



WOOSH Care – Child Enrolment Checklist

Before your child's enrolment is finalized, the following information must be completed and returned to the WOOSH Care office.

Please ensure all boxes are ticked before returning enrolment package

- I have completed the **Enrolment Form** including doctor's details, emergency contacts and CRN for both parent and child (Child cannot be enrolled at WOOSH Care without this information)
- I have been **CCS (Child Care Subsidy) assessed** with Department of Human Services. This can be by visiting www.humanservies.gov.au and then follow the steps. Please also be aware that you will be required to have a 'myGov' Account.
- I have paid the **Annual Registration Fee of \$60**. Registration Fee must be paid prior to accepting enrolment for both Casual and Permanent enrolments.
- I have paid the **Bond of \$50 per family** for all Permanent enrolments. Bond must be paid prior to accepting enrolment.
- I have **completed and signed Additional Enrolment Forms** including 'Child & Parent Profile' and 'Child Contract'
- If child has **Additional Needs**, Parents must make the WOOSH Care Management aware before the enrolment is accepted. Enrolment Form B: Additional Needs must be completed for any additional needs (Physical, Medical or Behavioural).
- If child has Asthma or Anaphylaxis or other health needs, I have provided a copy of their **Medical Management Plan** (completed by the child's doctor) and provided the service with child's emergency medication e.g. Ventolin Puffer, EpiPen etc.
- I have read and understand the information detailed in the **Information Book**

Signature of Parent/ Guardian

Date