

Trentham Early Learning Center Childcare Enquiry Form 2022



Please complete this form if you would like to claim childcare subsidy at Trentham Early Learning Center.

Child Name*: Child CRN:

Child DOB: / / Expected Start Date: / /

(If your child is under 12 months old, please phone ECKA to ensure we can meet the needs of your child at this service)

Parent Name: Parent CRN:

Parent DOB: / /

Address:

Mobile Phone:

Home Phone:

Work Phone:

Email:

Would You like to receive your invoice by EMAIL / POST *(please circle)*

2022 Session Times

Please note on occasions our service may have to be closed due to staff shortages, but we endeavour to keep it open.

	Tuesday	Wednesday	Thursday
Occasional Care (OCC)	Half Day 8:45am – 12:15pm <i>or</i> 12:45pm – 4:15pm	Half Day 8:45am – 12:15pm <i>or</i> 12:45pm – 4:15pm	Half Day 8:45am – 12:15pm <i>or</i> 12:45pm – 4:15pm
	Full Day 8:45am – 4:15pm	Full Day 8:45am – 4:15pm	Full Day 8:45am – 4:15pm
After Kinder Care (AKC)	3:00pm – 4:15pm	3:00pm – 4:15pm	3:00pm – 4:15pm

Child(s) Name..... Signed Date.....

HOW MUCH WILL IT COST?

After Kinder Care

- Non-CCS - \$11 per session per child.
- CCS – approx.* \$6 - \$7 per session per child (*depending on CCS) percentage.

Occasional Care

- Half day sessions (3.5hrs) \$37 per session per child.
- Full day sessions (7.5hrs) \$79 per session per child.

Invoices will be sent via email on a fortnightly basis commencing Tuesday 8th February.

HOW DO I CLAIM THE CHILDCARE SUBSIDY (CCS)

- The CRN is a 10-digit number allocated individually to you and your child/ren from the Family Assistance office. This number is required on your Confidential Online enrolment form if you wish to claim the Child Care Subsidy.
- A calculator on your MyGov page can estimate your entitlements or you can ring the MyGov hotline on 132307 if you have any subsidy queries. You will be required to contact Centrelink and lodge a Child Care Subsidy claim, and Centrelink will notify us when your claim is confirmed.
- We will also require you to sign a Complying Written Arrangement confirming your childcare days and fees, which will be provided to you.

HOW DO I BOOK MY CHILD IN?

- Once your child is registered with Trentham Early Learning you can book them in for an AKC or OCC session by calling 5339 5055.
- At this stage bookings can only be made on a casual basis.
- To book your child in for an OCC session or a casual AKC session you must call during the week preceding the session.
- Bookings must be made at least 24 hours prior to the session.
- Parents are only able to book a maximum of three separate sessions at a time, to allow all families to have access to the service.

BEFORE YOUR CHILD COMMENCES, WE REQUIRE

- Online Enrolment form (if not already processed online through the ECKA website: www.ecka.org.au)
- Immunisation History statement from the Australian Childhood Immunisation Register (can be accessed through Medicare website or ring ACIR on 1800 653 809)
- Your enquiry form above and this information sheet signed by parent/guardian.
- Complying Written Arrangement Form which requires the signature of a parent/guardian.



- Please discuss with staff and supply any Medical Condition plans and medication e.g., Asthma (plan signed from doctor and Ventolin)
- Confirmation from Centrelink of your schedule and subsidy eligibility.

WHAT TO BRING:

- Snacks
- Change of clothing
- Comfort item e.g. teddy/blanket
- Bibs
- Wipes
- Bottles/Formula
- Nappies

CANCELLATION OF BOOKING:

- To cancel your session, please phone the ECKA office at least 24 hours in advance. We understand in some circumstances (illness etc) this cannot be avoided.
- Cancellation of enrolments must be given in writing two weeks in advance.
- Fees will cease two weeks from the day cancellation in writing is received.

PAYMENT OPTIONS

There are two payment options available.

- Credit/Debit card via the secure portals:

www.ecka.org.au/make-a-payment

or

www.bpoint.com.au/Payments/eureka

- Direct deposit into the ECKA account via internet banking:

Account Name: ECKA

BSB: 063-507

A/C No: 1041-5235

Reference: Your Child's First Name, Initial of Surname* e.g., Sam S 22

*The Trentham kinder number is 22.

FURTHER INFORMATION

If you have any questions regarding Occasional Care or After Kinder Care, please contact Jess at the ECKA office on 5339 5055 or via email at admin@ecka.org.au

Child(s) Name..... SignedDate.....

Address: 6 Bridge St, Trentham, VIC 3458 **Ph:** 5424 1543 **Mob:** 0417 541 440 **Email:** el.trentham.kin@kindergarten.vic.gov.au

PLEASE RETURN THIS SIGNED SHEET AND ENQUIRY FORM TO TRENTHAM OR ECKA