

CRECHE CHILD ENROLMENT FORM

Childs Full Name:		Date of Birth:		Age:	
Child 2:		Date of Birth:		Age:	
Child 3:		Date of Birth:		Age:	
Child 4:		Date of Birth:		Age:	

ADMIN USE ONLY:

Birth Certificate Attached for each child YES NO

ALLERGIES/ILLNESSES

Does your child/ren suffer from any medical or physical condition that crèche staff need to be aware of? YES NO
For example: special dietary requirements, allergies, anaphylaxis, medical conditions, epilepsy, asthma

If yes, please provide details of condition and any medications taken:

Care plan attached: YES NO

PARENT/GUARDIAN INFORMATION – PRIMARY PARENT

Parent Full Name:			
Mobile:		Email:	
Address:			

PARENT/GUARDIAN INFORMATION – SECONDARY PARENT

Parent Full Name:			
Mobile:		Email:	
Address:			

Preferred contact for Oasis Creche correspondence: Primary Parent Secondary Parent

**EMERGENCY CONTACT
OTHER THAN PARENT OR GUARDIAN**

Full Name:		Mobile:	
Address:			
Relationship to child:			

AGREEMENT TO ENROLMENT TERMS

- I accept that I must stay on the premises while my child is in crèche care and I understand that I am responsible for my child whilst I attend the activity/course within the facility.
- I understand and accept that it is my responsibly to respond immediately to my child in crèche care when requested by the centre staff.
- I consent to medical treatment being obtained for my child in case of an emergency.
- I have attached my child's Birth Certificate
- I have provided an up to date Medical Care plan (if necessary)

Parent Name: _____ **Signature:** _____ **Date:** __/__/__

ADMIN USE ONLY – STAFF NAME:

Birth Certificate Sighted by:	Scanned by:	Entered into Envibe by:

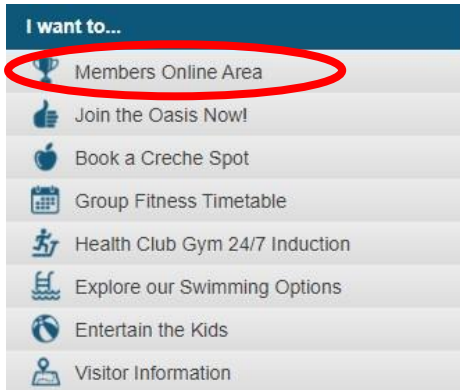
Important Oasis Crèche policies

These policies are formed in conjunction with the Department of Communities to meet the requirements of unlicensed crèche centres.


AGREEMENT TO CRECHE POLICIES			
<input type="checkbox"/> BOOKINGS: Can be made via the Goldfields Oasis website. Online sales will end 3 hours prior to the start of each care session. Booking must be made under the child/ren that will be attending crèche.			
<input type="checkbox"/> CANCELLATIONS: Cancellations are essential and are required to be made via phone (9021 0900) or email (oca@ckb.wa.gov.au). Cancellations by phone can only be made during crèche opening hours. All cancellations must be made 24hrs prior to your booking in order to reschedule your session with no extra charge. Cancellations made outside of these time frames will not be rescheduled free of charge unless a medical certificate can be supplied.			
<input type="checkbox"/> LATE COLLECTION FEE: I am aware \$5.00 is payable per 5 minute intervals late (per child). Care sessions will be refused if a late collection fee remains outstanding at the time of arrival to your next scheduled booking. A refund will not apply. Options to pay on the day will be available.			
<input type="checkbox"/> It is important to include all locations you will be during your visit, this helps if a staff member needs to retrieve you at any stage.			
<input type="checkbox"/> You must remain on the premises whilst your child attends crèche			
<input type="checkbox"/> I am aware my care session starts from the time my booking was pre-scheduled and not from the time I arrive to crèche.			
<input type="checkbox"/> The person dropping of the child must be the one to collect them unless an <i>Authorization for Collection Form</i> has been completed.			
<input type="checkbox"/> LABEL ALL ITEMS: Please ensure all bags, food and drinks are labelled, this helps us to ensure the best care for your child. ANY UNLABELED FOOD OR DRINKS WILL NOT BE GIVEN OUT.			
ADMINISTRATION OF MEDICATIONS			
<input type="checkbox"/> I have read and fully understand the medication requirements in the Oasis Creche Parent Handbook			
<input type="checkbox"/> Creche staff are not authorized to administer medication of any sort. This includes sunscreen and nappy cream. In the event that a child needs medication, crèche staff will advise parent and they must respond immediately			
<input type="checkbox"/> If my child requires an action plan for a medical condition or allergy, I will provide a copy to the Oasis Creche in case of emergencies			
<input type="checkbox"/> If my child/rens medical details change in any way I will advise crèche staff			
PHOTOGRAPHY/VIDEOGRAPHY CONSENT			
<input type="checkbox"/> I agree to give consent for the staff at the Goldfields Oasis Creche to take photos or video of my child/ren. I understand the photos or videos may be used for any Goldfields Oasis promotional material (optional)			
<input type="checkbox"/> I do not give consent for photography or videography			
Parent Full Name:			
Signature:		Date:	__ / __ / __
Creche Staff Name:		Sign:	

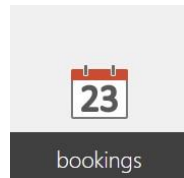
How to Book Creche Online

1. Open Goldfields Oasis website – www.goldfieldsoasis.com.au
2. Select Member Online Area



3. Select "Log In" – top right corner
4. Log In to your account or create a new account (you will get a confirmation email sent to your inbox)

5. In the top right corner click on your name eg. **JOHN SMITH** 
6. Click "Select User" and choose which child you wish to book in (you will need to repeat this process if you need to book in multiple children).
7. Once you have switched users, select "Home" from the left side corner.



8. Select the Bookings tile
9. Number of spaces remains at 1 (for 1 child) and Estimated group size remains at 0.
10. Click and drag down to select your desired booking session (please note only green time slots may be booked).
11. Select "Make Booking"
12. If you would like to make more bookings for the **same child** click "Book More" button and repeat process.
13. Once you have completed your desired bookings select "Add to Cart" and follow prompts to complete payment.