

COTTAGE BY THE SEA ENROLMENT FORM



To apply for a position in a program, it is essential that the following information is filled in thoroughly and is up to date. This form must be completed by a parent/guardian/carer that has lawful authority in relation to the child. Please notify the Cottage of any change of address, phone number or care arrangements.

We aim to provide your child with care of the highest standard within a safe, secure and stimulating environment. By signing this document you are verifying your agreement to our CBTS policies and procedures. All of our policies are available on the CBTS website including medical, physical fitness and privacy.

In the event of a Code Red, CBTS will follow the advice and directions of the CFA and/or the DSE.

CHILD DETAILS			
Child's Full Name:		Usually Called :	
Home Address:			
Phone:		Language(s) spoken at home:	
Date of Birth: ____/____/____		Age:	Boy / Girl (please circle)
Has the child previously visited the Cottage? Yes / No If yes, in what year?			
Are there any court orders relating to this child? Yes / No If yes, please provide a copy of these orders.			
Is there anybody you do not wish the child to have contact with?			
GUARDIAN/CARER DETAILS			
Guardian/Carer Full Name (not emergency contact):			
Home Address:			
Telephone:	Home:	Work:	Mobile:
Does the child live with the Guardian/Carer? Yes / No		Relationship to child:	
EMERGENCY CONTACT			
Please nominate someone at a different address to where your child lives to collect your child in case of an emergency or for inappropriate behaviour. Identification must be produced on request from staff.			
Name:		Relationship to the child:	
Home Address:			
Telephone:	Home:	Work:	Mobile:
Can they drive?	Yes / No (please circle)	Do they have a car?	Yes / No (please circle)
MEDICAL AND HEALTH INFORMATION			
Medicare No:		Valid to:	Ambulance Subscription: Yes / No
PLEASE TICK IF YOUR CHILD EXPERIENCES ANY OF THE FOLLOWING:			
<input type="checkbox"/> Asthma (see note #)	<input type="checkbox"/> Bed wetting	<input type="checkbox"/> Allergy- food, insects, medication, etc. (see note #)	
<input type="checkbox"/> Epilepsy/ Seizures (see note #)	<input type="checkbox"/> Soiling	<input type="checkbox"/> Anaphylaxis (see note #)	
<input type="checkbox"/> ADHD/ADD	<input type="checkbox"/> Travel sickness	<input type="checkbox"/> Aspergers/Autism	
<input type="checkbox"/> Other physical health condition	<input type="checkbox"/> Other mental health condition	<input type="checkbox"/> Other condition we should be aware of?	
<input type="checkbox"/> Any serious illness/operation/accident recently?			
Note # - a management plan from a medial practitioner must be provided for asthma, epilepsy, allergy and anaphylaxis.			
ALLERGIES			
If your child is allergic to any medication, food or something else, please describe your child's condition, any signs and symptoms of the allergy or sensitivity and how you would prefer our staff to respond.			
	Signs & Symptoms – what happens?	Preferred treatment	
Medication			
Food			
Other (i.e. sun screen)			
Has your child ever had an anaphylactic reaction? If yes you must provide an anaphylaxis plan. (see our anaphylaxis policy online for full details and requirements).			

MEDICATION					
Does your child take any medication? If so please record all details below.					
Medication Name	Dose: (how much does he or she have)	Why does he or she take the medication?	Frequency: how often does he or she have it? When does he or she have it)	Route: How is it taken i.e. Is it a tablet, a cream or other?	Are there any side effects we need to know about?
Does your child take any prescription/ non prescription medications not mentioned above (including vitamins, syrups, ointments, puffers, creams, sprays)? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please list ALL details in chart above)					
Please note, a Webster pack containing all tablets from your chemist MUST be provided when your child is picked up. If a Webster pack is not provided the child will not be able to attend camp. All medication (in Webster packs) will be taken from children/adolescents attending the camp and placed in a locked box for distribution when required.					
THIS SECTION SHOULD BE FILLED IN BY TEACHER OR AGENCY STAFF MEMBER					
SCHOOL INFORMATION					
School Name:					
Address:					
Phone No:			Fax No:		
Contact person:			Contact position:		
Email:					
Teacher's name?			Grade Level		
REFERRING AGENCY					
Agency Name:					
Address:					
Contact person:			Contact position:		
Phone No:		Fax No:		Mobile/AH:	
Email:					
Teacher's name?			Grade Level		
PLEASE PROVIDE REASON FOR APPLICATION AND ANY INFORMATION WHICH MAY ASSIST IN THE CARE OF THE CHILD TO ENABLE THE STAFF TO MAKE THE CHILD'S STAY A HAPPY ONE.					
Name:			Position:		
Signature:			Date:		



**Cottage
by the Sea**
Queenscliff

*Helping children and families
in need since 1890*

COTTAGE BY THE SEA CONSENT FORM - PLEASE SIGN BELOW

In consideration of Cottage by the Sea accepting my Application for my child/children to participate in the program below, I acknowledge, understand and agree that:

Participating in outdoor programs that include but are not restricted to Bike and Aquatic programs can be inherently dangerous. All Cottage by the Sea programs are run by qualified staff, however, I acknowledge that my child/children may be exposed to certain risks during the program including but not limited to physical hazards, unpredictable and sometimes dangerous surf and weather conditions and actions of other participants. I acknowledge that accidents can occur and that activities within this program present the potential for my child/children to sustain physical injury, illness or may result in death and understand that my child/children's property may become damaged.

Cottage by the Sea's procedures (accredited by Australian Camps Association) will be implemented during all activities to manage the potential risks in the program. Risk management plans for activities are available for parents to review on request.

I have voluntarily read and understood this notice and accept and assume the inherent risks in participating in the program.

- 1. Physical Fitness:** My child/children must not participate in the program if he/she has any injury, disability, medical or health condition that may increase the risk of he/she becoming injured unless I have told the **Cottage by the Sea** about it and they have authorized him/her to participate. I declare that he/she is medically and physically fit and able to participate in the program. Furthermore I agree to collect or make arrangements for the collection of my child if she/he becomes unwell or needs to exit the program due to inappropriate behaviour.
- 2. Instructions:** Child/Children at all times will comply with the instructions and safety procedures of the **Cottage by the Sea**.
- 3. Medical Treatment:** If required, the **Cottage by the Sea** may arrange medical or hospital treatment (including ambulance transportation) for my child/children. I authorise the person in charge to act as considered necessary in the interests of my child. I agree to reimburse any necessary expenses incurred by Cottage by the Sea. Head lice checks will be undertaken at the commencement of each camp. I authorize treatment deemed necessary being taken by the **Cottage by the Sea**.
- 4. Digital Media:** I agree to my child being photographed and/or videoed whilst at Cottage by the Sea and understand that a selection of these photos/ videos will be included in a camp DVD that my child will receive a copy of after the completion of the camp. A selection of these photos/videos may be used for historical or promotional materials for Cottage by the Sea publications, website, Facebook or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation. I understand that no identifying personal information (such as name or address) will be released.
- 5. Exclusion of Implied Terms:** I acknowledge that where my child/children are a consumer of recreational services, as defined by any relevant law, certain terms and rights usually implied into a contract for the supply of goods and services may be excluded. I acknowledge that these implied terms and rights and any liability of the **Cottage by the Sea** flowing from them, are expressly excluded to the extent possible by law, by this declaration.
- 6. Release & Indemnity:** My child/children's participation in the Program is entirely by my signing of the declaration and I agree to the extent permitted by law to: (a) release and forever discharge the **Cottage by the Sea** from all liability and Claims that I may have had but for this release arising from or in connection with my participation in the Program;
(b) Indemnify and hold harmless the organizers to the extent permitted by law in respect of any Claim by any person including but not only another participant in the Program arising as a result of or in connection with my participation in the Program.

In this clause 7 "Claims" means and includes any action, suit, demand, damage, cost or expense however arising including but limited to negligence but does not include a claim against the **Cottage by the Sea** under any right expressly conferred by their respective constitutions or regulations.
- 7. Privacy:** I understand that the information provided by me in this form is necessary for the operation of the program. I acknowledge that the information provided is private and agree that the information will only be used for the objects of the **Cottage by the Sea** and to provide me with information pertaining to the Program and for the purposes of processing my child's enrolment into the Cottage by the Sea. I understand that my information will not be disclosed to a third party. By completing and signing this form I agree to all terms and conditions listed within this document. I understand that I will be able to access my information through the **Cottage by the Sea** upon request. If the information is not provided I might not be able to participate in the Program.

