



Enrolment Form 2018

Child's Name	
DOB	Age
Address	
Languages Spoken	Gender
Parent/Guardian Information	
Parent 1 Name	Mobile
Home	Work
Email	
Address	
Parent 2 Name	Mobile
Home	Work
Address	

Authorised Nominees (Authorised to pick your child up if you cannot.)	
Please note, Ready Set Learn reserves the right to refuse collection authorisation to a minor (must be over 18) or other person in order to protect a child from risk or harm. Please provide notice in writing during the term if people other than those listed below are to collect your child.	
Name 1	Mobile
Home	Work
Address	
Name 2	Mobile
Home	Work
Address	
Name 3	Mobile
Home	Work
Address	

Authorised Nominees Con'd

If we are unable to contact you in the case of emergency or illness, please confirm who may act on your behalf to collect your child and/or give authorisation for emergency medical, hospital, ambulance, dental or administration of medical treatment.

Name 1

Mobile

Home

Work

Address

Name 2

Mobile

Home

Work

Address

Name 3

Mobile

Home

Work

Address

Authorised Emergency Action

While your child attends Ready Set Learn, every effort is taken to ensure your child's safety and wellbeing. However, we require your permission to respond quickly to an accident in an emergency situation. Every effort will be made to contact you in the event of an accident or illness requiring emergency medical or hospital, ambulance or dental treatment. However, should this prove impossible or the emergency is too immediate to contact you or above authorised person first, we ask you to give us permission to respond to the emergency by signing below.

I authorise the teacher of Ready Set Learn to seek emergency medical, dental and hospital treatment, and ambulance service and transport for my child should this be necessary. I authorise appropriate medical, dental or hospital treatment be given to my child in such an emergency.

Signature:

Date:

Are there any Court Orders pertaining to the custody, access or residence of your child? Y N
If so, please specify the details below and attach a copy of the order to this document. If circumstances of this order change, please alert us immediately.

Does your child have any allergies or medical conditions? If so, please specify.

Medication and Action Plans	
<p>If your child has any allergies or medical conditions and requires medication, Ready Set Learn will require an up to date Action/Management Plan signed by your GP. For example, if your child is at risk of Anaphylaxis (Epipen) or is Asthmatic (Ventolin), etc.</p> <p>If your child is asthmatic, the teacher will assist your child to use his/her spacer and reliever medication at a time of need.</p> <p>For your child's safety the action plan and medication MUST be present at each class or your child will not be able to attend. You as the parent/guardian are also more than welcome to stay at each of your child's classes if you wish. We love parent participation.</p> <p>If your child has a medical condition requiring medication please sign below.</p> <p>I agree to the terms above regarding my child's Action/Management Plan and medication:</p> <p>Signature: _____ Date: _____</p>	

Does your child have any additional needs or is there anything you would like us to know about your child?

** If your child has additional needs and requires extra support throughout the class, we kindly ask you to attend with your child. This ensures that your child will be supported by the teacher, and then by you, when the teacher needs to assist other children with their learning.

What would you like to see your child achieve in this class?

Does your child become upset when left with new people?

Please describe your child's reaction to being with other children?

If throughout the classes your child requires guidance to manage their behaviour do they respond better to a gentle/nurturing style of guidance or stronger/firm style of guidance?

From time to time to promote the business the Director Emma Butler requires photos of the children in action. Would you give permission for photos of your child to be taken and used for promotional purposes? Please circle your response.

Yes

No

Attendance, Fees and Absences Agreement:

- I will ensure my child arrives on time for their class and is collected on time. Classes will begin promptly.
- Ready Set Learn allows up to 5 minutes if parents are running late for pick up. However, I understand that after this time a late fee of \$10.00 will apply for every 10mins I am late or the or the authorised pick up person is late to collect my child.
- I understand that if my child does not attend the program due to illness or for any other reasons, I am not entitled to a refund of that session. Due to the sequential nature of the program, Ready Set Learn does not offer makeup classes. However the class overview will be emailed and the teacher will explain the lesson (usually over the phone) so that the content can be introduced at home. Any class work will also be available for pick up to do before the next class.
- An invoice will be emailed prior to the commencement of the term. I understand that this invoice needs to be paid promptly as my child's place in the class WILL NOT be secured until I have paid the invoice in full. Due to the popularity of the class, Ready Set Learn suggests you pay as soon as possible. Ready Set Learn only accepts payment by direct deposit. Bank details are included on your invoice.
- I understand that no refunds will be given within 2 weeks of the classes starting date.
- In the event that the teacher is absent, the fee for that session will be fully reimbursed.
- If I choose to cancel my child's enrolment during the term, I understand that a written letter/email is required.
- It is my responsibility to ensure Ready Set Learn has my current contact details and email address.

Signature:

Date:

Final Agreement

I have read and understood all the terms and conditions of enrolment and agree to abide by these policies. I will notify Ready Set Learn immediately if any of the details provided change.

Signature:

Date: