




Christian Early Learning Day Care and Kindergarten

Long Day Care, Short & Long Day Kindergarten
and Outside School Hours Care Programs

Enrolment Form



This form should only be filled out once you have accepted a formal offer of place from Oxley Kids. Without a formal offer of place, Enrolment of your child will not be confirmed.

Please read this document in conjunction with the
 Fee Schedule and Parent Information Booklet.

 is a division of Life Ministry Centre Ltd, ABN 25 005 670 682/007
15-49 Old Melbourne Road, CHIRNSIDE PARK VIC 3116 (INC. in Victoria). Melway Ref: 37E6

MISSION STATEMENT

Oxley Kids is a Christian Early Childhood Centre, committed to excellence in education and care, through which children develop their abilities in a secure, yet stimulating setting. Each child is nurtured in a Christian environment and these Christian values are an integral part of all programs.

As part of Life Ministry Centre Ltd's educational services with Oxley Christian College, Oxley Kids upholds and actively promotes and encourages Christian values.

PHILOSOPHY

We believe that every person is uniquely created by God and that all have the ability to learn and achieve. We believe that every child should be valued for their individual gifts and should be afforded the opportunity to develop to their full potential. We support children to develop an understanding of themselves in relation to others; nurturing a sense of respect and compassion in order to develop well rounded children with a strong moral foundation.

We believe that children need a warm, safe and secure environment in which to develop and learn - an environment which fosters confidence in themselves and their abilities – a place where they belong. We encourage children to form positive relationships with their peers across all age groups, as well as within their families. We encourage children to celebrate their own, and each other's, rich cultural heritage.

We believe that the family is the child's first and most influential educator and that children's learning occurs when children are strongly connected to family, community, culture and place¹. We believe that when children feel strongly connected and experience a sense of belonging, they are confident to explore and learn.

We believe that in order to develop to their full potential we must ensure that all aspects of the child's health and well-being are supported. This includes the health, nutrition, spiritual and physical development of the child. Oxley Kids staff will work in partnership with parents to support their child's learning and development. We acknowledge and value parental input and feedback in all aspects of our service.

The requirements of the National Quality Framework are incorporated into our programs and encourage each child to grow in all areas, be it creative, social, physical, emotional or spiritual. We believe in providing a balanced program, involving a variety of experiences which provide opportunity for children to explore, enquire, discover, make meaning, investigate and create. We highly value the role of play in children's learning, recognising that play is a child's natural way of expressing, sharing, extending and modifying accumulated knowledge, skills, attitudes and values.

We believe that staff should be highly professional, well-resourced and trained, and committed to sharing Christian values with children and families. Educators are encouraged and supported to use a diversity of skills and experiences that enrich the children's time at the service.



¹ Belonging, Being, Becoming. The Early Years Learning Framework for Australia

CHILD DETAILS

Surname: _____ Given Names: _____ D.O.B: _____

Address: _____

Country of birth: _____ Languages spoken: _____

Gender: Male Female Cultural background: _____

Is the child of Aboriginal and/or Torres Strait Islander origin? Yes No

Australian Citizen? Yes No (Please provide evidence/documentation of citizenship/visa status if not an Australian Citizen)

Child resides with: Both parents Mother Father Other: _____

Child Centrelink CRN: _____ Health Care/concession card? Yes No

Siblings (Please include half/step siblings if child has regular contact with them)

Name: _____ Age: _____ Attends: Oxley Kids Oxley Christian College

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Name: _____ Age: _____ Attends: Oxley Kids Oxley Christian College

PARENT / GUARDIAN INFORMATION (PRIMARY CARER/S)

Parent 1

Surname: _____ Given Names: _____ Title: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Relationship to child: _____ Does the child reside with this parent? Yes No

Are you a past student of Oxley Christian College? Yes No

Religious affiliation: _____ Which church do you attend (if applicable): _____

Country of birth: _____ Languages spoken: _____

Do you identify as being of Aboriginal and/or Torres Strait Islander origin: Yes No

Occupation: _____ Employer: _____

Address: _____

Phone: _____ Email: _____

If you wish to claim Child Care Subsidy you must register on the myGov portal and provide your Centrelink customer reference number (CRN) and date of birth for the parent registered.

