

Ready, Set, School Enrolment Pack - 2022

Welcome, Families!

Thank you for your interest in the Ready, Set, School (RSS) program at Karratha Community House (KCH).

Ready, Set, School is a program designed to prepare children and their parents for entry into Kindergarten. The focus is on socialisation and interaction, and the program aims to teach children the basics of school routines, independence and following instruction.

Through the carefully planned themes and activities each week, the children develop their fine and gross motor skills through play-based learning, which builds strength in their bodies and their hands to be able to perform skills and activities required of them in Kindergarten.

General Information

Term dates

Term 1	Fri 4 th February 2022	Wed 6 th April 2022
Term 2	Thurs 28 th of April 2022	Wed 29 th June 2022
Term 3	Wed 20 th July 2022	Wed 21 st September 2022
Term 4	Wed 12 th October 2022	Tues 13 th December 2022

Graduation week is the week of the 28th November – 2nd December 2022.

General routine per session

- Unpack lunch box, morning tea box, and water bottle, placing these in the labelled baskets inside the door.
- Place backpacks in the shelving.
- When the doors open come into the room, take your child over to the activity tables. Please assist your child with these activities.
- At 9am a bell will ring, say “good-bye” and encourage your child to sit on the mat with the other children. We encourage parents to leave promptly. If there are any upset children, the Facilitators will step in and help. If your child continues to be upset and is inconsolable, rest assured we will call you and let you know. We will not let a child continue to be upset for a long period.

During the session we have a balance of self-directed play as well as structured mat time. During mat time we call the roll, read stories, sing songs and discuss the theme for the day/week. The children are encouraged to sit still and respect others space. There is also self-directed time where there is a craft and other activities. In addition to this there is some outdoor play time, morning tea time and lunch time.

Clothes

Please ensure:

- Your child wears clothes that you are happy for them to paint/get wet in. We have lots of fun, and sometimes make a mess;
- Bottoms are easy to get on and off, for ease when going to the toilet;

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- Your child is able to take off and put their shoes back on themselves. We encourage independence, but of course will help whenever required;
- A spare change of clothes and a hat that you are happy to leave at the centre are packed in your child's bag. If you are enrolled in 2 days per week, it is handy to provide two hats. If your child does not have a hat, they will be asked to play in the shade during outside time; and
- All clothes, shoes, hat and backpack are labelled clearly.

Food

Please pack a lunch that is familiar to your child and you are sure they will eat. We also ask that you pack a morning tea in a separate container and remember to clearly label all containers and drink bottles (water only). It is suggested that your child's food should be in an insulated lunch box.

KCH support Crunch and Sip for morning tea to maintain the fruit and vegetable needs of growing children. Please feel free to look at the Crunch and Sip Facebook page for ideas:
<https://www.facebook.com/crunchandsipbreak>.

Note that KCH is a **NUT FREE** Centre. If your child has any special dietary requirements/allergies, please ensure this is noted on the enrolment form and feel free to speak to our Facilitators about any requirements.

Medication

If your child has any medications or an action plan for any allergies/medical conditions, it is vital we receive this plan or medication. All plans and any medication need to be in a cupboard accessible to the staff, and NOT in your child's bag. This includes Asthma/Ventolin pumps. Please also ensure that this is noted on the enrolment form.

Eligibility

Children born between the 1st July 2018 and the 30th June 2019 are eligible for enrolment in Ready, Set, School 2022. This means your child will be attending Kindergarten in 2023. You must be a current KCH member to enrol and remain enrolled in RSS. Your child also needs to be completely and confidently toilet trained.

Enrolment

To secure a place for your child in RSS, you must meet the eligibility requirements above. Complete and return the enrolment form and pay a non-refundable enrolment fee of \$50.00. This enrolment fee needs to only be paid once per child (regardless of whether they are booked for one or two days).

You are also welcome to pay for the term upfront upon enrolment and you will receive a 10% discount. Cancellation of program fees is governed by the KCH Cancellation and No-show Procedure. Your enrolment rolls over each term unless you advise KCH that you wish to remove your child, or if there are continued absences and KCH removes your child from the classroom.

The program is run Monday to Friday, and you are invited to enrol your child up to two days per week.

