

**CONFIDENTIAL ENROLMENT FORM 2018**

**Information about the child**

Family Name.....Date of Birth.....Sex M  F   
(please tick)

Given Names.....Usually called.....

Home Address.....

Postal Address (If different from above).....

Email address.....

Language(s) spoken at home.....Cultural Background.....

Child CRN:..... Is your child: Aboriginal Torres Strait Islander

Copy of Birth Certificate given: Yes / No

Start Date:		
Number of children attending other childcare services: .....	Number of children you are claiming Child Care Subsidy (CCS) For (only relevant from 2 July 2018): .....	Number of children you are Claiming Child Care Benefit (CCB) For (if relevant up to 28 June 2018): .....

**DAYS AND TIMES REQUIRED**

**Please tick the days that your child will require care:**

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrival time	Arrival time	Arrival time	Arrival time	Arrival time
Departure time	Departure time	Departure time	Departure time	Departure time

**Family Contact Details**

PRIMARY PARENT/CARER		SECONDARY PARENT/CARER	
Name		Name	
Relationship to the child:		Relationship to the child:	
CRN:			
Address		Address	
Telephone (H) (W) Mobile		Telephone (H) (W) Mobile	
Country of birth:		Country of birth:	
Cultural Background:		Cultural Background:	
Date of Birth		Date of Birth	
Occupation: Organisation Name:		Occupation: Organisation Name:	
Does the child live with you? YES NO		Does the child live with you? YES NO	
Shared Care		Shared Care	

**Court orders relating to child**

Are there any court orders, parenting orders or parenting plans relating to the powers and responsibilities of the parents in relation to the access to the child.

No  go to the next section

Yes  please complete the following:

1. Provide the original document to be copied and attached to the enrolment form. If the orders change at any time please provide updated documentation.
2. If these orders change the powers of a parent/guardian to:
  - authorise the taking of the child outside the Early Learning Centre by a staff member
  - consent to the medical treatment of the child
  - request or permit the administration of medication to the child
  - collect the child, AND/OR
  - give these details to someone else
  - please describe these changes and contact details of any person given these powers.

Does Child Protection have current involvement with this child?

Yes  No

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**Other persons to be notified in an emergency (must be completed)**

*There may be times when your child has an accident; injury, trauma or illness and you cannot be contacted. To deal with these situations the Early Learning Centre should notify one of the following people who are authorised to collect and care for your child.*

Name	Name
Address	Address
Telephones (H) (W) Mobile	Telephones (H) (W) Mobile
Relationship to child	Relationship to child

**Other people who you authorise to consent to medical treatment if you cannot be contacted**

*There may be times when your child needs medical treatment or administration of medication and we are unable to contact you as the parent/guardian of the child. In the event that this occurs the Early Learning Centre should request permission from the following list of authorised people to authorise consent to their treatment.*

Name	Name
Address	Address
Telephones (H) (W) Mobile	Telephones (H) (W) Mobile
Relationship to child	Relationship to child

**Collecting your child from the Service**

Your consent is required for other people to collect your child from the service on your behalf. Please list the details of those people who can collect your child on the table below. In the event that your child is not collected from the Early Learning Centre and you cannot be contacted, this list will also be used to arrange someone to collect your child.

**Details of people who can collect your child.** (This list may be added or changed throughout the year.)

<b>Name</b>	<b>Name</b>
Address	Address
Telephone (H) (W)	Telephone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child
<b>Name</b>	<b>Name</b>
Address	Address
Telephone (H) (W)	Telephone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child
<b>Name</b>	<b>Name</b>
Address	Address
Telephone (H) (W)	Telephone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child

**Other people who are authorised to authorise an educator to take the children outside the education and care premises** There may be times when we are unable to contact you as the parent/guardian of the child and you may have to forgotten to fill in the permission slip for an excursion. In the event that this occurs the following list of authorised people are given permission for the educator to take children outside of the education and care premises.

Name	Name
Address	Address
Telephones (H) (W)	Telephones (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child

**Child's medical and health information**

Name of Doctor / Medical Service..... Telephone.....
Address of Doctor.....Medicare No.....

Does your child have any allergy or sensitivity?    Yes                      No                      (please circle)

**If yes**, the following management procedures are to be followed (or a copy of the management plan is attached):

Does your child have any dietary restrictions?                      Yes                      No                      (please circle)

Does the child have any medical conditions and needs (e.g. epilepsy, diabetes etc.) which are relevant to the Early Learning Centre?                      Yes                      No  
(please circle)

**If yes**, the following management procedures are to be followed (or a copy of the management plan is attached):

Has the child been diagnosed as at risk of anaphylaxis?  
**If yes**, the following management procedures are to be followed (or a copy of the management plan is attached):

Does the child have any special needs?  
**If yes**, the following management procedures are to be followed (or a copy of the management plan is attached):

**Immunisation details**

Has your child been Immunised?    Yes                       No  (please tick) If yes, provide the details by:

- attaching a copy of the Immunisation Record from the Child Health Record book OR
- attaching a copy of the Immunisation Record printout from local government OR

Some children have also had Hepatitis B immunisations  
If so, please provide the dates these have been given:.....

