



The Tree House

Early Childhood Centre

PRE-ENROLMENT INFORMATION

Dear Family,

welcome

to The Tree House Early Childhood Centre

Please complete all relevant areas of the attached enrolment form to ensure your application is processed. Should you require further information please speak with our Director.

Parents are reminded that there is an enrolment fee of \$60.00 plus \$10 to cover the cost of the welcome pack, which must be paid when the enrolment form is handed back. This fee covers the cost of our administration to process your child's information and confirms your booking.

Once your application is processed you will receive a letter of confirmation, including the confirmation of your child's position and confirmation of booked days.

HOW TO ENROL IN 3 EASY STEPS

STEP 1

- Please read the enrolment letter above.
- Fill in the enrolment form, provided with this letter, using pen only. If you have any questions about the form please contact the director.
- All of the requested information is mandatory.
- Please check that you and/or your partner have completed all the sections and questions you need to answer, signed and dated where necessary.
- Contact the Family Assistance Office (FAO) on 136 150 to register your child. Regardless of whether you claim Child Care Benefit (CCB) Subsidy it is important to register with the FAO. For more information about Child Care Benefit please contact Family Assistance Office on 136 150. Families for whom English is not the primary language may receive translation assistance by calling 131 202.

STEP 2

- Use our document checklist attached to this letter to make sure you have all the documentation needed to support your enrolment.

*Please remember that we need to see the original documents (not photocopies).
The centre will photocopy the original and return it to you.*

STEP 3

- Return your completed forms and documentation, accompanied by your \$60 plus \$10 to cover the cost of the welcome pack.



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ENROLMENT DOCUMENT CHECKLIST

Please tick:

HAVE YOU

- Completed your child's details on the enrolment form
- Completed emergency contact details on the enrolment form
- Provided your child's Centrelink Reference Number
- Provided your Centrelink Reference Number
- Provided your date of birth to claim child care benefit
- Indicated your preferred days of attendance
- Signed your enrolment form
- Contacted Family Assistance Office on 136150 to register your child and link them to our centre. Regardless of whether you claim Child Care Benefit (CCB) it is important to register with the FAO. Please speak to your Director to obtain our Centre Reference Number (CRN) prior to contacting the FAO. To receive Child Care Benefit (CCB) you must link your child to the centre. If your child is not linked to the centre, the full daily fee must be paid.
- Provided your child's immunisation details (Blue book) for photocopying
- Provided your child's birth certificate for photocopying
- Booked orientation sessions for your child to get to know staff and the environment
- Created a sense of excitement with your child about attending child care
- Supplied any court orders (if applicable)
- Supplied asthma or allergy action plans signed by your doctor (if applicable)