ENROLMENT FORM



Name:

ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s birth certificate  |  | Child Customer Reference Number (CRN) |  |
| AIR Immunisation History Statement |  | ASCIA Action Plan (Asthma or Anaphylaxis) |  |
| Parent Customer Reference Number (CRN) and date of birth |  | Medical documents  |  |
| Court Order Documents  |  | Photo identification of all emergency contacts |  |

|  |
| --- |
| *Service name: Sarah Bear’s Day Care* |
| *Address:18 Upper railway pde, Condell Park* |
| *Phone number:02 97092633* | *Email:enquiries@sarahbearsdaycare.com.au* |

CHILD DETAILS
*Education and Care Services National Regulations - Regulation 160 (3a, e)*

|  |  |
| --- | --- |
| Family Name |  |
| First given name |  | Second given name |  |
| Preferred first name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  | Gender | Male / Female |

|  |  |
| --- | --- |
| Centrelink Reference Number (CRN) *Please note: Parent and child have their own individual CRN number* |  |

|  |  |
| --- | --- |
| Child’s home address |  |
|  |
| Child normally lives with |  |

|  |  |
| --- | --- |
| Child’s birth certificate or equivalent has been cited by Nominated Supervisor/Responsible Person and photocopied | Yes/No |

|  |  |
| --- | --- |
| Days of attendance (Please circle): | Mon Tues Wed Thurs Fri |

**BEFORE/AFTER SCHOOL ONLY:**

**School Child Attends:**

**Class:**

**Teachers Name:**

**Pick Up from Home Required: Yes / No**

**Drop Off at home required: Yes / No**

|  |  |
| --- | --- |
| Child’s Start Date |  |

Priority of Access

The Guidelines only apply to approved childcare. They are used when there a is waiting list for childcare or when a number of parents are applying and tell you about number of vacant places.

Every approved childcare service has to abide by the guidelines and tell you about them when you enrol your child into care.

Priorities:

Priority 1- a child at risk of serious abuse or neglect.

Priority 2- a child of a parent (or both parents if they have a partner) who satisfies the Government’s work, training, study test.

Priority 3- any other children.

As a childcare service may require a priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

Are notified when your child first entered care that your service follows this policy.

Are given at least 14 day notice of the need for your child to vacate.

CULTURAL CONSIDERATION
*Education and Care Services National Regulations - Regulation 160 (f, g, h)*

|  |  |
| --- | --- |
| Is your child of Aboriginal or Torres Strait Islander origin? |  No Aboriginal Torres Strait Islander Both |
| Does your child speak a language other than English at home?*(Please circle)* Yes / No | If yes, what language (s) other than English are spoken at home. |
| County of birth |  |
| Child’s residency status |  |
| Please outline any cultural practices you would like followed |  |
| Religion |  |
| Please outline your child’s religious background and if relevant any religious practices you would like followed. |  |
| Religious celebrations |  |

PRIMARY PARENT
*Education and Care Services National Regulations - Regulation 160 (3b)*

|  |  |
| --- | --- |
| Parent Name |  |
| Parent Surname |  |
| Address |  |
| Phone Number/s | (H)(M)(W) |
| Parent Date of Birth: |  |
| Email address |  |
| Relationship to child |  |
| Country of Birth |  |

|  |  |
| --- | --- |
| Parent Centrelink Reference Number (CRN): |  |

|  |  |
| --- | --- |
| Please provide any relevant cultural background details |  |

|  |  |
| --- | --- |
| Does the child normally live with you? (Please circle) | Yes / No  |

|  |  |
| --- | --- |
| Occupation |  |
| Place of employment |  |
| Hours of work |  |

SECONDARY PARENT
*Education and Care Services National Regulations - Regulation 160 (3b)*

|  |  |
| --- | --- |
| Parent Name |  |
| Parent Surname |  |
| Address |  |
| Phone Number/s | (H)(M)(W) |
| Parent Date of Birth |  |
| Email address |  |
| Relationship to child |  |
| Country of Birth |  |

|  |  |
| --- | --- |
| Parent Centrelink Reference Number (CRN) |  |

|  |  |
| --- | --- |
| Please provide any relevant cultural background details |  |

|  |  |
| --- | --- |
| Does the child live with you? (Please circle) | Yes / No  |

|  |  |
| --- | --- |
| Occupation |  |
| Place of employment |  |
| Hours of work |  |

