

Crèche Enrolment Form



northern
beaches
council

Aquatic Centre
Andrew Boy Charlton
Manly

If you need help lodging your form, contact us	
Email	creche@manlyaquatic.com.au
Phone	02 8495 5005
Address	1 Kenneth Rd, Manly NSW 2095

Office use only	
Form ID	4087
TRIM Ref.	
Last updated	July 2022

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Welcome to the Manly Andrew 'Boy' Charlton Aquatic Centre Crèche. In order to provide a safe, happy environment for your child we have made a few rules by which we ask everyone to abide:

- Parents/Guardians must remain within Manly Andrew 'Boy' Charlton Aquatic Centre at all times whilst your child is in Crèche.
- Children with an infectious condition cannot be accepted into childcare.
- All bottles and dummies must be clearly named.
- Children cannot stay in the Crèche for any period exceeding 1.5 hours.
- No food is permitted in the Crèche.
- Parents/Guardians must return to the Crèche to attend to your child if asked to do so by staff.
- Staff must be informed if a child is being collected by anyone other than parents/guardians noted on this enrolment.

Please complete the following form and notify staff of any changes.

Part 1: Parent Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other
First Name	
Last Name	
Address	
Phone Number	
Email	

Part 2: Emergency Contact Person (someone other than parent/guardian listed above)

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other
First Name	
Last Name	
Phone Number	
Relationship to Child/ren	

Part 3: Child/ren Details

Child 1: Full Name				
Date of Birth (dd/mm/yyyy)		Gender	Male	Female
Has your child been immunised to date?			Yes	No
Does your child have any allergies? If yes, specify below.			Yes	No
Any additional medical information to notify us of? If yes, specify below.			Yes	No

Child 2: Full Name				
Date of Birth (dd/mm/yyyy)		Gender	Male	Female
Has your child been immunised to date?			Yes	No
Does your child have any allergies? If yes, specify below.			Yes	No
Any additional medical information to notify us of? If yes, specify below.			Yes	No

Child 3: Full Name				
Date of Birth (dd/mm/yyyy)		Gender	Male	Female
Has your child been immunised to date?			Yes	No
Does your child have any allergies? If yes, specify below.			Yes	No
Any additional medical information to notify us of? If yes, specify below.			Yes	No

Additional Details

Are there any court orders affecting the custody or access to the child/ren the staff need to be aware of? If yes, please give details below.	Yes	No

Part 4: Crèche Terms & Conditions

In order to maintain a high standard of care for your child whilst you enjoy the centre's facilities, we ask that users of the Crèche adhere to the following terms and conditions:

1. **NO FOOD.** Due to the increase of childhood allergies, our Crèche does not permit food or flavoured liquids. This includes MILK BOTTLES. Water bottles are accepted (must be clearly labelled with child's name).
2. I understand that I am at all times responsible for my child whilst he/she attends the Crèche and I authorise the staff to seek necessary emergency medical treatment, or ambulance service in the event of illness or accident occurring to my child. I will pay any medical and transport costs arising from such an action.
3. Bookings can be made at the Crèche during operating hours, at reception or at the Gym reception desk. Bookings can also be made via the phone. Please leave a voicemail with Crèche if you are unable to get in touch with staff.
4. Cancellation of a booking is required at least 30 minutes prior to your original booking. To cancel, please call 8495 5005. This allows others an opportunity to attend. In the event of a no show, a cancellation fee of \$6 will be added to your account. Accounts that have outstanding fees will be unable to make further bookings in Crèche, until the account is settled.
5. The age limit for children accessing the Crèche is 8 weeks to 5 years old. School age children are unable to book into the Crèche during school holidays. The maximum time limit for all children accessing the Crèche is an hour and a half. We recommend a maximum of 1 hour timeframe for children aged 8 weeks - 12 weeks.
6. During a Crèche booking, parents/guardians MUST remain within the grounds of Manly Andrew 'Boy' Charlton Aquatic Centre. Children must be picked up before your booking time ends.
7. If your child/ren are being picked up by somebody other than the parents/guardians provided on the enrolment form, staff must be informed and you will be required to complete an authorisation form to give permission to that person to pick up your child/ren.
8. Payment is to be made at reception prior to taking your child into Crèche.
9. Please be aware that you may be required to return to Crèche if your child becomes distressed and is unable to be settled by staff, if your child becomes unwell or needs a nappy change.
10. Please ensure your child's nappy needs are met before leaving them in Crèche. Our Crèche provides nappy/baby change facilities. However, staff do not change nappies under any circumstances.
11. A maximum of three (3) bookings a week can be made. Additional bookings after this are required to be walk-ins and the staff do have the right to refuse entry if the Crèche is at capacity.
12. Each child must be signed in and out by the parent/guardian on the attendance form on every visit. This form must be filled out thoroughly and legibly as it is used to locate you if your child is unsettled or as a roll in the event of an emergency.
13. On your first visit to Crèche, the parent/guardian must complete an enrolment form, for all children attending Crèche.
14. Permanent bookings cannot be made. Bookings are taken on a weekly basis, one week in advance.
15. Please do not bring sick children to the Crèche. If your child is too sick to go to childcare, they are too sick to come to the Crèche. This is to avoid other children and staff members becoming sick.
16. All water bottles and dummies must be clearly named. When leaving a pram in Crèche please use the wristbands available to label your pram with your child's name. This will allow Crèche staff to locate your pram if they need to use it.

Part 5: Declaration

Declaration and Signature			
I have read and understood all Terms and Conditions of the Crèche.			
Parent/Guardian Name			
Parent/Guardian Signature		Date	