

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, 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	5 th February – 8 th April
Term 2	30 th April – 2 nd July
Term 3	22 nd July – 24 th September
Term 4	14 th October – 16 th December

General routine per session:

- Unpack lunch box, morning tea box, and water bottle, placing these in the labelled baskets outside the door.
- Place backpacks in the shelving outside the door.
- 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 be rung, say your “good-bye’s” 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!!! Also please try to ensure bottoms are easy to get on and off, for ease when going to the toilet. Please also ensure that they are able to take off and put their shoes back on themselves. We encourage independence, but of course will help whenever required. Please include a spare change of clothes in your child's bag and a hat that you are happy to leave at the Centre, 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. Please ensure all the clothes, shoes, hat and backpack is labelled clearly.

KCH have RSS T-Shirts available for purchase for \$15, it is optional if you would like your child to wear this shirt, please ask our front desk if you would like to purchase a shirt for your child.

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.

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 2016 and the 30th June 2017 are eligible for enrolment in Ready, Set, School 2020. This means your child will be attending Kindergarten in 2021. 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 deposit of 1-week fees in advance (\$42 for 1 day or \$84 for 2 days). You are also welcome to pay for the term upfront upon enrolment and you will receive a 10% discount. Please note we do not offer refunds for cancellations or change of circumstances. 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 class roll.

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

Enrolment Form

Parents name:		
Address:	Street	
	Suburb	
Email address:		
Mobile:		
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

Child's name:	
Date of birth:	
Gender:	
Allergies:	<i>Please advise if your child has any allergies, and if an action plan is required</i>
Asthma:	<i>If yes – does your child have an Asthma plan?</i>
Medication:	<i>If your child requires regular medication please provide a copy of a Doctors letter or certificate stating the name of the medication, doses and times, and any other information we need to know.</i>

OFFICE USE ONLY		
Birth Certificate Sighted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sighted by who: _____

Emergency Contact Information:

Please provide a minimum of 2 emergency contacts.

1. Only the people nominated below may pick up your child unless otherwise arranged.
2. 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.
3. 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.
4. 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.

Contact 1:

Name: _____

Relationship to child: _____ Mobile: _____

Address: _____

Email address: _____

Contact 2:

Name: _____

Relationship to child: _____ Mobile: _____

Address: _____

Email address: _____

Contact 3:

Name: _____

Relationship to child: _____ Mobile: _____

Address: _____

Email address: _____

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 & Conditions

Cost:

Option 1 - Pay as you go

\$42 per session, which must be paid on dropping off your child on the day of attendance, if your child is booked in for 2 days you're welcome to pay for both days in the one transaction as well.

To secure your booking for the Term you are required to pay 1 weeks session fee per enrolment when booking.

Option 2 – Pay term upfront

Some days have more attendance days than others due to public holidays and when KCH starts off and finishes in the term (see note above regarding term dates) By choosing this option you will receive a 10% discount on the total number of days your RSS is running for in that term, **for example** Term 1 Wednesdays there are 10 RSS days to the term so your upfront payment will be \$378.

If you choose to pay the term upfront, full payment is required when booking to be entitled to the discount.

I (parents name) _____ acknowledge and agree to pay the associated session fees at the start of each and every session or pay for the term upfront prior to my child starting the term, my place may be given to another child on the waiting list if payment is not received on time.

Signature: _____ Date: ____/____/_20____

Payment Method:

- Credit card over the phone
- Eftpos at the office
- Pay on Invoice

Absences policy:

If your child is going to be absent we would appreciate you letting us know as soon as possible please. For those **paying as you go** if your child is absent this will incur a \$21 fee charged at your next session, each day missed will incur the fee. If your child misses three or more sessions without giving sufficient notice, KCH will unfortunately have to remove your child from the session roll and offer the spot to those on our waitlist. Those that chose **pay term upfront** there are no absent fees as you have already paid for the session in your upfront payment.

I (parents name) _____ acknowledge and agree to the above Absences Policy.

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.

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 (parents name) acknowledge and agree to the above Toilet Training Policy.

Signature: _____ Date: ____/____/_20____

Illness, accident & 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 (parents 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____

North West Shelf Project



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. 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 page:

A private Facebook page 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, Chairperson and Vice Chairperson of the Board and the families who attend on their particular day will be allowed access to the relevant Facebook page.

I/We **give consent** for a Karratha Community House representative to photograph my child/myself for the specific purposes of the above mentioned Facebook Page. 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:

The links to the 2020 RSS FB Pages are below:

Monday - <https://www.facebook.com/groups/1165722093617293/>

Tuesday - <https://www.facebook.com/groups/401413480810769/>

Wednesday - <https://www.facebook.com/groups/2476993222397328/>

Thursday - <https://www.facebook.com/groups/2388834541340110/>

Friday - <https://www.facebook.com/groups/1026911800988562/>

North West Shelf Project





Ready, Set, School Enrolment Pack - 2020

Waiver and general risk warning:

As a participant in this recreational activity, you may be exposing yourself to a risk of harm or injury.

I understand that **Karratha Community House Inc.** will take all possible care for my well-being, and that of my child and that whilst I am participating in this activity, **Karratha Community House Inc.** staff will make every reasonable effort to minimise exposure to known risks. However, I also understand I have a personal responsibility to follow general safety measures.

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 and I agree that if I suffer injury or illness, **Karratha Community House Inc.** can, at my cost, arrange medical treatment as the staff or facilitators deem essential for my safety.

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.**

Full Name of participant (CHILD): _____

Signature of parent/care giver: _____

Print name: _____ Date: _____

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