Parent CRN: _____ D.O.B: _____

Do you hold a health care/concession card? Yes No If Yes, please bring the card to be sighted

Are you an Australian Citizen? Yes No

If No, are you: A Permanent Resident of Australia? Yes No A Temporary Resident of Australia? Yes No

(Please provide evidence/documentation of citizenship/visa status if not an Australian Citizen)

How did you first hear about Oxley Kids?

- Friend or Relative
- Internet Search
- I am a Past Student
- MyChild website
- Mail out/Flyer
- Newspaper/Advertising
- Radio
- Other : _____

Parent 2

Surname: _____ Given Names: _____ Title: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Relationship to child: _____ Does the child reside with this parent? Yes No

Are you a past student of Oxley Christian College? Yes No

Religious affiliation: _____ Which church do you attend (if applicable): _____

Country of birth: _____ Languages spoken: _____

Do you identify as being of Aboriginal and/or Torres Strait Islander origin: Yes No

Occupation: _____ Employer: _____

Address: _____

Phone: _____ Email: _____

If you wish to claim Child Care Subsidy you must register on the myGov portal and provide your Centrelink customer reference number (CRN) and date of birth for the parent registered.

CRN: _____ D.O.B: _____

Do you hold a health care/concession card? Yes No If Yes, please bring the card to be sighted

Are you an Australian Citizen? Yes No

If No, are you: A Permanent Resident of Australia? Yes No A Temporary Resident of Australia? Yes No

If you are not an Australian Citizen or do not have Permanent Residency Status then you will need to provide evidence of your visa status.

Parenting/Court orders relating to the child

Part A: Are there any court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?

No, go to the next section. Yes, please complete Part B:

Are there any other court orders relating to the child's residence or the child's contact with a parent or other person?

No, go to the next section. Yes, please complete Part B:

Part B:

1. Bring the original order/s for staff to sight and copy to attach to this enrolment form;

2. If these orders:

a) change the powers of a parent/guardian to:

- authorise the taking of the child outside the service by a staff member of the service;
- consent to the medical treatment of the child;
- request or permit the administration of medication to the child;
- collect the child from the service AND/OR

b) give these powers to someone else,

Please describe these changes and provide the contact details of any person given these powers:

AUTHORISATIONS

The *Education and Care Services National Law and Regulations* require that written authorisation is provided for any person other than a parent to carry out particular functions in relation to a child. Please provide details for any people you wish to authorise to perform particular functions on your behalf. Please indicate which functions you authorise each person to perform by checking the corresponding box.

I _____ (parent/s) hereby authorise the persons named below to perform the following functions as indicated in relation to my / our child _____.

Surname: _____ Given name: _____ Relationship to child: _____

Address: _____

Mobile: _____ Land line: _____

1. Collect the child from the service Yes No
2. to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted Yes No
3. be authorised to consent to medical treatment of, or to authorise administration of medication to, the child Yes No
4. be authorised to authorise an educator to take the child outside the education and care service premises. Yes No

Surname: _____ Given name: _____ Relationship to child: _____

Address: _____

Mobile: _____ Land line: _____

1. Collect the child from the service Yes No
2. to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted Yes No
3. be authorised to consent to medical treatment of, or to authorise administration of medication to, the child Yes No
4. be authorised to authorise an educator to take the child outside the education and care service premises. Yes No

Surname: _____ Given name: _____ Relationship to child: _____

Address: _____

Mobile: _____ Land line: _____

1. Collect the child from the service Yes No
2. to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted Yes No
3. be authorised to consent to medical treatment of, or to authorise administration of medication to, the child Yes No
4. be authorised to authorise an educator to take the child outside the education and care service premises. Yes No

