



A1. PERMISSION FORM

As Parent/Guardian I hereby give the staff the authority to act as stated below and acknowledge and agree that;

Staff may apply substances such as sun cream 30+, nappy cream/powder or any other substances as required, on my child's skin if the need arises. (please circle)	Yes / No
Staff may take photographs of my child for educational observation and reporting purposes. (please circle)	Yes / No
My child may be observed by students for development and training purposes. (please circle)	Yes / No
My child may be removed from the Centre to safety in case of emergency. (please circle)	Yes / No
Staff may take group or individual photographs of my child for display on the Centre's Facebook page. (please circle)	Yes / No
Staff may take group or individual photographs of my child and display them at company or community events. (please circle)	Yes / No
I give Head Start Montessori permission to send me information via email from time to time. (please circle)	Yes / No

Childs Name		Childs Date of Birth	
Parent/Guardian Name		Witness Name	
Parent Signature		Witness Signature	
Date		Date	

Your Privacy is important to us – this form is governed by our Privacy Policy

Centre Confirmation Checklist – For Office Use Only

All sections are completed correctly	Y/N	Parent or Guardian signature is on the form	Y/N
All required boxes are ticked and filled in	Y/N	Director has entered new enrolment into system	Y/N

A2. MORE ABOUT YOU

Everyone is special and unique and we would love to know more about your child before they start with us

Hi, my name is?	
The name I prefer to be called is?	
The special name I call my mother is?	
The special name I call my father is?	
Other special people in my life are?	
My best friend's name is?	
I have a pet and their name is?	
The things I enjoy doing most are?	
My favourite songs are?	
My favourite toys are?	
My favourite books are?	
My favourite foods are?	
Foods I don't like are?	
Things that scare me are?	
When I have a rest I like to?	
The most special thing about me is?	
My special clothing needs/preferences are?	
The way we celebrate my birthday at home is?	

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Would you please give us some information about your child's routine – please tell us?	
Do you wear nappies all day? (please circle)	Yes / No
Do you wear nappies at rest time only? (please circle)	Yes / No
Please tell us more about your personal routine?	
Time of day	Routine / Comments
Are there any other important things about you that you would like us to know?	

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A3. NEW PARENT CHECKLIST

As the Centre's Director it is my responsibility to ensure that the following New Parent Checklist has been discussed with all of our new families. (please circle where appropriate)

Have you and your child received a tour of the Centre?	Yes / No
Have you and your child been introduced to the Centre's staff members?	Yes / No
Have you been informed of the Centre's important Policies and Procedures?	Yes / No
Have you been informed about the Head Start Montessori Education Curriculum?	Yes / No
Have you been informed about the Parent/Teacher communication methods used in the Centre?	Yes / No
Have you been informed of the Centre's Open Door Policy?	Yes / No
Have you contacted Centrelink and the relevant regulatory departments about your family benefits?	Yes / No
Have you been informed of the Centre's Sun Safety Policy?	Yes / No
Have you been informed of the Centre's Immunisation Policy?	Yes / No
Has the Director answered all of your questions satisfactorily?	Yes / No
Childs Name	Childs Date of Birth
Parent/Guardian Name	Witness Name
Parent Signature	Witness Signature
Date	Date

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All required boxes are ticked and filled in	Y/N	Director has entered new enrolment into system	Y/N



A4. FIRST DAY CHECKLIST

There are some important things you need to make sure you have completed and remembered for the first day. Please use this checklist to make sure that nothing is missed.

<p>The paperwork: Have you addressed the following?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Enrolment or Waiting list Application (initialed and signed) <input type="checkbox"/> Provided copies of important documents to the Centre <input type="checkbox"/> Paid your Enrolment Fees <input type="checkbox"/> Completed the 'More About You' form <input type="checkbox"/> Completed the 'Permission Form' <input type="checkbox"/> Completed the 'New Parent Checklist' form <input type="checkbox"/> Completed the 'DIRECT DEBIT' form
<p>For your child: Have you packed the following?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hat <input type="checkbox"/> Backpack <input type="checkbox"/> Change of clothes to suit the weather or for those unavoidable accidents <input type="checkbox"/> Spare underwear <input type="checkbox"/> Two sheets in a bag and a blanket for winter <input type="checkbox"/> Suitable shoes for playing outside <input type="checkbox"/> Meals for breakfast, lunch, morning and afternoon tea (unless provided by the Centre) <input type="checkbox"/> A family photo

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All required boxes are ticked and filled in	Y/N	Director has entered new enrolment into system	Y/N