

Educator first name: _____ Surname: _____

Parent first name: _____ Surname: _____

Date care is to commence: _____

FORMS

MANDATORY:

- Parent Interview Checklist (this form)
- New Family Enrolment
- Parent / Guardian Placement Contract
- All About Me
- Booking Agreement
- Immunisation Record (one per child)
- Signed Copy of Educator's Fee Contract
- Credit Card Payment Authorisation
- Family Assistance Law Compliance Policy

IF APPLICABLE:

- Additional Child Enrolment
- Court Order
- Excursion
- Medical Management Plan
- Travel Permission
- Swimming Pool Permission

EDUCATOR AND PARENT DISCUSSION

I hereby declare that my educator has:

- Shown me their daily plan / program and explained their general routine.
- Shown me their professional portfolio.
- Discussed their Fee Schedule / Contract with me, and I understand and agree to it.
- Informed me of their preferred method and schedule of payment of care fees, and provided their bank details if applicable.
- Discussed the Parent Handbook with me, and I understand and agree to it.
- Explained that an Assessment for Learning will be routinely completed for my child to help assess developmental progress.

ENROLMENT FEE PAYMENT

- I have paid the \$25 enrolment fee to Kath Dickson Family Day Care.

METHOD USED:

- Credit Card Payment Authorisation form filled out
- Cash paid to office
- Direct Deposited, and evidence supplied

If payment is made via Direct Deposit, please provide proof in the form of a screenshot of the payment confirmation.

SIGNATURES

Parent signature: _____ Date: _____

Educator signature: _____ Date: _____

OFFICE USE ONLY

Notes: _____