Parent 1 **Signature:** _____ **Print name:** _____ **Date:** _____

Parent 2 **Signature:** _____ **Print name:** _____ **Date:** _____

CHILD INFORMATION

Health Information

Name Doctor/Medical Service: _____ Telephone: _____

Address Doctor/Medical Service: _____

Medicare number: _____ Position number: _____ Expiry date: _____

Private Health fund: _____ Membership number: _____

Ambulance subscription number: _____ or included in health insurance cover: Yes No

Immunisation

Has your child received all required immunisation? Yes No

In order for your enrolment to proceed you must provide:

- a copy of child's Immunisation History Statement from the Australian Childhood Immunisation Register or
- a copy of a medical exemption from immunisation requirements

Medical Emergency

Authority to provide medical treatment, administration of medication or transport by Ambulance

In the event of an accident or illness, and where it is impractical to communicate with me/us, I/we authorise the persons nominated in the emergency contact list, the centre Director, or appointed staff member to organise/seek medical or surgical treatment from a registered medical practitioner, hospital or ambulance service, administer medication, transport by ambulance as may be deemed necessary.

Parent 1 **Signature:** _____ Print name: _____ Date: _____

Parent 2 **Signature:** _____ Print name: _____ Date: _____

Medical conditions

If your child has a diagnosed medical condition you MUST provide a current copy of the medical management plan signed by a Medical Practitioner prior to your child commencing at Oxley Kids. You will also be required to develop a risk minimisation plan and a communication plan in conjunction with Oxley Kids staff to ensure the appropriate management of your child's condition.

Does the child have any allergy? Yes No

Has the child been diagnosed as being at risk of Anaphylaxis? Yes No

If Yes: Please obtain a copy of our anaphylaxis policy from the centre Director and provide anaphylaxis action plan as prescribed by your doctor. An adrenalin auto injection device will need to be at the centre at all times that your child is in care.

Does the child have Asthma? Yes No

Does the child have any other medical condition? (e.g. epilepsy, diabetes,) Yes No

If yes, please provide details of the medical condition: _____

Special considerations or Dietary requirements

Does the child have any dietary or other requirements/restrictions? Yes No

If yes, please provide details of the requirement/restrictions: _____

Reason for requirement/restriction: religious cultural intolerance personal preference

CHILD INFORMATION

Additional Needs

Does your child have any additional needs? (e.g. development or speech delay, autism spectrum disorder, etc) Yes No

Please describe additional need: _____

Is your child under the care of any specialists? (e.g. Speech therapist, paediatrician) Yes No

Please provide details: _____

PERMISSIONS/CONDITIONS OF ENROLMENT

Consent to take and use photographs of your child

At **Oxley Kids** we take many photos of the children to document our program. Mostly these photos are used within the centre, however, from time to time we also use photos outside of the centre to promote the service to the wider community. **Please tick** the following options to consent to the use of photographs of your child.

- Photos used within the centre to document the children's programs. This will include newsletters that are distributed electronically to all families and Kinder M8, our online portal used for daily journals and children's observations. Kinder M8 requires a login and password to access, and will only allow access to photos your child is "tagged" in.
- Photos used by Oxley Kids in presentations and promotional material including but not limited to local papers, website etc. (We would consult you before using any photos for these purposes).

Sun Smart

In line with our Sun Smart policy, the centre staff will apply sunscreen to your child as required. **Oxley Kids** will supply and apply a 30+ Sunscreen that complies with Australian Standard AS/NZ 2604:1997. If your child is sensitive to our sunscreen you will need to notify staff and supply a suitable sunscreen for your child to use at the centre.

I give permission for Oxley Kids staff to apply sunscreen supplied by the service

or

I give permission for Oxley Kids staff to apply a sunscreen supplied by myself

Head Lice

In order to contain and prevent the spread of Head Lice, we require authority to allow **Oxley Kids** staff to check your child's hair for Head Lice during an outbreak, or if it is suspected that your child may have Head Lice.

In the event that your child is found to have Head Lice you will need to remove him/her from the centre until appropriate treatment has been performed.