Enrolment Form

Child's Full Name:		
Child's Date of Birth:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Is your child of Aboriginal and/or Torres Strait Islander origin?	<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Both, Aboriginal and Torres Strait Islander
Language spoken within the home:		
Does your child have any of the following:	<input type="checkbox"/> Allergies <input type="checkbox"/> Medical needs	<input type="checkbox"/> Developmental delay or disability <input type="checkbox"/> Religious food preferences
Please give detail if you have ticked above: <i>Please attach an action plan if required for allergies or disability or asthma plan.</i> <i>Please provide a doctor's letter or certificate stating the name of the medication, dose and times.</i>		
Preferred session day/s:	Day One: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Day Two: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Parent Name:		Parent Name:	
Address:		Address:	
Email Address:		Email Address:	
Mobile Number:		Mobile Number:	

Enrolment Form

Please provide a minimum of two emergency contacts.

1. These contacts can NOT be parents listed above and must live in Karratha.
2. Only the people nominated below may pick up your child unless otherwise arranged.
3. These people are required to produce photo identification when picking up your child at their first visit to the centre and subsequently by staff request.
4. No person under the age of 18 years will be allowed to drop off or pick up your child unless he/she has a recognised Carer Status by the Australian Government. In this case, please provide a copy of the appropriate documentation.
5. In an emergency, and/or if your child is not collected at the conclusion of the program, the centre staff will contact the emergency contacts if attempts to contact both parents have been unsuccessful.

Emergency Contact Name:		Emergency Contact Name:	
Relationship to child:		Relationship to child:	
Address:		Address:	
Mobile Number:		Mobile Number:	

I authorise the above-named people as emergency contacts and have notified each nominated person of their requirements in the event they are called upon to collect my child.

Name: _____ Signature: _____

Permissions, Terms and Conditions

Cost

Ready Set School fees for 2022 are \$50 per day. Due to public holiday and term dates some Ready Set School days will have more attendance days than others (see above term dates for your reference). Your fees for each term will be specific to the total number of days your child attends. Fees are to be paid by the due dates on a term by term basis with the following options for your convenience:

Option 1 – Pay term upfront (10% discount)

By choosing this option we offer a 10% discount on the total fees for that term, **for example** Term 3 Wednesdays there are 10 RSS days in the term therefore full fees would be \$500, after applying the 10% discount the upfront payment will reduce to \$450.

To receive this discount please ensure you pay the fees in full before the due date.

Option 2 – Payment plan (3 instalments)

A payment plan option is provided for families who wish to pay for the term in three instalments. Those who do not pay for the term upfront by your child's first day attending RSS in the term will automatically be placed on this payment plan. Instalments must be paid by the dates specified by KCH at the start of each term. No discount is applied to payment plans.

I (parent's name) acknowledge and agree to pay the associated session fees each term by the due dates of my elected payment option. I acknowledge that my child's place may be given to another child on the waiting list if payment is not received on time.

Signature: _____ Date: ____/____/20____

Absences policy

Absences and cancellations are managed in accordance with the *KCH Cancellation and No-show Procedure*, which is available on the KCH website.

I (parent's name) acknowledge and agree to the Cancellation and No-show Procedure.

Signature: _____ Date: ____/____/20____

Head lice policy

Head lice is a very common occurrence in schools and day-cares. We are not legally allowed to check your child's hair, however if we do notice head lice, we will call the parent or guardian to collect the child straight away. The child must be treated before they next return to RSS.

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I (parents name) acknowledge and agree to the above Head lice policy.

Signature: _____ Date: ____ / ____ / 20__

Toilet training policy

Your child must be completely and confidently toilet trained before attending RSS. While we understand that accidents can occasionally happen, KCH will call the parent or guardian to collect their child if there are more than two accidents in one session. If there are recurring accidents the Facilitators will talk to the parent or guardian about this, and KCH may choose to remove them from the RSS program until such time they are more confidently trained. The child will then be able to return to RSS if there is a space available.

I (parent's name) acknowledge and agree to the above Toilet training policy.

Signature: _____ Date: ____ / ____ / 20__

Illness, accident and emergency policy

We encourage parents and guardians to keep their child home if they are unwell, especially if they are infectious. If your child becomes unwell while at the centre then the parent or guardian will be contacted to come and collect the child ASAP. If your child has a runny nose that is NOT clear, you will be called to come and collect your child immediately.

In the event of an emergency, if you or your emergency contacts cannot be reached, it may become necessary to call an ambulance. If an ambulance is called a staff member will accompany your child to hospital and a continued effort will be made to contact you and your emergency contacts.

