



The Little Black Duck

# Registration Forms

Social Activities

**The Little Black Duck- Registration Forms**

AUTHOR - MELANIE MARTINELLI

DATE: - 11-25-2016

|P| 0407 056 442

|W| [www.thelittleblackduck.com.au](http://www.thelittleblackduck.com.au)

|E| [info@thelittleblackduck.com.au](mailto:info@thelittleblackduck.com.au)

© The Little Black Duck 2016 – All rights reserved.

# Contents

About Us .....	2
Who we are .....	2
Services provided .....	2
Contact us.....	2
Registration Paperwork .....	3
Activity Selection.....	3
Parent/Carer/Practitioner Details: .....	4
Attendant's Information.....	5
Outcomes, Goals and Expectations.....	6
Pricing Details .....	7
Payment information .....	8
Waiver and Assumption of Risk Form .....	9
Photographic / Media Consent Form .....	10
Privacy Policy.....	11
Collection of your personal information .....	11
Sharing of your personal information.....	11
Use of your personal information .....	11
Changes to this Privacy Policy.....	11
Accessing Your Personal Information.....	11
Contacting us.....	12
Copyright Notice.....	13
Company Information.....	13

# About Us

## Who we are

The little black duck is a small, local service that focuses on Autism and Communication. We take a holistic approach to understanding the challenges faced by the individual on the spectrum, their immediate environment and relationships and the greater community they live in.

We aim to provide the individual on the spectrum with the skills needed to make their way in the greater community, not by changing who they are. Through community engagement, social programs, inclusion not segregation and individualised support we hope to see a day when people on the autism spectrum are seen for their strengths before their deficits.

## Services provided

The little black duck provides a range of services to help develop and facilitate communication between the autism community and the rest of society. These services include:

- Sensory play space
- Inclusive social groups
- Social skill programs
- Education
- Therapy intensives
- Communication plans
- Planning and individual development

## Contact us

For more information on any of the services provided by the little black duck please don't hesitate to contact Melanie Martinelli on:

Phone: 0407 056 442

Email: [info@thelittleblackduck.com.au](mailto:info@thelittleblackduck.com.au)

Web: [www.thelittleblackduck.com.au](http://www.thelittleblackduck.com.au)

Post: 108 Colman St Wodonga

# Registration Paperwork

## Activity Selection

If you see an activity you would love to do but it is on the wrong day for you, please write your day of preference in the last column, if enough people are interested in it we can run the group on that day as well/instead

Activity	Time	Dates	Proposed Day	Preference
<b>Social Groups</b>				
<input type="checkbox"/> Craft Club	1 – 3pm	05/02/2018-30/03/2018	Saturday	
<input type="checkbox"/> Mine & Craft Social Club	4 - 6pm	05/02/2018-30/03/2018	Tuesday	
<input type="checkbox"/> The Construction Club	4 - 6pm	05/02/2018-30/03/2018	Wednesday	
<input type="checkbox"/> The Construction Club – Junior	9.30 - 11am	05/02/2018-30/03/2018	Monday	
<input type="checkbox"/> Connectivity Club	4 - 6pm	05/02/2018-30/03/2018	Thursday	
<input type="checkbox"/> 3D Drawing Group	9 - 11am	05/02/2018-30/03/2018	Saturday	
<input type="checkbox"/> Junior sensory exploration	9.30 - 11am	05/02/2018-30/03/2018	Tuesday	
<b>Social Skills &amp; Anxiety Management</b>				
Secret Agent Society Social Skills Training	4 - 6pm	05/02/2018-30/03/2018	Friday	
The Warrior Project	4 - 6pm	05/02/2018-30/03/2018	Monday	

# Parent/Carer/Practitioner Details:

First Name  Last Name

Your role  Parent  Carer  Practitioner Practitioner job title

Street Address  Town/Suburb

State  Home Number  Mobile Number

Email address

- I would like to subscribe to The Little Black Duck's mailing list and keep up to date with offers and events
- I would like to become a member of The Little Black Duck and get 10% off all our products and services. Membership is \$25 annually and also gives you access to our sensory, toy and book library.

## Emergency Contact Details

First Name  Last Name

Street Address  Town/Suburb

State  Home Number  Mobile Number

## Volunteering

Would you be interested in helping out at The Little Black Duck? We would love to hear from you!