If you do not give consent for **Oxley Kids** staff to check for head lice, and it is suspected that your child has head lice, you will be required to collect your child immediately from the centre and provide written confirmation from an appropriately qualified health professional that your child is free of head lice, before they can return to the centre.

I give permission for **Oxley Kids** staff to check my child's head if there are suspected cases of head lice in the centre. Yes No

Health

In line with the **Oxley Kids** health policies, children who are suffering from any illness that may be contagious, i.e.: vomiting, diarrhoea, temperature, must be kept away from the centre for at least 24 hours after the symptoms of illness have subsided, or must be collected from the centre if the condition becomes apparent whilst the child is in the care of the service. Children suffering from infectious diseases will be excluded as per the exclusions table in the **Oxley Kids** health policies.

If your child has a life threatening condition (e.g. anaphylaxis or asthma) you must provide the centre with information relating to the management of the condition and ensure that at all times your child is in the care of **Oxley Kids**, all medication and equipment required to manage the condition is provided.

Please obtain a copy of the relevant policies from the centre Director.

Incursions/Excursions

I/we give permission for my child to attend any incursions or nominated activities that occur at the centre. I understand staff will provide written details of any activities. Yes No

Emergency Evacuation

I/we give permission for the staff to evacuate the children in the event of an emergency or any evacuation rehearsal. The children will be evacuated in accordance with the centre *Emergency Evacuation Policy and Procedure*. Yes No

Observations

I/we give permission for our child to be observed by **Oxley Kids** staff, students or visitors for planning and program purposes. Observations will include: photographs and/or written observations. I understand that more detailed information may be requested at specific times.

The above policies form part of the conditions under which you accept a placement at **Oxley Kids**. These and all other policies are available on the **Oxley Kids** website or in hard copy at the **Oxley Kids** office. Please take the time to read the centre policies and procedures. The following is a declaration that you have access to a copy of the centre policies and procedures, and that you agree to abide by the conditions of the centre.

Declaration:

I/we _____ (print full name/s)
a person/s with lawful authority of the child referred to in this enrolment form,

- Give permission for the staff of **Oxley Kids** to carry out those functions indicated above.
- Declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information.
- Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if he/she becomes unwell whilst at the centre.
- Acknowledge that I/we have access to and agree to abide by the conditions and policies set by the management of **Oxley Kids**.
- Accept responsibility for all fees and charges incurred for the provision of child care for our child as named on this enrolment form.
- Advise that _____ (name of person who will be responsible for the fees and charges) will be responsible for the payment of all fees and charges. This person will be regarded as the 'debtor' all financial issues will be addressed to this person only.
- have read the Statement of Faith, Christian Values (attached) and the Fee Schedule (as updated from time to time) and understand that the curriculum and teaching will be based on Biblical principles and values.
- agree to uphold the Christian Values of the Centre (attached).
- have signed in all places required in this enrolment form and other documents, and consent to Oxley Kids privacy provisions, including the collection and use of information as required.

Parent 1 **Signature:** _____ Print name: _____ Date: _____

Parent 2 **Signature:** _____ Print name: _____ Date: _____

BOOKINGS

Please indicate the program/s you are applying for:

Long Day Program Short Day Kindergarten Program Outside School Hours Care Program (OSHC)

For the **long day programs** please complete the following:

Child's Name:

Day	Preferred times
Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to

Anticipated date of enrolment:

Our centre provides a registered four year old Kindergarten program as an integrated part of our long day care program.

Will your child access funded 4 year old kindergarten through our long day program Yes No Unsure

Which year will your child commence school? _____

For the **OSHC programs** please complete the following:

Child's Name:

Day	Preferred times
Monday	to AM to PM
Tuesday	to AM to PM
Wednesday	to AM to PM
Thursday	to AM to PM
Friday	to AM to PM

Anticipated date of enrolment:

Casual Booking

Please note: If you are booking on a casual basis, availability of a place will be subject to vacancies on any given day/time and staff allocations on that day. Availability may not always be possible when requested.