Acknowledgement from the person at the children’s service who attached the child’s health record

Name: .....Signature.....

**Other information**

If there is anything else that the service should know about your child (e.g. excessive fears, favourite activities, additional needs, cultural or religious requirements, etc.)

.....  
.....  
.....

## PERMISSION FORM - PHOTOGRAPHS & VIDEOS

Photographs and videos are now classified as "Personal Information" under the Information Privacy Act 2000. The purpose of this Permission Form is to:

- Comply with the privacy legislation in relation to photographs/videos taken at the Childcare.
- Enable staff at the Childcare to take photographs/videos of children as part of the program.
- Enable parents/guardians and staff to take group photographs/videos of children as part of the program.
- Enable parents/guardians to take photographs/videos of their children, which may include other children in the group.
- Notify parents/guardians as to who will be permitted to take photographs/videos and where these are taken by the Childcare, how they will be used.

### **Photographs/videos taken by staff**

Staff at the Childcare will take photographs/videos of children as part of the program which will include displaying these at the Childcare or placing them in a book that may be borrowed from the Childcare by the children attending.

When the photographs/videos are no longer being used as part of the program, displaying at the Childcare or placed in a book for circulation, they will either:

- Be given to the family of the child if the photograph/video is of their child and no other children;
- Stored securely at the Childcare and displayed on anniversaries of the Childcare etc.; or
- Destroyed.

### **Group Photographs taken by parents/guardians or staff**

Parents/guardians, as well as staff, may take group photographs at special events such as birthdays or excursions while in the care of the Childcare provider. Photographs taken by the Childcare provider can be made available to all parents/guardians.

While the Childcare provider can nominate the use and disposal of photographs they organise, there is no control over those taken by parents/guardians of children attending.

### **Photographs/videos taken by parents/guardians**

Parents/guardians may take photographs and/or videos of their own child. However, this may include other children in the group only on special events such as birthdays or excursions while in the care of the Childcare provider.

### **Photographs/videos for use in newspapers and external publications**

The permission of parents/guardians of children attending will, on each occasion, be obtained prior to your child's photograph being taken to appear in any newspaper/media or external publication, including the Childcare's own publications.

### **Access to photographs/videos**

Access to any photographs or videos, like other personal information, is set out in the Childcare's Privacy Policy which is displayed at the Childcare and available on request.

### **Confirmation of Consent**

Parents/guardians need to note that the Childcare provider has no control over the use of the photographs/videos taken by parents or guardians.

I consent to the arrangements for the use of photographs and/or videos as stated in this Permission Form.

Signed \_\_\_\_\_  
Parent or Guardian

Date \_\_\_\_\_

Declare that the information in this enrolment form is true and correct and undertake to immediately inform the Early Learning Centre in the event of any change in this information;

I consent for the approved provider, nominated supervisor or an educator to seek in the case of an emergency:

- Medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- transportation of the child by an ambulance service; and
- If relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.
- Agree to provide enrolment information to the Australian Government Department of Education and Training and the Department of Human Services (Centrelink) so that I/we can be contacted and provided with information on the new Child Care Subsidy and the Additional Child Care Subsidy that can be claimed for the first time at this service. (Note families are required to register for these subsidies from April 2018 and the first claims will be from 2 July 2018). More information can be found on the Department of Human Services website:  
[www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy#a1](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy#a1)
- Agree to comply with all Government requirements in relation to the service
- Agree that in the case of accident or injury, the service will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred
- Are aware that the child will be excluded from care at the service if he/she has contracted a contagious disease or condition
- Understand that the child will be accepted back into the service once a 'clearance certificate' for the child from a medical practitioner is received
- Agree to provide the service with all information regarding the health of my/our child
- Are aware that the service may occasionally have visitors, or volunteers at the service, and consent to my/our child being in the presence of volunteers or visitors, with the service's appropriate supervision
- Are aware that to cancel child care we are required to give notice in writing two weeks prior to the date of withdrawal; otherwise fees will continue to be charged. During this period, we are aware that if our child does not attend we are liable to pay full fees.
- Agree to pay the fees by the due date.
- Are aware that fees for public holidays are payable by the service if the day is a usual day of attendance
- Are aware that fees are payable for all booked days, including discounted rates on absent days, i.e. sick days, and family holidays
- Understand that a system of payment for late collection operates at the service, to cover overtime payments to staff, and that I/we are obliged to drop off/pick up the child as negotiated with the service. Any late collection will result in a fee being charged of \$1.00 per minute.

I/We have read, understood and agree to abide by the conditions of this Enrolment Agreement.

**Primary Parent / Carer**

**Service Coordinator**

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Your commitment to us**

**Please note: failure to pay fees is a breach of the Conditions of Enrolment and may initiate the procedure for termination of care.**

I, \_\_\_\_\_, have read and understood the above mentioned and agree to the terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Lawful Authority**

**Parents**

All parents have the powers and responsibilities in relation to their children, which can only be changed by a court order. The *Children's Services Regulations 1998* refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether they have lived together or are married.

A court order, such as the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

**Guardians**

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the *Children's Services Act 1996* also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.