FAMILY LAW, AVOs OR OTHER RELEVANT COURT ORDER
*Education and Care Services National Regulations - Regulation 160 (3c, d)*

|  |  |  |
| --- | --- | --- |
| Are there any relevant court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child? | Yes/NoIf yes, please provide all relevant documentation and paperwork | Attached |
|  |
| Are there any other relevant court orders relating to the child’s residence or the child’s contact with a parent or other person?  | Yes/NoIf yes, please provide all relevant documentation and paperwork | Attached |
|  |
| Have photographs and names of unauthorised people been attached to this form? | Yes/No | Attached |
|  |
| Briefly outline court order requirements  |  |

Please note that without this documentation we cannot legally enforce the Order/s.

CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay. To claim Child Care Subsidy (CCS) families must meet eligibility requirements which include:

**1.** You and/or your partner must care for your child at least 2 nights per fortnight or have 14% care?

YES ☐ NO ☐

**2.** Are you liable for fees for care provided at an approved childcare service?

YES ☐ NO ☐

**3.** Do you meet residency requirements?

YES ☐ NO ☐

**4.** Does your child meet immunisation requirements?

YES ☐ NO ☐

**5.** Have you completed the Child Care Subsidy assessment on the [myGov](https://my.gov.au/LoginServices/main/login?execution=e2s1) website?

YES ☐ NO ☐

**6.** Have you received confirmation about your Child Care Subsidy?

YES ☐ NO ☐

**Please Note:**

If you need assistance with filling out this form, please speak to the Director who will be happy to help. Please ensure that if any details change, you notify the Service immediately.

MEDICAL INFORMATION
*Education and Care Services National Regulations - Regulation 160 (3a, I, j)*

To ensure your child’s safety, it is essential that you inform our Service of any medical conditions, including known allergies before enrolment. If any information changes to an existing condition or you become aware of a newly diagnosed condition, you should contact management as soon as possible.

|  |  |
| --- | --- |
| Child’s Medicare Number |  |
| Medicare Expiry Date |  | Child’s Medicare reference number |  |
| Doctor’s name |  |
| Medical Centre |  | Phone number |  |
| Doctor’s address |  |
| Dentist name |  |
| Name of Service |  | Phone number |  |
| Dentist’s address |  |
| Private Health Cover | Yes / No | Private Health Fund Name |  |
| Private Health Care Membership Number |  | Ambulance Cover | Yes / No |
| Do you authorise the Nominated Supervisor or another educator at the Service to seek medical treatment from a registered medical practitioner, hospital or ambulance service?  | Yes/No | Parent 1Signature: |  |
| Parent 2Signature: |  |
| Do you authorise the Nominated Supervisor or other educator at the Service to seek dental treatment from a registered dental practitioner or service in the event of an emergency? | Yes/No | Parent 1Signature: |  |
| Parent 2Signature: |  |
| Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency?  | Yes/No | Parent 1Signature: |  |
| Parent 2Signature: |  |

CHILD’S MEDICAL DETAILS AND HEALTH CONDITIONS

|  |
| --- |
| Allergies- provide details of child’s allergies. These can include insect stings, food (eg nuts, eggs, peanuts) animals, latex, medication or other |
| Allergy to |  |
| Medical specialist or doctor who may be currently treating your child for this condition |  |
| Phone contact |  | Address |  |
| Risk of Anaphylaxis | Yes/No | Has a doctor diagnosed this allergy? | Yes/No |
| Does your child have a current Action Management Plan? | Yes/No | Has your child been prescribed an adrenaline autoinjector? | Yes/No |
| If your child has been prescribed an adrenaline autoinjector, you will need to provide this to the Service (and renew prior to expiry date). |
| Please be advised that if your child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child’s parents and/or emergency services as soon as possible. *Education and Care Services National Regulations - Regulation 94.* | Yes/No | Parent 1 Signature: |  |
| Parent 2Signature: |  |
|  |