- I would love to volunteer with The Little Black Duck
- I have my Victorian Working with Children's Check
- I have my First Aid Certificate

### I would like to help in the following ways:

- Help out in a social group/social skill program
- Help out at an event
- General support

# Attendant's Information

## Personal details

First Name  Last Name

Same as parent/carer/practitioner details, unless specified

Street Address  Town/Suburb

State  Home Number  Mobile Number

Date of birth  Diagnosis

Email address

## Allergies/Intolerances

Please list any Allergies or intolerances

- Does your child have anaphylactic reactions?
- I have provided an epi pen for my child
- I have provided an emergency plan for
- I have provided an asthma inhaler for my child
- I have provided an asthma plan for my child

I give permission for the following first aid to be administered if required

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Band-aids/bandages | <input type="checkbox"/> Antiseptic cream | <input type="checkbox"/> Ibuprophen |
| <input type="checkbox"/> Panadol            | <input type="checkbox"/> Epi pen          | <input type="checkbox"/> Inhaler    |

## About them

What are they great at?

What are their interests?

What skills are developing?

How do they calm down?

What are their sensory needs?

What do they struggle with?

Communication specifics

Fine motor skills

Gross motor skills

## Outcomes, Goals and Expectations

List 3 Outcomes, Goals or Expectations you wish to achieve over the next 10 weeks

Goal 1

Goal 2

Goal 3

# Pricing Details

All social activities require a non-refundable deposit of approximately 10% (depending on whether you are paying upfront or via payment plan). This will be deducted from the final payment. Payments can be made via direct deposit, cash, credit card or cheques

We accept payment plans that are spread out across the 10 week session. Details on payments can be found below

Although we are not currently registered with the NDIS, we use the NDIS price guide to set our social group prices.

Activity	COST	PAYMENT PLAN	PAYMENT OPTION
<b>Social Groups</b>			
<input type="checkbox"/> Craft Club <input type="checkbox"/> Mine & Craft Social Club <input type="checkbox"/> The Construction Club <input type="checkbox"/> The Construction Club – Junior <input type="checkbox"/> Connectivity Club <input type="checkbox"/> The Experiment <input type="checkbox"/> 3D Drawing Group	<input type="checkbox"/> Upfront Payment: Deposit - \$40 Balance - \$360 Total - \$400	<input type="checkbox"/> Weekly instalments: Deposit - \$50 10x payments - \$35 Total - \$400	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash
<b>Junior Activities</b>			
<input type="checkbox"/> Junior Sensory Exploration <input type="checkbox"/> The Junior Construction Club	<input type="checkbox"/> Upfront Payment: Deposit - \$20 Balance - \$180 Total - \$200	<input type="checkbox"/> Weekly instalments: Deposit - \$50 10x payments - \$15 Total - \$200	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash
<b>Social Skills &amp; Anxiety Management</b>			
<input type="checkbox"/> Secret Agent Society Social Skills Training	<input type="checkbox"/> Upfront Payment: Deposit - \$190 Balance - \$1710 Total - \$1900	<input type="checkbox"/> Weekly instalments: Deposit - \$200 10x payments - \$170 Total - \$1900	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash
<input type="checkbox"/> The Warrior Project	<input type="checkbox"/> Upfront Payment: Deposit - \$160 Balance - \$1440 Total - \$1600	<input type="checkbox"/> Weekly instalments: Deposit - \$200 10x payments - \$140 Total - \$1600	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash



# Payment information

## Credit Card

Name as it appears on the card

Card Number  Security Code  Expiration Date

I give permission for The Little Black Duck to make a one off payment of \$

I authorise The Little Black Duck to automatically process my weekly payments of \$   
Until the balance is paid

Name of authoriser  Date

Signature

Digital Signature authorisation

## Direct deposit

I am direct depositing

A deposit to the amount of \$

An instalment to the amount of \$

The balance to the amount of \$

The full amount of \$

Payment information:

**Hume Building Society**

Account Number: **597169510**

BSB: **640000**

Account Name: **The Little Black Duck**

Reference: **"Your Name"**

## Payment in Person

Payment can be made over the phone on 0407 056 442 or in person 108 Colman St, Wodonga

# Waiver and Assumption of Risk Form

Upon execution this form I, ....., hereby unconditionally release, waive and discharge my right, whether by contract or under operation of law to file cause of action(s) or claim(s) which I may have against The Little Black Duck now or in the future.

