

Teddybears Childcare Centre

Application for Admission

Teddybears Curtin

Child's Full Name..... DOB.....

1. Parent Full Name DOB

2. Parent Full Name DOB

.....

(Include Middle Names)

Parents Address.....

..... Postcode.....

Telephone - Home..... Work.....

Mobile..... Email

Emergency Contacts 1..... Ph.....

2..... Ph.....

3..... Ph.....

Date care is required/...../.....

Children attending must be fully immunised.

Is your child's immunisation up to date? Y N

Who is authorised to collect your child?

Name..... Telephone

Name..... Telephone

Name..... Telephone

Is there any care and protection agreement regarding your child?

.....
.....

Full Time

Or Daily Monday Tuesday Wednesday

Thursday Friday

Opening Hours

Monday to Friday 7.30 am till 6.30 pm

The centre is closed on Public Holidays and over the Christmas / New Year period. Fees are not payable in the Christmas / New Year period.

Teddybears Childcare Centre Pty Ltd

30 Storey Street Curtin A.C.T. 2605 Phone/Fax: 6285 4555

www.teddybearschildcare.com.au e-mail curtin@teddybearschildcare.com.au

Fees:

Part-time: \$113/ day

Full time: \$110/day

The Child Care Benefit Scheme applies to families with children in care at the Teddybears Childcare Centre. Fees must be paid fortnightly in advance.

Attendance

Fees are paid for the days your child is booked into the centre, including times when your child is absent due to illness or holidays.

Two weeks notice is required when withdrawing a child from the centre. If no notice of withdrawal is given then two weeks fees are required in lieu of notice.

Conditions of Waiting List

While on the waiting list, it is your responsibility to ensure that you contact the centre on a regular basis to show your interest in care and to update any details or to request your name is removed from the list.

You will receive a phone call to offer care; the acceptance of care will be required within a 48 hour period of care being offered. If failure to accept within 48 hours, you will be placed on the bottom of the waiting list.

Upon offering care, you will be required to come into the centre to receive an enrolment pack and to discuss orientation visits. A bond is required at this stage, this will guarantee your place. A place can be held up to a month on negotiation with the director.

The Centres Policies and Procedures will be made accessible to you at your request; they are not to leave the premise. Conditions of enrolment and fees may change without notice.

I have read, understand and accept the terms and conditions of enrolment as described here.

Signed /...../ 2016.

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