Special dietary requirements

|  |  |
| --- | --- |
| Prohibited Food  | Detailed information  |
|  |  |

MEDICAL CONDITIONS OTHER THAN ALLERGIES, AND ANAPHYLAXIS (ASTHMA, SEVERE ASTHMA, EPILEPSY, DIABETES other)

|  |  |
| --- | --- |
| Medical condition |  |
| Has a doctor diagnosed this condition? | Yes/No |
| Does your child have a current Action Management Plan (eg ASCIA Asthma Plan) | Yes/No |
| If yes, is this plan attached? | Yes/No |
| Does your child take any prescribed regular medication for this condition? | Yes/No |
| Medication Name/s |  |
| Medication will only be administered if:* it is prescribed by a medical practitioner
* it is in the original container with the original label
* the label contains the child’s name
* instructions and dosage can be clearly read
* expiry date or use by date is valid
* any verbal or written instructions provided by the medical practitioner must be provided by the parent/s

*Education and Care Services National Regulations Regulation 95*Any medication, including non-prescription medication like nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our “Administration of Authorised Medication” form.*Education and Care Services National Regulations Regulation 93* | Parent 1 Signature: |  |
| Parent 2Signature: |  |
|  |

IMMUNISATION DETAILS

*Education and Care Services National Regulations - Regulation 160 (3a, I, j)*

No child can be enrolled in an Early Childhood Education and Care service unless evidence is provided of up-to-date vaccination from the Australian Immunisation Register (AIR).

|  |  |  |
| --- | --- | --- |
| AIR Immunisation History Statement or AIR Immunisation History Form is provided and has words ‘up to date’ recorded. | Yes/ No | Attached |
| AIR Immunisation History Statement Medical Exemption Form is provided recording medical contraindication/natural immunity. | Yes/ No  | Attached |
| Air Immunisation History Form is completed by a GP/nurse when the AIR does not have a record of immunisations and a ‘catch up’ schedule has been initiated. | Yes/ No | Attached |

FAMILY INFORMATION

|  |  |
| --- | --- |
| Does your child have any siblings attending our Service? If so, please provide their names and ages.  |  |
| Does your child have other siblings at home or attending school? If so, please provide their names and ages. |  |
| Does your child have any other close relations attending the Service? If so, please provide their names and ages.  |  |

DEVELOPMENTAL INFORMATION

|  |  |
| --- | --- |
| Does your child have any problems with hearing, sight or speech?  | 🞏 Hearing *Detailed information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*🞏 Sight *Detailed information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*🞏 Speech *Detailed information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?  | *Detailed information*  |
| Does your child require additional support for learning because of disability? |  |
| Is there anything that you do or modify at home that may assist us to meet the educational needs of your child? |  |
| Has your child begun toilet training? |  |
| Is this the first time your child has been in care? If *yes,* please indicate the type of early education and care your child has experienced. |  |
| Is your child used to being with other adults and children?  |  |
| Does your child have any comforters? (security blanket, dummy, bottle etc)  |  |

TRANSITION TO SCHOOL

|  |  |  |  |
| --- | --- | --- | --- |
| Have you decided what school to send your child to? If so, do you give the Service permission to exchange information with the school to assist your child transition to school? Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Permission to exchange information: Yes/No | Yes/No | Parent 1 Signature: |  |
| Yes/No | Parent 2Signature: |  |
|  |
| While public schools have no requirements for entry, some private schools may have entry requirements. If relevant and known, please outline any requirements for entry to your child’s private school so we can incorporate them into your child’s program. |  |

FIRST EMERGENCY CONTACT
*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)*

|  |
| --- |
| There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. Please nominate two people over the age of 18 years who may be contacted in these circumstances, and in case of an emergency. Each person must live a maximum of **30 minutes** from the Service and must provide identification when collecting the child. **Please ensure you have obtained the person’s consent before listing them as an emergency contact** |
| Full Name |  |
| Relationship to child |  |
| Address |  |
| Phone Number | (H)(M)(W) |
| Email Address |  |
| Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |
| Can this person be contacted to give consent for educators to take the child outside the Service’s premises in the event that you cannot be contacted? (Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2Signature |  |
| Can this person be contacted to give consent to the transportation of the child by an ambulance service? (Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |
| Can this person give authorisation for the Service to take the child on regular outings?(Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2Signature |  |

SECOND EMERGENCY CONTACT
*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)*

|  |  |
| --- | --- |
| Full Name |  |
| Relationship to child |  |
| Address |  |
| Phone Number | (H)(M)(W) |
| Email Address |  |
| Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |
| Can this person be contacted to give consent for educators to take the child outside the Service’s premises in the event that you cannot be contacted? (Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |
| Can this person be contacted to give consent to the transportation of the child by an ambulance service?(Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |
| Can this person give authorisation for the Service to take the child on regular outings?(Please Circle) | Yes/No | Parent 1 Signature |  |
| Parent 2 Signature |  |

ENROLMENT AGREEMENT- CONSENT

Please read the following agreement carefully before signing. If there is anything within this document that you are unsure of, please ask for clarification.

