



Rathoe Community Childcare

Ph: 059-914 8879 / 085-777 1221
www.rathoecommunitychildcare.com

PRE SCHOOL ENROLMENT FORM

Childs Name: _____ Date of Birth: _____

Address _____

Contact email address: _____ (required)

Mothers Name & Address if different from child's: _____ Fathers Name & Address if different from child's _____

Home Number: _____ Home Number: _____

Mum Mobile: _____ Dads Mobile: _____

Phone No. Work: _____ Phone No Work: _____

Date Started: _____ Date Finished: _____

Please tick:	Monday	Tuesday	Wednesday	Thursday	Friday
ECCE 9am-12pm					
Extra Hours 12pm-3pm					

Other named people who may deliver/ collect your child:

1. Name: _____ Mobile No. _____
2. Name: _____ Mobile No. _____
3. Name: _____ Mobile No. _____

Family Doctor: _____ Phone No. _____

Immunisation Record: (Please attach a copy of your child's record to the back of this form)

Your child's Immunisation records must be handed into the office before your child can be accepted.

Does your child suffer from any medical conditions, illness, disability, or allergies?

Please outline details and special requirements, if any: _____

Does your child have any specific dietary requirements?

I declare that the above information is true and accurate.

Signature of Parent/Guardian: _____ Date: _____

Office Use:

Text list:

Imms:

Band:

Policies and Procedures

The Child Care Centre will be open from 7.45am to 5.45pm.

Preschool children may arrive at the centre at 9.00am and should have left the premises by 12.00pm, unless they are attending the **Extra Hours** service.

1. Parents please supply change of clothing, including vest and socks.
2. It is the parent's responsibility to have all clothes clearly identified with the child's name.
3. Parents/guardians must bring their children into the centre and ensure that they are under supervision before they leave.

Breakfast Club opens at **7.45am** for children attending **Rathoe National School**. Staff will walk the children over to the school for 8.50am.

After school children will be collected at the school and brought to the centre. All children should be collected by **5.45pm**. Please make alternative arrangements if you are running late, and inform the staff of who will be collecting your child/children.

4. The staff will be delighted to supervise birthday parties but parents must supply party food sufficient for all the children in your child's room.
5. If a child is to be collected from the centre by any person other than the designated person, staff must be informed and introduced. We will not permit a child to leave with a person who is not known to them.
6. In the interest of health and safety.
 - If a child becomes ill at the centre, parents are required to collect their children as soon as possible when contacted to do so.
 - Any child with an attack of gastric condition must stay away from the crèche for at least 48 hours after the last episode of diarrhoea or vomiting.
 - All illness must be reported to the staff so that if necessary other parents can be notified.
 - Any child taking a course of antibiotics must be on the medication for at least 24 hours before returning to the centre.
 - Staff will not administer any form of medication unless there is a medical consent form filled out by the parent.
 - If a child has an allergy, the centre must be informed.
7. Please do not allow your children to bring treats or toys into the centre. It causes stress to other children. Toys also get lost in the facility which causes unnecessary stress to your child/ children.
8. Children attending Rathoe Community Childcare must be toilet trained.
9. Please notify the staff in the centre of any change of address and telephone number – at home and work or mobile.

Parents Contract

1. I agree to pay the agreed weekly fee for my child/children. Fees must be paid on the week your child attends the facility.
2. I agree to inform the facilities if my child is not able to attend the facility on the day they are due to attend and I will do this as early in the morning as possible.
3. I agree to notify the staff, at least one week in advance of when my child will be on holidays, but I understand that fees still stand for the weeks we are on holidays.
4. If my child is absent due to his/her illness I **will** be required to pay a week's rate as normal.
5. If my child becomes ill while at the centre the staff has my permission, as it sees fit to administer first aid in my child's best interest. All parents will be contacted immediately.
6. If my child requires a course of antibiotics he/she must be on the course for at least 48 hours before returning to the centre.
7. Should I wish to withdraw my child from the centre, I agree to give the centre two weeks' notice in writing or pay two weeks in lieu of notice.
8. The Childcare Committee with one months notice can alter the terms and conditions of this contract.
9. I understand that my child must be fully toilet trained upon starting in Rathoe Childcare.
10. I have been provided with a Parent's Handbook and I understand that a full copy of the facilities policies and procedures are available in the office and can be accessed on request.

I have read and understood the terms of the contract.

Signed: _____ Signed: _____

Parent/Guardian

Chairperson

Signed: _____ Date: _____

Manager

RATHOE CHILDCARE PERMISSION FORM

Permission to change clothes.

I hereby give permission for my child/children _____ clothes to be changed should the need arise.

Parents/guardian's signature: _____

Date: _____

Permission for outings.

I hereby give my permission for my child/children _____ to partake in walks and other outings outside the childcare service grounds, on the understanding that the adult/child ratio will be adhered to at all times.

I also give my permission for my child/children _____ be allowed to play on a bouncy castle when one is in the facility and this will be supervised within guidelines of adult/child ratio.

Parents/guardian signature: _____

Sun cream.

I hereby give permission for the staff to apply or assist in the application of sun protection cream for my child _____.

Parent/guardian signature: _____

Accident and Emergency Consent Form.

I _____ parent / guardian of _____ (child's name) give permission to the management of Rathoe Childcare Facility to act on my behalf in case of emergency or accident and to take such action as may be necessary for the benefit of my child. This decision is to be taken by the staff person in charge at the time of the emergency.

Parent/guardian signature: _____

DATA PROTECTION PARENTAL CONSENT FORM

I, _____, (Parent/Guardian) confirm that _____ (child) is below the age of 16 years old and I am hereby consenting on his/her behalf that Rathoe Community Childcare can process personal data and the sensitive personal data relating to _____ (child) for the purpose of the following as indicated below:

Please tick each appropriate box to indicate that you give consent.

Operational Documents

Including but not limited to:

Enrolment Forms
Accident/Incident Forms
Attendance Records
Administration of Medicine Forms
Subvention Registration Forms
Attendance Reports
Learning Journals & Developmental Documents

Please tick each appropriate box to indicate that you give consent.

Photographs/Video

I give permission for my child to be photographed/videoed for use inside the facility.
Our team take photographs/videos of the children that are in our care, these photographs/video are used for recording their learning and for display in our facilities.

I give permission for my child to be recorded on the CCTV security system.
We have a CCTV security system installed in our facility.

I give permission for my child to be included in photographs that are used on our social media platform (Facebook, Twitter etc.). Children's faces will not be shown on any photo's posted to our social media.
Please refer to our Social Media Consent form for further details.

Note: All photographs will be deleted/destroyed one year after your child has left the childcare service.

Consent

I am hereby consenting on his/her behalf that [Rathoe Community Childcare] can process the Personal Data relating to _____ (child) as indicated above.

I am hereby explicitly consenting on his/her behalf that [Rathoe Community Childcare] can process the Sensitive Personal Data relating to _____ (child) as indicated above.

This record of consent will be saved in your child’s file and retained for a period of two years after your child has left our service. I am aware that I may withdraw the consent of _____ (child) at any time by using the “PARENTAL CONSENT WITHDRAWAL FORM.”

Signed by Parent/Representative/Legal Guardian,

Signature:

Date:
