



*Established 1983*

## **Armidale & District Family Day Care Ltd.**

95 Faulkner Street  
(PO Box 951)  
Armidale NSW 2350  
Ph: 6772 5300 Fax: 6771 3202  
Email: [afdc@optusnet.com.au](mailto:afdc@optusnet.com.au)

### **Steps to Enrolling in Armidale & District Family Day Care:**

1. You will be given a list of educators, along with their phone numbers and addresses.
2. You should call the Educator and arrange to interview them.
3. After choosing an Educator, you should contact our Coordination Unit and arrange an appointment to undertake the enrolment process. (See Below)
4. Should the Educators to whom you have been referred not be suitable, you should contact the Coordination Unit and request further referrals, or to be placed on our Waiting List.
5. You must contact the Family Assistance Office on 13 61 50 to let them know you are placing your child in care with Armidale & District Family Day Care (AFDC), an approved child care service. Doing this before you start care may ensure that you receive any subsidies from the commencement of care.

The Family Assistance Office will give you Customer Reference Numbers (CRNs) for you, as the child's primary parent, and for each child enrolling in our service.

The Family Assistance Office will advise you of your eligibility for Child Care Benefit and, if you meet eligibility requirements, ask you to elect a method of payment for your Child Care Rebate, i.e. annually, quarterly, or as a fee reduction to our service.

6. **Enrolment Process**  
You will need to get an enrolment package from our office at 95 Faulkner Street or you can download them from [www.armidaleanddistrictfamilydaycare.com](http://www.armidaleanddistrictfamilydaycare.com). Enrolment forms need to be completed & returned back to the Service two working days prior to the commencement of care
7. You should provide both your CRN and those of the children you are enrolling to the the FDC Office, along with your dates of birth. You will be asked for this information on the Service's Enrolment and Child Profile Forms.

Our Service will use this information to formally enrol your children in AFDC, therefore enabling our Service to report your child care usage, and fees paid to the Family Assistance Office.

8. Under Australian Government legislation, a family wishing to enrol a child in our service **must** provide a copy of one of the following documents
- A **current ACIR Immunisation History** which shown that the child is up to date with their scheduled immunisations;
  - A **current ACIR Immunisation History Form** on which the immunisation provider has certified that the child is on a recognised catch-up programme;
  - A **ACIR Immunisation Exemption - Medical Contradiction Form** which has been certified by an immunisation provider for a child who cannot receive one or more vaccine(s), or;
  - An **ACIR Immunisation Exemption - Conscientious Objection Form** which has been certified by an immunisation provider and a parent/guardian.

*Parents may obtain a copy of their child's Immunisation History Statement by contacting Medicare. Ph: 1800 653 809 [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)*

**Children who are younger than seven must meet the Australian Government's immunisation requirements or have an approved exemption from the requirements for the family to be eligible for Child Care Benefit.**

9. **You should provide the Service with a copy of your child's Birth Certificate.**
11. **Should your child suffer from a known condition, such as asthma, Anaphylaxis or Epilepsy, you will be requested to provide our Service with as Health Management Plan, prepared by a medical practitioner.**
12. **You will be requested to pay the Service's one off \$50.00 Enrolment Fee prior to commencing care.**
13. **You will be requested to sign a Parent/Educator Contract containing the booked hours of care that your family requires.**
14. **After your child has been in care for six weeks, you will be provided with the opportunity to complete a survey providing feedback on how your child has settled into care.**