I hereby assume any and all risk of loss, liability, damage or costs, including bodily injury or property damage that may incur arising out or in connection to my acts and/or omissions.

I fully understand the terms set forth in this form, and I hereby waive my rights freely and voluntarily without any inducement, assurance, or guarantee being made to me to the fullest extent allowed by law.

.....  
Signature of person giving consent

.....  
Signature of parent/guardian < 18

Date .....

# Photographic / Media Consent Form

## Information

I hereby consent to the collection and use of my personal images by photography or video recording.  
I acknowledge these may be used on The Little Black Duck website, in newsletters and publications as well as distributed to members.  
I further acknowledge that my image may be used by The Little Black Duck and media to promote The Little Black Duck in the future.  
I understand that no personal information, such as names, will be used in any publications unless express consent is given.  
I also understand that my consent can be withdrawn at anytime in writing to The Little Black Duck at  
2/156 De Kerilleau Dr, Wodonga, Vic, 3690  
0407 056 442  
melanie@thelittleblackduck.com.au  
www.thelittleblackduck.com.au  
www.facebook.com/alittleblackduck

## Consent form

I .....

Name of person giving consent & parent/guardian if under 18 years of age

- Consent to the use of photographs or video footage for use on The Little Black Duck website, in newsletters and publications as well as for distribution to members.
- Consent to the use of photographs or video footage being used to promote future by The Little Black Duck and other media.
- I further understand that this consent may be withdrawn by me at anytime, upon written notice.
- I give this consent voluntarily.

.....  
Signature of person giving consent

.....  
Signature of parent/guardian < 18

Date .....



# Privacy Policy

This following document sets forth the Privacy Policy for The Little Black Duck, [www.TheLittleBlackDuck.com.au](http://www.TheLittleBlackDuck.com.au)

The Little Black Duck is committed to providing you with the best possible customer service experience. The Little Black Duck is bound by the Privacy Act 1988 (Crh), which sets out a number of principles concerning the privacy of individuals.

## Collection of your personal information

There are many aspects of the site which can be viewed without providing personal information, however, for access to future The Little Black Duck customer support features you are required to submit personally identifiable information. This may include but not limited to a unique username and password, or provide sensitive information in the recovery of your lost password.

## Sharing of your personal information

We may occasionally hire other companies to provide services on our behalf, including but not limited to handling customer support enquiries, processing transactions or customer freight shipping. Those companies will be permitted to obtain only the personal information they need to deliver the service. The Little Black Duck takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

## Use of your personal information

For each visitor to reach the site, we expressively collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering personalized content to you while you are at this Site.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will use for these new purposes only, data collected from the time of the policy change forward will adhere to our updated practices.

## Changes to this Privacy Policy

The Little Black Duck reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Site.

## Accessing Your Personal Information

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons.

The Little Black Duck reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

## Contacting us

THE LITTLE BLACK DUCK welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy and would like further information, please contact us by any of the following means during business hours Monday to Friday.

- Phone: 0407 056 442
- Email: [info@thelittleblackduck.com.au](mailto:info@thelittleblackduck.com.au)
- Web: [www.thelittleblackduck.com.au](http://www.thelittleblackduck.com.au)
- Post: 108 Colman St Wodonga

# Copyright Notice

All material contained within this product originated from Australia and is accurate at time of publication. All work is copyright to Melanie Martinelli, and The Little Black Duck all rights reserved.

Downloaded and purchased items can not be redistributed or resold without prior consent

Downloaded and purchased items are intended for personal and not for commercial resale

Material downloaded from this site needs to remain intact and not be edited in any form

If work is to be displayed by a third party, full credit should be given to the designer, with a link to the website. Melanie Martinelli, the little black duck. [www.thelittleblackduck.com.au](http://www.thelittleblackduck.com.au)

# Company Information

The Little Black Duck

Phone: 0407 056 442

Email: [info@thelittleblackduck.com.au](mailto:info@thelittleblackduck.com.au)

Web: [www.thelittleblackduck.com.au](http://www.thelittleblackduck.com.au)

Post: 108 Colman St Wodonga