



EARLY CHILDHOOD ENROLMENT FORM

ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission by ticking each box.

Nominated supervisor will also tick once sighted.

Child's birth certificate		Child Customer Reference Number (CRN)	
AIR Immunisation History Statement		ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma) if applicable from a doctor	
Parent Customer Reference Number (CRN) and date of birth		Medical documents eg diabetes, seizures etc	
Court Orders and/or legal documents		Photo identification of all emergency contacts	
Debit Success Form		Special Products eg nappy cream, bonjela, aeroguard etc	

Service name:

Address:

Phone number1:
Phone number2:

Email:

Date received by office:

Nominated supervisor signature:

Date entered into Qik kids:

Date scanned to active enrolment:



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
---------------	--	--------	---------------

Child Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>	
---	--

Child's home address	
Child normally lives with	
Other children in family	

Days of attendance (Please circle):					
Full Session:	Mon	Tues	Wed	Thurs	Fri
Short Session:	Mon	Tues	Wed	Thurs	Fri
After School Care	Mon	Tues	Wed	Thurs	Fri
Before School Care	Mon	Tues	Wed	Thurs	Fri
Vacation Care	Mon	Tues	Wed	Thurs	Fri

Child's Start Date	
--------------------	--

CULTURAL CONSIDERATION

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

Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> 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:	
Is your child an Australian citizen?	Y / N If no please expand:
What is your child's cultural background?	
Please outline any cultural practices you would like followed	
Religion:	
Please outline your child's religious background and if relevant any religious practices/celebrations you would like us to celebrate	
Are there any worldly celebrations You do not wish your child to participate in?	



PRIMARY PARENT

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

Parent Name	[Primary Parent must also be the registered CRN number holder]
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	
------------	--

Course or Study	
-----------------	--

Work address	
Work phone number	



SECONDARY PARENT

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

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

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

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

Occupation	
------------	--

Course or Study	
-----------------	--

Work address	
Work phone number	

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/No If yes, please provide all relevant documentation and paperwork	Attached Staff initial
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/No If yes, please provide all relevant documentation and paperwork	Attached Staff initial
Have photographs and names of unauthorised people been attached to this form?	Yes/No	Attached Staff initial
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) 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, l, 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 1 Signature:	
		Parent 2 Signature:	
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 1 Signature:	
		Parent 2 Signature:	
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 1 Signature:	
		Parent 2 Signature:	



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 number		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. <i>Education and Care Services National Regulations - Regulation 94.</i>		Yes/No	Parent 1 Signature:
			Parent 2 Signature:

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 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			
<p>Medication will only be administered if:</p> <ul style="list-style-type: none"> 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 <p><i>Education and Care Services National Regulations Regulation 95</i></p> <p>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.</p> <p><i>Education and Care Services National Regulations Regulation 93</i></p>	Parent 1 Signature:		
	Parent 2 Signature:		



IMMUNISATION DETAILS

Education and Care Services National Regulations - Regulation 160 (3a, l, 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

<p>Does your child have any problems with hearing, sight or speech?</p>	<p><input type="checkbox"/> Hearing Detailed information: _____ _____ _____</p> <p><input type="checkbox"/> Sight Detailed information: _____ _____ _____</p> <p><input type="checkbox"/> Speech Detailed information: _____ _____ _____</p>
<p>Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?</p>	
<p>Does your child require additional support for learning because of disability?</p>	
<p>Is there anything that you do or modify at home that may assist us to meet the educational needs of your child?</p>	
<p>Is your child in nappies or has your child begun to toilet training?</p>	
<p>Is this the first time your child has been in care? If no, please indicate the type of early education and care your child has experienced.</p>	
<p>Is your child used to being with other adults and children?</p>	



Does your child have any comforters?
(security blanket, dummy, bottle etc)
We follow Red nose recommendations and
have a strict sleep and rest policy.

