



Waiting List Application 2020/21

Date of Enquire:					
Child's full name:			Child's DOB		
Number of days required?	1	2	3	4	5
Days Required	Mon	Tues	Wed	Thursday	Fri
Date requiring care from			Group :		
Parents Names:					
Address:					
Suburb and post code:					
Phone number:					
Email:					
Please circle: working / studying / seeking employment / home / other					
Notes or relevant information					

Enrolment checklist (to be completed on confirmation of enrolment)

	Parent Sign	Staff sign	Comments/ notes
Enrolment pack received <ul style="list-style-type: none"> - Hand book - Enrolment form - Introduction to food (Babies) - Room welcome letter - Starting blocks brochure - Positive start to school brochure - All about me - Transition information sheet 			
Centre pre visit			
Date:			
Date:			
Enrolment form returned			
Immunisation statement received			
Birth Cert			
Enter enrolment details into Xplor			
Add parent contacts to centre mobile			
Pin for door			
Invite to families Facebook			
Text welcome text to both parents			
Text Xplor CWA ezidebit			
Text My Gov and centre bank details			
Smelly Bag			
Enrolment survey 3months from start			

Orientation

Items to be covered	Parent Sign	Staff sign	Comments/ notes
Welcome family and the land we educate on			
Explain we are Community Centre			
Parent Committee			
Introduce yourself and other educators			
Sign in on Ipad			
Emergency exits			
Take to room of enquire			
Introduce room Eds			
Ages to ratio			
Quick orientation of the room			
Supply 3 meals MT,L,AT			
Does child have allergies or intolerances			
Parent Supply nappies we supply homemade wipes			
Well fitted sheet/Sleep bag 1.0 tog in pillow case			
Breast or formula?			
Procedure of breast milk			
Bottles and dummy left at centre			
Toilet trained for kindy room			
Name everything			
Programing ELYF QKLG			
Portfolios			
Communication procedure Facebook Phone email mobile			
Closed Facebook page			
Grievance procedure			
Xplor App signing in and out			
Centre Fees payment (Ezidebit)			
Enrolment fee (smelly bag)			
Soiled clothes messy play and smelly bag (policy)			
Bond (refundable at end of care)			
Maintenance levy \$50 Twice a year/ Working bee			
Fundraising			
Have they applied for Childcare subsidy			
Any additional requirements Speech, Physio Etc.			
Behaviour guidance			
Show outside environments			
UV rating			
Tour of Centre			
Pin code			