For **Short Day Kindergarten** please complete the following:

Child's Name:

3 year old Kindergarten	Year: <input type="checkbox"/> 2019 <input type="checkbox"/> 2020
4 year old Kindergarten	Year: <input type="checkbox"/> 2019 <input type="checkbox"/> 2020

BILLING

ACCOUNT SETUP FEE (Payment details)

A non-refundable Account Setup Fee of \$100 applies once per family. To pay this fee, please complete the following: Please see Fee Schedule for transaction fee and charges.

Method of payment: Credit card EFT to Oxley Kids (BSB 063 167 A/c 10741197)
Card type: Visa Mastercard
Card No: _____ Expiry: ___ / ___ CCV: _____ Amount: \$ _____
Cardholder name: _____ Cardholder signature: _____

*SPLIT BILLING (applicable to Short Day programs only)

Split billing is available to families where the parents have separated/divorced (please also refer to details in the parent information booklet). This Enrolment Form should be signed by the person/people who are legally responsible for the child and who will be responsible for all fees and charges. Please indicate the percentage of fees and charges each parent will be responsible for (ie 50%) in the section above marked 'Split Billing'. Please note Split Billing will incur a fee as noted on the Fee Schedule.

Signatures of both person(s) accepting financial responsibility for the child

Full name: _____ Relationship to child: _____

Split billing % (e.g. 50%): _____ **Signature:** _____ Date: _____

Full name: _____ Relationship to child: _____

Split billing % (e.g. 50%): _____ **Signature:** _____ Date: _____

PARENT / GUARDIAN ENROLMENT CHECK LIST

Please ensure you have attached the following documents with this enrolment.

- Account Setup Fee (if your family is new to Oxley Kids)
- Birth Certificate
- Immunisation History Statement, as taken from the Australian Childhood Immunisation Register
- Pre-Entry Fee already Paid (not applicable for OSHC enrolment)
- Current copy of any/all medical management plans if child has a diagnosed medical condition i.e. Asthma, Anaphylaxis, Diabetes or Epilepsy
- Other reports relevant developmental or learning needs i.e. medical, psychologist, speech therapist etc
- Custodial Details - Court/Parenting Orders (if applicable)

This Enrolment Form together with Child Information (if applicable) and the Account Setup Fee (per family, non refundable) should be forwarded to **Oxley Kids**, PO Box 553, Lilydale VIC 3140.

PRIVACY

Privacy Act 1988

Oxley Kids Collection Notice

1. Life Ministry Centre Ltd (LMC) collects personal information, including sensitive information about students, parents or guardians, contractors, volunteers, LMC members and other people. The primary purpose of collecting this information is to enable LMC to provide the services it offers through its operating divisions and to meet its legal obligations. As divisions of LMC, Oxley Christian College and Oxley Kids will share information, as required to facilitate our responsibilities for care of children.
2. Certain laws governing or relating to the operation of early childhood services require that certain information is collected. These include Public Health and Child Protection Laws.
3. Some of the information we collect is to satisfy Oxley Kids legal obligations, particularly to enable Oxley Kids to discharge its duty of care:
 - a. Health information about children is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about children from time to time.
 - b. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
 - c. Personal information collected regarding children is regularly disclosed to their parents or guardians. On occasions information such as program activities and other news is published in newsletters, magazines and on our website.
 - d. You may seek access to personal information collected about you and your child by contacting Oxley Kids. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Oxley Kids duty of care to the child, or where children have provided information in confidence.
4. From time to time, LMC discloses personal and sensitive information to others for administrative and legal purposes. This includes to other Children’s Services, schools, Government Departments, medical practitioners, and people providing services to LMC and its divisions, including specialist visiting teachers, (sports) coaches and volunteers.
5. LMC, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in LMC’s fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
6. We may include your contact details in lists and directories to enable us to provide the services offered. If you do not agree to this you must advise us now.
7. If you provide LMC with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to LMC and why, that they can access that information if they wish and that LMC does not usually disclose the information to third parties.

SIGNATURES OF BOTH PARENTS/GUARDIANS

By signing this statement, you are agreeing to the collection and storage of information as described above. The full Privacy Policy is available on request.

