consent to collect personal information about you and your child. Please read this section carefully and sign where indicated below (to be signed by both parents or guardians where applicable).</i></p> <p><i>Little Possum's Early Childhood Learning Centre collects information from you for the primary purpose of providing quality care for you and your child. We require you to provide us with details so that we may properly attend to your child's needs. The information you provide will be used in the following ways:</i></p> <ul style="list-style-type: none"> <li>• <i>Administrative and billing purposes</i></li> <li>• <i>Disclosure to others in child care including the Commonwealth Department of Family Services and the Department of Human Services</i></li> <li>• <i>Disclosure for research and quality assurance activities to improve individual and community child care and practice management</i></li> <li>• <i>Emergency situations whereby staff/hospitals require access to your child's records for appropriate purpose</i></li> </ul>	

# Permissions & Agreement Form

Child/Children's Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<p>I have read the information above and understand the reasons for the collection of both my own and my child's information. I am also aware that Little Possums ECLC has a confidentiality policy on handling information.</p>	Yes / No
<p>I understand that I am not obliged to provide information requested of me, however failure to do so may compromise the quality of care and treatment given to my child.</p>	Yes / No
<p>I am aware of my right to access the information collected about my child, except in such circumstances where access may legitimately be withheld. I understand that I will be given an explanation in such circumstances.</p>	Yes / No
<p>I consent to the handling of my information by the company for the purposes set out above, subject to any limitations on access or disclosure that I notify this centre of.</p>	Yes / No

<p><b>Payment Agreement</b></p> <p>The following agreement is valid for the duration of your child's period in care, or until the need arises for a new agreement to be signed.</p> <p>I/we understand that:</p> <ul style="list-style-type: none"> <li>Before my child begins care at Little Possums I must set up a <b>Hub debit</b> account. This will allow Hubworks to debit funds from my nominated account or credit card <b>every Thursday</b> for the purpose of paying childcare fees to Little Possums Early Childhood Learning Centre.</li> <li>A bond of two weeks fees is payable upon enrolment</li> <li>A \$40.00 booking fee is payable upon enrolment and every subsequent year the child is enrolled.</li> <li>I need to provide two weeks written notice prior to withdrawing my child from the centre and agree to pay all outstanding fees prior to departure</li> <li>Regardless of two weeks notification being given, if my child is withdrawn six weeks prior to the shut down period, fees are incurred until the centre's two week closure.</li> <li>If my fees are in arrears for more than two weeks and no arrangements have been made with centre management, my child's care may be terminated</li> <li>Should I fail to pay my fees, resulting in termination of my child's care, or fail to pay outstanding fees if my child leaves the centre, I will be liable for all additional costs incurred by the centre in collecting outstanding fees</li> <li>Full fees are payable until Child Care Benefit (CCB) information is received by the centre</li> <li>Full fees are payable for all unsigned absences</li> <li>A late fee will be payable for collection of my child outside operation hours. Habitual lateness may lead to termination of my child's care.</li> <li>If my child is unimmunised they must be excluded in the event of an outbreak of infectious disease and that normal fees will apply</li> <li>If a casual day is booked and the child does not attend fees will still be incurred unless the centre is notified 24 hours in advance.</li> </ul>	<p style="text-align: center;"><b>Please Tick</b></p> <p>AGREE <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>DISAGREE <input style="width: 30px; height: 20px;" type="checkbox"/></p>
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I have read and clearly understand all of the above information

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Office Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Child/Children's Name: \_\_\_\_\_,

Parent Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Parent Orientation Checklist**

- Introduced to all staff members
- Daily room routine explained (including family grouping in mornings and afternoons).
- Sunscreen and hat routine- parents apply sunscreen on arrival and stamp child's hand
- What the centre provides (meals, nappies, sunscreen) and what the parent is required to provide (water bottle, milk bottles, pacifiers, cot sheets, change of clothing)
- All your child's belongings are to be clearly labelled. We recommend your child wears old clothes or clothes that can get messy during some types of play.
- order form for sheet sets. (Explorer room children)
- Tour of centre with all areas explained
- Location of policy folder and review process
- Sign In/out procedure
- Explanation of fee payment policy and procedure (full fee \$87, Casual fee \$95, annual booking fee of \$40, bond of 2 weeks fees, CCB, CCR)
- Hub Debit: Hubworks to debit funds from my nominated account or credit card every Thursday for the purpose of paying childcare fees to Little Possums Early Childhood Learning Centre.
- Opening hours 7:00am to 6:00pm Monday – Friday
- Open for 50 weeks of the year with a 2 week closure period over Christmas/New Years. All 50 weeks are charged with no discounted holiday or public holiday rates. If you are wishing to swap a day you may only do so within the same week if another day is available. Please tell staff if your child is going to be away or call/email when they are unwell and not attending.
- Explanation of Medical conditions policy, communication and risk management plan, long term medication report(if applicable) Infectious Disease and Health Policy. (Children must be kept home if unwell). Children will be sent home if their temperature exceeds 38 degrees, have required paracetamol or are showing signs of a developing illness such as being lethargic and miserable or a green running nose. Children are Not to return to the centre for 24hrs after a high temp, receiving any immunisations, or after having vomiting or gastro. Exclusion periods are to be followed and a doctor's certificate is to be given to the centre once they believe a child is well enough to return. According to the NSW Health Department, we can override a Dr's certificate if we believe the child is still unwell and unfit for care.
- Explanation of how we use the online Child Carers program, including phone app and why parents are encouraged to provide Little Possums with an e-mail address. Art will be sent home during the year.
- Parents to bring in Child's Birth Certificate and the child's official ACIR (immunisation) History Statement (online version is acceptable)

Parent Signature: \_\_\_\_\_