Parents/Guardians will be responsible for full payment of any costs incurred for transportation or treatment relating to any illness or injury relating to their child while at the centre.

I (parent's name) acknowledge and agree to the above Illness policy.

Signature: _____ Date: ____ / ____ / 20__

I/We hereby consent for KCH to engage the services of a Doctor, Dentist or Ambulance in any emergency for my/our child.

If I cannot be contacted, I accept that the emergency service would be the closest hospital or Doctor.

Signature: _____ Date: ____ / ____ / 20__

General media

I/We **give consent** for a Karratha Community House representative to photograph my child/myself. I/We agree and acknowledge that and all copyright and other rights to any photographs of my child/myself shall be owned by Karratha Community House. I also give consent for Karratha Community House to use photograph/s of my child/myself for their promotional material. In doing so, I acknowledge and agree that Karratha Community House does not need to submit to me promotional material containing a photograph of my child/myself for approval before the publication of that promotional material and broadcast, print, funding and electronic media. I agree to forgo any rights to my image including copyright. If signing this form on behalf of a child and have the authority to grant the above consents.

Signature: _____ Date: ____/____/____20____

No, I do not give consent

RSS Facebook Group

A private Facebook group is set up for each of the Ready, Set, School classes. This allows us to share what the children have been up to each day, as well as post any notices of upcoming events. Only KCH staff and the immediate family members of the child who attend on their particular day will be allowed access to the relevant Facebook group.

I/We **give consent** for a Karratha Community House representative to photograph my child/myself for the specific purposes of the above mentioned Facebook group. I/We agree and acknowledge that and all copyright and other rights to any photographs of my child/myself shall be owned by Karratha Community House. If signing this form on behalf of a child and have the authority to grant the above consents.

Signature: _____ Date: ____/____/____20____

No, I do not give consent

*If you have given permission for the Facebook page, please provide the exact Facebook names of those who will be requesting to join the page so we can ensure access is approved:

General risk warning, and emergency medical care

As a participant in this recreational activity, you or your child may be exposing yourself/themself to a risk or harm or injury. I understand that KCH will take all possible care of me and my child/ren's wellbeing and that whilst I am participating in this activity KCH's staff will make every reasonable effort to minimise exposure to known risks. It is the responsibility of the student and the parent/guardian to take care of any personal possessions and KCH is not liable for any loss, theft or damage to personal possessions. The parent/guardian will indemnify KCH for any loss or damage to KCH property arising from the use or possession of such property by the child.



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I therefore accept full responsibility for my own safety and well-being and that of my child from the moment we enter the premises being used by **Karratha Community House Inc.** for the activity, or take part in the activity.

By signing below, I voluntarily agree to release and hold harmless **Karratha Community House Inc.** its Board of Management, volunteers, assistants and employees for any damage or injuries, physical or mental, which I might incur as a result of my or their voluntary decision to participate in activities operated by **Karratha Community House Inc.**

In the event of an accident or medical emergency when it is impractical to communicate with you or your emergency contact person, the parent/guardian authorises KCH to take action and incur expenditure as KCH considers necessary in the best interests of the student. The parent/guardian will be responsible for any expenses incurred by KCH on behalf of the student arising from any such emergency or urgent medical treatment. The parent/guardian will indemnify KCH for the cost of any such treatment or action taken.

Full name of participant (CHILD): _____

Signature of parent/care giver: _____

Print name: _____ Date: _____

How did you hear about our amazing Ready, Set, School program?

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A little bit about me

Please take the time to fill out this sheet about your child as it is a great way for us to get to know them and have conversation starters as they settle in.

<p>Who lives at home?</p> <p><i>Please include siblings' name and ages, animals and other family members.</i></p>	
<p>Parents occupations?</p>	
<p>Other siblings</p> <p><i>Please include name and ages of any other siblings you have who don't live with you.</i></p>	
<p>What do you like to do with your child on the weekend?</p>	
<p>Five words to describe your child?</p>	
<p>What are you hoping of your child to achieve by joining our Ready, Set, School program?</p>	
<p>Do you have any concerns about your child that you would like to share with us e.g.: speech, behavioural, emotional, sensory needs?</p>	
<p>What calendar events does your family chose to/not to celebrate?</p>	
<p>What school will your child be attending for Kindergarten?</p>	