Parent 1 **signature:** _____ Print name: _____ Date: _____

Parent 2 **signature:** _____ Print name: _____ Date: _____

STATEMENT OF FAITH

The Bible

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety. They alone constitute the sole and absolute authority in all matters pertaining to Christian faith and practice.

Trinity

We believe there is one God, perfect and holy, existing eternally in three equal divine persons of the Father, the Son and the Holy Spirit. God is the creator and sustainer of all things, both visible and invisible, the heavens, the earth and all that is contained in the universe.

Jesus Christ

We believe that the Lord Jesus Christ is the eternally existing only begotten Son of God, the Lord of all creation who was with God in the beginning and at the appointed time took the form of man, lived a sinless life and died on a cross, being raised again on the third day.

Virgin Birth

We believe that Jesus was the Word made flesh, supernaturally conceived by the Holy Spirit and born of the Virgin Mary.

Redemption

We believe that Jesus Christ lived a sinless life and died as a sacrifice on the cross, shedding His blood for the remission of sin for all mankind. He is the only source of salvation from the penalty and consequence of sin.

Resurrection

We believe that Jesus Christ rose from the dead in His own glorified body for man's justification, ascended into Heaven and is seated at the right hand of the Father.

Salvation

We believe that all men are in a fallen sinful and lost condition as a result of the original sin of Adam and Eve who were created without sin. In this state of depravity man is helpless to save himself and is under the condemnation of God to eternal punishment in Hell. Salvation from this state is solely by grace and is received through genuine repentance toward God and trust in the Lord Jesus Christ. This experience is known as "new birth" and is an instantaneous and complete operation of the Holy Spirit who alone convicts men of sin, leads them to repentance, creates faith within them and regenerates. The regenerate person is indwelt by the Holy Spirit who imparts gifts and manifests fruits through the believer.

Second Coming

We believe the Lord Jesus Christ will visibly return to earth in person to establish His Kingdom. This will occur at a date undisclosed by scripture.

Kingdom of God

We believe that the Kingdom of God is made up of believers from all nations and denominations who are under the headship of the Lord Jesus Christ. The Church is the visible manifestation of the Body of Christ in the local community expressing itself through local congregations.

The Christian Life

We believe that the Christian life is expressed outwardly by conformity to the standards expressed in the Bible which is the sole and absolute authority in all matters pertaining to Christian faith and practice.

OUR CHRISTIAN VALUES

As a Christian body committed to our faith...

- **we worship God**
 - o because he has demonstrated His love to us and deserves our highest praise
- **we seek to model the life of Christ**
 - o because through Christ, God has shown us how he wants us to live
- **we uphold the standards of good and right acclaimed in the Bible**
 - o because we believe that the Bible is God's Word
- **we rely on prayer and the Holy Spirit**
 - o because we believe that God has provided these as a means of relating with Him
- **we spread the Good News and seek ways to serve God**
 - o because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live

As individuals...

- **we act with integrity, self control & humility**
 - o because we believe that God is just and holds us accountable for our actions
- **we practise moral values such as honesty, patience, justice & mercy**
 - o because we believe that God wants us to follow His example of righteousness
- **we base our relationships on love, forgiveness & reconciliation**
 - o because we believe that we should follow the example of Christ's love for us
- **we aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others**
 - o because we believe that these are gifts entrusted to us by God

As members of the community...

- **we seek to discover who we are and our place in the universe**
 - o because we believe that we learn about God through his creation
- **we value the uniqueness of individuals and provide a nurturing, caring environment**
 - o because we are all precious in God's sight
- **we show respect, tolerance and live in harmony with others**
 - o because we believe in the equal right of all people to live in peace
- **we help those in need from a sense of compassion**
 - o because we believe that we should love one another
- **we seek ways to sacrificially serve the community**
 - o because we follow Christ's example of serving others

As mankind...

- **we have a hope for the future**
 - o because we believe that we are created by God and redeemed by Jesus Christ