HEALTH AND SAFETY

|  |  |  |
| --- | --- | --- |
| Have SPF30+ sunscreen applied prior to sun exposure (If not, please provide a letter releasing the Service of any liability) | YES | NO |
| Have Band-Aids or sticking plasters applied when necessary | YES | NO |
| Have staff apply Nappy Cream/Paste (supplied by parents) | YES | NO |
| I/we give permission for our child to participate in outings to places of interest (A permission slip will need to be signed before allowing your child to leave the Service for any excursion) | YES | NO |
| I/we give permission for our child to be transported by bus (a permission slip will be issued and will need to be signed) | YES | NO |

PHOTOGRAPHY AND VIDEO

|  |  |  |
| --- | --- | --- |
| For photos and video footage to be taken of my/our child for Service use and staff training purposes (footage will not leave the Service) | YES | NO |
| For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the Service  | YES | NO |
| For photos and video footage of my/our child to be used on Service website, social media and other internet purposes, such as advertisement and used in resources for this organisation | YES | NO |

PARENT AGREEMENT
*Education and Care Services National Regulations - Regulation 160 (3a, I, j)*

Please tick box to confirm you have read each point:

* I agree to inform the Service in writing or verbally immediately of any changes to the above information.
* I agree to pay the Service enrolment fee and bond prior to my child starting and am aware that the enrolment fee is non-refundable. Bond is refundable under conditions outlined in the Policy Manual.
* I agree to keep my fees paid up to date and understand that my child’s position at the Service will be in jeopardy if my fees are not kept up to date. I understand that all booked days are paid for even when my child is absent due to sickness or on holidays.
* If I am unable to collect my child by closing time, I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child.
* I agree to pay a late fee of $15.00 per 15-minute block or part thereof after closing time. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, educators or the nominated supervisor may be required to take your child to the local Police Station to await your arrival. A note will be left detailing your child’s whereabouts. In this instance, the Service is also obligated to notify relevant Child Protection Agencies and/or the Regulatory Authority.
* I agree to provide two weeks written notice to withdraw my child or reduce booked days.
* I give permission for staff to reapply sunscreen throughout the day. (If your child has sensitive skin and would prefer they use their own sunscreen, please bring a spare tube to remain at the Service - clearly labelled with your child’s first and last name).
* I authorise a qualified staff member to administer a single dose of paracetamol (Panadol) appropriate to my child’s age, in the event of my child experiencing a high temperature and other measures of reducing the temperature have not worked. In this event, I agree to collect my child as soon as possible, or organise for someone else to collect my child.
* I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service’s *Administration of Medication* form. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Service’s policy the medication will not be given unless, in the case of missing or incorrect details I can be contacted to authorise the missing details. I agree to inform the staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current letter (within 6 months) from a General Practitioner stating the name of and reasons for the medication, and only then, if the Director deems the child well enough to attend Service.
* I give permission for my child to attend regular short excursion or outings that may occur.
* I give permission for my child to be observed by educators of the Service and students supervised by the educators. I give permission for my child to participate in programs organised by practicum students under the supervision of an educator. I am aware that confidentiality is always respected and that students will not be left with children without an Educator present.

I have read and understood the information in this application. Information provided about my child/ren or other people, has been given with their authorisation.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date: \_\_ / \_\_ / \_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date: \_\_ / \_\_ / \_\_

HOW DID YOU HEAR ABOUT US?

|  |  |  |  |
| --- | --- | --- | --- |
| Word of Mouth |  | Internet Search |  |
| Advertisement |  | Social Media |  |
| Website |  | Other:  |  |

**Privacy Disclaimer**

We acknowledge and respect the privacy of its clients. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.