

Trentham Early Learning Centre Childcare Enquiry Form 2024



Please complete this form and return to finance@ecka.org.au or the Trentham Early Learning Centre.

Child Name:		Child CRN:	
Child DOB:		Expected Start Date:	
Parent Name:		Parent CRN:	
Parent DOB:		Claiming the Childcare Subsidy (CCS):	<input type="checkbox"/> YES <input type="checkbox"/> NO
Address:			
Mobile Phone:		Home Phone:	
Work Phone:			
Email:			
Invoices: <i>(sent fortnightly)</i>	<input type="checkbox"/> Email <i>(as above)</i> <input type="checkbox"/> Post <i>(please provide postal address if different from home address)</i> <hr/>		

2024 SESSION TIMES

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

	THURSDAY	FRIDAY
Occasional Care (OCC)	Currently unavailable due to staff shortages	
After Kinder Care (AKC) <i>4yo program only</i>	2.00pm – 4.00pm	2.00pm – 4.00pm

Child Name:			
Parent/Guardian Name:			
Signed:		Date:	

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

HOW MUCH WILL IT COST?

After Kinder Care

- Non-CCS - \$29 per session per child.
- CCS – approx. estimate * \$6 - \$7 per session per child (*depending on CCS) percentage.

Occasional Care

- Currently unavailable. ECKA are actively recruiting. Families will be informed if/when service can resume.

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.
- Parents are only able to book a maximum of two sessions in advance, to allow all families to have access to the service.
- Bookings must be made at least 24 hours prior to the session.

BEFORE YOUR CHILD COMMENCES, WE REQUIRE:

- Online Enrolment form**, can be completed via the ECKA website at this link:
<https://ecka.org.au/enrolment-form/>
- Immunisation History statement** from the Australian Childhood Immunisation Register (can be accessed through MyGov/Medicare website or contact ACIR on 1800 653 809).
- This enquiry form and information sheet**, both signed by a parent/guardian.
- Complying Written Arrangement Form**, signed by a parent/guardian.
- Medical Condition plans and medication**, provide Trentham staff with a copy of any medical plans signed by a doctor, as well as any required medication.
- 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 contact the ECKA office on 5339 5055 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, Kinder Number* e.g., Sam S 22

*The Trentham kinder number is 22.

FURTHER INFORMATION

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

Child Name:			
Parent/Guardian Name:			
Signed:		Date:	

Address: 6 Bridge St, Trentham, VIC 3458

Email: el.trentham.kin@kindergarten.vic.gov.au

Ph: 5424 1543

Mob: 0417 541 440

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