FIRST EMERGENCY CONTACT- AUTHORISED NOMINEE

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 provide information about two people who are authorised to be contacted in case of an emergency and/or are authorised to collect your child. 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			
Phone Number	(H)		
	(M)		
	(W)		
Email Address			
Can this person be contacted to collect your child from the education and care service	Yes/No	Signature	
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	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	Signature	



SECOND EMERGENCY CONTACT- AUTHORISED NOMINEE

Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Email Address			
Can this person be contacted to collect your child from the education and care service or family day care educator	Yes/No	Signature	
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	
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	

Please provide an additional 3 emergency contacts in case 1 or 2 can not be contacted.

Person 1 Name:	Address:	Relationship to Child:	Home: Work: Mobile:
Person 2 Name:	Address:	Relationship to Child:	Home: Work: Mobile:
Person 3 Name:	Address:	Relationship to Child:	Home: Work: Mobile:



CHILD'S ROUTINE

TIME	ROUTINE



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 SPF50+ 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
For staff to administer (1) single dose of the recommended dose of Panadol should my child have a temperature higher than 37.5 whilst at the centre. An attempt to contact you to before panadol is administered will be made, and you will be required to collect your child within 60 minutes.	YES	NO
Have staff apply Nappy Cream/Paste (supplied by parents) or centre sudocream	YES	NO
Have staff apply Teething Gel (supplied by parents)	YES	NO
Have staff apply Insect Repellent (supplied by parents) or centre aeroguard	YES	NO
I/we give permission for our child to participate in incursions/excursions. (A permission slip will need to be signed before allowing your child to leave the Service for any excursion)	YES	NO

PHOTOGRAPHY AND VIDEO

For photos and video footage to be taken of my child for Service use and staff training purposes (footage will not leave the Service)	YES	NO
For photos and video footage of my 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 child to be used for student training purposes (photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking)	YES	NO
For photos and video footage of my 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
For photos and video footage of my child to be used on our closed and private facebook page for our friends to see.	YES	NO
To appear in our centre newsletter and around our centre displays.	YES	NO



PARENT AGREEMENT

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

Please tick box to confirm you have read each point:

- ☐ I agree to inform the Service in writing immediately of any changes to the above information.
- ☐ I agree to pay the Service enrolment fee and/or 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 2 weeks in advance 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 or we are closed due to a public holiday.
- ☐ 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 agree to bring my child to the Service with sunscreen applied and 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 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 the Parent Handbook and am familiar with the Service's Policy Manual located in the office. I agree to follow, support and abide by these policies and am aware that staff members are available to discuss any policies that I do not fully understand. I know that if I have any suggestions that I can make this suggestion in person to a staff member or email the nominated supervisor.

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: __ / __ / __

Nominated supervisor _____ Signature: _____ Date: __ / __ / __



PRIVACY DISCLOSURE

In this section, 'personal information' means information about me, including about my financial circumstances, my credit worthiness, credit history, credit standing and conduct of my account with you. I agree that, subject to the Privacy Act, you and your agents may do the following and this agreement continues until such future outstanding amounts owed by me are repaid:

- Obtain credit reports about me from credit reporting agencies to access this application or to collect overdue payments from me, and obtain personal information from a business that provides credit worthiness information.
- Disclose personal information to credit reporting agencies before, during or providing the service account to me. This includes, but is not limited to:
 - The fact that I have applied for an account.
 - Advice about payments at least 60 days overdue and which are in collection (and advice that payments are no longer due)
 - Advice that cheque(s) drawn by me, or Debit Success requests to my financial institution account which I have authorised you to make, which are more than \$100, have been dishonoured more than once.
 - Your opinion that I do not intend to meet my account obligations or that I have committed some serious credit infringement
 - That the amounts owed by me have been paid or discharge.
- Exchange personal information with service providers in a credit report issued by credit reporting agency. This is for purposes including but not limited to:
 - * Assessing credit worthiness;
 - * Notifying other service providers of a default by me;
 - * Exchanging information about my account where I am default with other service providers;
 - * Your administration of my account
- If I am in default under my account, notify and exchange personal information with collection agent.

I, the parent/guardian hereby agree to abide by the arrangements and conditions of enrolment as laid down on this form and the centre information sheet.

Signed _____ 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.