

BASIC INFORMATION



Dear Parents and Guardians,
Please read this document carefully in conjunction with our Terms of Business on the **Terms and Conditions** page which follows this sheet.

Before you leave your children with your Kiddicare Carer, you first need to fill out the Client Information Sheet. This page provides the Carer with very important information that will enable her to provide your children with safe and responsible care.

Some of the information that we require is explained below:

- Please make the Carer aware of your children's special needs, including food preferences, bedtime routine, dummies (pacifiers), milk or formula and bottles etc.
- You must make the Carer aware of any allergies your children may suffer, and the location of any medications. Please note that **NO MEDICATION** can be administered to a child unless a Medication Authorisation Form has been completed. Our Carers carry these forms with them if they are required.
- You must also give written permission for the Carer to allow your children to participate in water activities. (This includes swimming in your own backyard pool).
- A space has been provided on the **Client Authorisation Page** to give this authorisation.
- Please show the Carer the location of any First Aid equipment, fire extinguishers, Fire blankets and in the event of a black out, a torch, matches or candles.
- It is essential to leave a contact phone number on the **Client Authorisation Sheet** for the Carer in case of any queries or emergencies.

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