

CONFIDENTIAL ENROLMENT FORM

Enrolment Date / / *Commencement Date / / SERVICE USE ONLY: Review Date/s / /

This form must be completed by a parent or guardian who has parental responsibility in relation to the child. A brief explanation of parental responsibility is contained at the end of this form. The Education and Care Services National Regulations 2011 requires an approved provider to keep an enrolment record for each child containing the prescribed information in Regulations 160 to 162. Questions marked with an asterisk * are not required by the Regulations, however, answers you provide to each question will assist the service in educating and caring for the child.

EDUCATION & CARE SERVICE DETAILS

Name of Service Child's Group

CHILD INFORMATION

Family Name		Date of Birth / /		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Names		* Usually Called			
Home Address					
* Child CRN			Customer Reference Number (CRN) from the Family Assistance Office (www.familyassist.gov.au or 136150). Note: Not necessary for Kindergarten or Preschools.		
* Country of Birth			* Religion		
* Age and Gender of Child's Brothers and Sisters (if applicable)			* Any other person(s) living in the child's home (eg grandparents)		
Name		Age	Gender	Name	
				Known to the child as	
				Relationship to the child	
				Name	
				Known to the child as	
				Relationship to the child	
* Is the child of Aboriginal and/or Torres Strait Islander origin? (please tick)				Language used in the child's home	
<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander		<input type="checkbox"/> Yes, Aboriginal		----- -----	
<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander		<input type="checkbox"/> Yes, Torres Strait Islander			
Cultural background of the child and, if applicable, the child's parents			Any special considerations for the child (e.g. any cultural, religious or dietary requirements or additional needs)		
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PARENT OR GUARDIAN INFORMATION

Parent 1		Parent 2	
Name		Name	
Address - as per child or:		Address - as per child or:	
Phone (H) (W)		Phone (H) (W)	
Mobile *DOB / /		Mobile *DOB / /	
*Email		*Email	
*Occupation		*Occupation	
Does the child live with this parent? Yes <input type="checkbox"/> No <input type="checkbox"/>		Does the child live with this parent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
* Parent 1 CRN		* Parent 2 CRN	
Guardian 1 (if applicable)		Guardian 2 (if applicable)	
Name		Name	
Address - as per child or:		Address - as per child or:	
Phone (H) (W)		Phone (H) (W)	
Mobile *DOB / /		Mobile *DOB / /	
*Email		*Email	
Does the child live with this guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>		Does the child live with this guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>	
* Guardian 1 CRN		* Guardian 2 CRN	

If you have questions when filling out this form, please contact your Education and Care Service

OTHER PERSON/S AUTHORISATIONS

Please list below the details of those people who you have authorised as emergency contacts for the child. This list may be amended at any time. In the event that the parents or guardians cannot be contacted the person/s listed below with authority will be contacted regarding collecting the child, in event of an emergency involving the child, consent to medical treatment or the administration of medication, or to authorise an Educator to take the child outside of the Service premises. Please tick the appropriate boxes for each contact to confirm authorisations.

Name	Name
Address	Address
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child
<input type="checkbox"/> Authorised to Collect (Authorised Nominee) (Reg. 160(3)(b)(iii))	<input type="checkbox"/> Authorised to Collect (Authorised Nominee) (Reg. 160(3)(b)(iii))
<input type="checkbox"/> Notification in the event of an Emergency (Reg. 160(3)(b)(ii))	<input type="checkbox"/> Notification in the event of an Emergency (Reg. 160(3)(b)(ii))
<input type="checkbox"/> Authorised to Consent to Medical Treatment (Reg. 160(3)(b)(iv))	<input type="checkbox"/> Authorised to Consent to Medical Treatment (Reg. 160(3)(b)(iv))
<input type="checkbox"/> Authorisation for the administration of medication (Reg. 160(3)(b)(iv))	<input type="checkbox"/> Authorisation for the administration of medication (Reg. 160(3)(b)(iv))
<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises (Reg. 160 (3)(b)(iv)&(v))	<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises (Reg. 160 (3)(b)(iv)&(v))

Name	Name
Address	Address
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child
<input type="checkbox"/> Authorised to Collect (Authorised Nominee) (Reg. 160(3)(b)(iii))	<input type="checkbox"/> Authorised to Collect (Authorised Nominee) (Reg. 160(3)(b)(iii))
<input type="checkbox"/> Notification in the event of an Emergency (Reg. 160(3)(b)(ii))	<input type="checkbox"/> Notification in the event of an Emergency (Reg. 160(3)(b)(ii))
<input type="checkbox"/> Authorised to Consent to Medical Treatment (Reg. 160(3)(b)(iv))	<input type="checkbox"/> Authorised to Consent to Medical Treatment (Reg. 160(3)(b)(iv))
<input type="checkbox"/> Authorisation for the administration of medication (Reg. 160(3)(b)(iv))	<input type="checkbox"/> Authorisation for the administration of medication (Reg. 160(3)(b)(iv))
<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises (Reg. 160 (3)(b)(iv)&(v))	<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises (Reg. 160 (3)(b)(iv)&(v))

COURT ORDERS IN RELATION TO THE CHILD

Are there any:

- **court orders, parenting orders or parenting plans** relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?
- **other court orders** relating to the child's residence or the child's contact with a parent or other person?

