



Little Learners

APPLICATION FORM

A person with lawful authority in relation to the child must complete this form.

Child's First Name: _____ Child's Surname: _____

Sex: Male Female

Date of birth: ___/___/_____

Details	MOTHER/GUARDIAN 1	FATHER/GUARDIAN 2
Family Name		
First Name		
Relationship to Child		
Date of Birth		
Home Phone		
Mobile Phone		
Work Phone		
Occupation		
Email		
Home Address		
Work Address		

Child's principal place of residence: Mother/Guardian 1 Father/Guardian 2

Does your child have any special needs or requirements? Yes

Please note a brief description below. This will assist us in matching your child to the correct room.

DAYS REQUESTED TO ENROL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Day care					
Vacation care					
Before School*					
After School*					

*School for pick-up/drop-off: _____

Requested start date: _____

(Office to complete only – this information is for parent reference)

Initial Room Allocation: _____

Lead Educator's Name: _____

IMPORTANT INFORMATION

More detailed information is required regarding your child and this is contained in your Enrolment forms. This must be completed by the end of your orientation week. A Parent Handbook will also be provided to you prior to your Orientation and will assist with the general day to day activities within our centre.

We have detailed policies on all aspects of education and care for your child and we encourage you to read them and provide feedback. During orientation, your Lead Educator will show you where these are located.

Administration Fee. An administration fee of \$100 is required with this form to complete your enrolment to guarantee your child's placement. Once your child starts with us, this fee will be credited onto your account towards your Bond. If you decide not to commence care with us your \$100 will not be refunded as it will be used to cover the cost of administering your application.

Requirements. The following need to be completed before your child can attend our centre:

- Bond must be paid in full (2 weeks full fees) Bond amount due \$ _____
- First weeks fees paid in advance.
- Enrolment Form completed, including attached signed copies of Medical Action Plans, Childs Health Record (and Immunisation Record) and Court Orders.
- Customer Reference Number (CRN) obtained for both the child and a mother/father from Centrelink, if your child commences care prior to you receiving your CRN, you will be charged the full daily rate. CRN is also known as your Centrelink number.

By the end of your Orientation (first week), the following need to be completed:

- Orientation Pack completed and all forms handed back to your child's Lead Educator / Teacher.
- Centrelink notified that your child is attending care (see our Centrelink FAQ)

I acknowledge that I have read and understood the above

Full Name: _____ Signature: _____ Date: __/__/__

Please note that you may be entitled to a number of subsidies and benefits. Please contact the administration officer or director if you have any questions regarding these.

How did you find out about us?

- Advertising Brochure Our webpage Facebook Other internet site
 Parent referral Word of mouth Yellow pages Other _____

Parent referral

We value the positive feedback from our existing parents. If you were referred by a friend or family already at the centre, please provide their name or their child's full name and they may be eligible for a \$200 credit.

Name: _____

Little Learners Early Education Tax Receipt
195 Gordons Rd South Morang 3752

ABN 63 112 791 349
PO Box 167 Mill Park 3082

Amount paid \$ _____ Payment method: _____

Name: _____ Signature: _____ Date: __/__/__