

# Queensland Lutheran Early Childhood Services

*Excellence in Early Childhood Education and Care*

Dear Parent/Guardian,

Welcome to Grace OSHC,

To assist us in providing the best possible care for you and your child, please complete the following form fully and accurately. We understand that paperwork can be time consuming, however this information will help us to provide individualised care that meets the specific needs of your child.

Please ensure you have read the accompanying documentation carefully prior to signing the enrolment agreement. This agreement is a binding contract and outlines your commitment with regards to:

- Providing current and accurate information about your child
- Notifying our Service of any changes that may impact on your child's needs or our provision of care
- Ensuring your contact details remain current at all times
- Payment of fees

We ask that you pay particular attention to each section that requires a signature as enrolment cannot proceed until all sections are signed. Do not hesitate to ask for assistance when completing the enrolment form. We are more than happy to help.

Your enrolment package consists of the following documents that must be completed and returned:

- ENR.002 Enrolment form
- ENR.015 Fee Schedule and Payment Agreement
- ENR.009 Immunisation Enrolment Agreement
- ENR.012 Parent Code of Conduct

The following documentation must be provided to the Service with your completed enrolment form:

- Immunisation History Statement
- Health Plans (Anaphylaxis, Asthma or General Health Management Plan)
- Documents relating to additional needs or diagnosed disability (medical records, specialist support services referral)
- Documents relating to any Parenting Order/Plan, Domestic Violence Orders or other legal documents relating to the child

Please ensure that all sections that have a green 'flag':  are signed or initialled.