I have read, understood, acknowledge and agree to the above declaration including the warning, release and indemnity.

Name _____

Signed _____ Date _____

NOTES: This application to attend camp will be processed and you will be advised in due course. Your child's participation is not confirmed until you hear back from us.

COTTAGE BY THE SEA CAMP REQUIREMENTS



We aim to provide your child with care of the highest standard within a safe, secure and stimulating environment. Please read the following carefully and help us make your child's stay a happy one.

HEADLICE		
<p>We use a natural product to treat head lice. Children will be checked for head lice on arrival to CBTS. (see our policy online for full details)</p>		
MEDICATION		
<ul style="list-style-type: none"> • If your child is on prescription medication in tablet form, you must send the medication in a Webster Pack which can be obtained from your chemist. • If your child is on any other prescription medication (such as syrup, ointment, Ventolin/Asthma puffer, spray or cream) a letter must be completed by the child's Doctor providing endorsement/authorization for Cottage staff to give your child their medication. The Doctor must note the condition, dosage and times the child requires this. The letter must be displayed on the Doctor's own letterhead, with the Doctor's stamp and signature. • If the medication is over-the-counter, all that is required is a hand written note from the parent/guardian with the dosage details and giving Cottage staff authorisation to administer this medication. • Failure to comply with the guidelines will result in your child being unable to attend camp. • If you have any queries regarding this, please contact us on 5258 1663 		
SUNSMART		
<p>Cottage by the Sea staff abide by the Sun Smart Victoria policy and encourage all children to apply their own sunscreen, however for some children it can be difficult and staff may be required to assist. Cottage by the Sea provides a range of sunscreens and insect repellents. If your child requires a specific brand please supply it in a clearly named and labelled container. Children will be expected to wear hats when outside and shoulders must be covered at all times.</p>		
FIRST AID		
<p>All Cottage by the Sea staff are trained in first aid. We will administer such first aid treatment as judged to be reasonably necessary.</p>		
WHAT TO SEND TO CAMP		
<ul style="list-style-type: none"> • Please label each item with your child's name - only send casual clothes, not the child's best clothes • Please include a large garbage bag for dirty clothes and wet towels • Bedding is usually supplied at the Cottage – do not send sleeping bags, pillows or blankets unless instructed by teachers. • A self addressed, stamped envelope if you want the children to write home. 		
General	Summer	Winter
<ul style="list-style-type: none"> • 4 x underwear • 4 x socks • pyjamas • bathers • bath towel • toiletries • 2 x runners NO THONGS or slingbacks 	<ul style="list-style-type: none"> • broad brimmed hat • 2 x shorts/skirt • 2 x t-shirts (NOT singelet tops) 	<ul style="list-style-type: none"> • beanie or other hat • 2 x long pants • Long sleeve shirts/ skivvies x 3 • Jumpers x 2 • Jacket • Jumpers x 2
DO NOT SEND TO CAMP:		
<ul style="list-style-type: none"> • Mobile phones, pocket money, torches, CD players, GameBoys or ANY electronic items – any of these will be stored by staff until the end of camp • Any money • Any food as we are a nut-free camp and carefully monitor for any allergies or dietary requirements. • Any food brought to camp will be thrown out. 		
CAMP EXPECTATIONS:		
<p>Our camps are based around respect – for each other, for staff, for property. At the start of each camp the children create a set of agreed camp rules and acceptable behaviour.</p> <p>If a problem occurs our procedure is as follows:</p> <ul style="list-style-type: none"> • <i>Warning 1</i> – written in our daily diary and signed by staff and child • <i>Warning 2</i> – phone call home • <i>Warning 3</i> – We ask you to collect your child from camp 		
IN CASE OF EMERGENCY		
<ul style="list-style-type: none"> • In case of emergency please contact Cottage by the Sea on 5258 1663 • Please make sure that you have filled in the Emergency Contact details 		