No go to the next section Yes **please complete the following:**

1. Bring the original order/s for educators to sight and attach a copy to this enrolment form;
2. Please describe the orders and provide the contact details of any person given powers, duties, responsibilities or authorities:

INFORMATION FOR BODIES WHICH PROVIDE FUNDING TO THIS EDUCATION AND CARE SERVICE

From time to time the Regulatory Authorities seek information on the characteristics of the children and their families who use an Education and Care Service. This is used in planning new policies, programs and resources to support services. To help provide accurate information please answer the following questions by ticking the appropriate box indicating Yes or No:

* Does the child have a developmental delay or disability including intellectual, sensory or physical impairment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* Does either parent have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* Is the family a single parent family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CONFIDENTIALITY OF ENROLMENT RECORDS

The approved provider of the Education and Care Service must ensure that the information in the child's enrolment record is not divulged or communicated, directly or indirectly, to another person other than as prescribed under Regulations 181 and 182 of the Education and Care Services National Regulations 2011. This includes, to the extent necessary for the education and care of the child or medical treatment of the child; or where expressly authorised, permitted or required to be given by or under any Act or law; or with the written consent of the person who provided the information.

If you have questions when filling out this form, please contact your Education and Care Service

CHILD'S HEALTH INFORMATION			
Registered Medical Practitioner/Medical Service Name		Phone	
Registered Medical Practitioner/Medical Service Address			
* Maternal & Child Health (MCH) Centre		* Contact Name	
Medicare No	* Ambulance Subscription No	* Pension No	
		* Healthcare No	
Expiry Date / /	Expiry Date / /	Expiry Date / /	
* Is the child currently attending or has previously attended: <input type="checkbox"/> Counsellor/Psychologist <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Pediatrician <input type="checkbox"/> Specialist <input type="checkbox"/> Speech Therapy <input type="checkbox"/> Dietitian <input type="checkbox"/> Other			
If yes, please provide details:			

CHILD'S MEDICAL INFORMATION	
Anaphylaxis (Reg. 162 (c) (ii) & (d))	
Has the child been diagnosed as at risk of anaphylaxis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have a auto injection device (e.g. EpiPen® or Anapen®)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the anaphylaxis medical management plan been provided to the service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has a risk management plan been completed by the service in consultation with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>In the case of anaphylaxis you will be provided with a copy of the service's anaphylaxis management policy. You will be required to provide the service with an individual medical management plan for your child signed by the medical practitioner who is treating your child. This will be attached to your child's enrolment form. More information can be found at www.allergyfacts.org.au</i>	
Specific Healthcare Needs (Reg. 162 (c) (i) & (d)) - Does the child have any specific healthcare needs including any medical conditions that are relevant to the care & education of the child? (e.g. asthma, epilepsy, diabetes etc.)	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please provide details of any specific healthcare need/s or medical condition and any management plan/s or risk minimisation plan/s to be followed with respect to the specific healthcare need/s or medical condition/s. Attach a copy of any plan/s or additional pages if necessary.</i>	

Allergies (Reg. 162 (c) (iii)) - Does your child have any allergies?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please provide details of any allergies and any management plan/s or risk minimisation plan/s to be followed with respect to the allergy. Attach a copy of any plan/s or additional pages if necessary.</i>	

Dietary Restrictions (Reg. 162 (e)) - Does the child have any dietary restrictions?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please provide details of any dietary restriction:</i>	

If the service is aware that the child has a specific healthcare need, allergy or other relevant medical condition as identified above, has a copy of the service's Medical conditions policy been provided to the parent or guardian of the child? (Reg 91)	
Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Has a communications plan been developed to ensure that: (a) relevant staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child and (b) the child's parent can communicate any changes to the medical management plan and risk minimisation plan for the child. (Reg. 90 (1)(c)(iv))	
Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

CHILD'S IMMUNISATION STATUS	
Has the child been immunised?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide the details by selecting one of the options below:	
<input type="checkbox"/> Attaching a copy of the Immunisation Record from the Child Health Record OR <input type="checkbox"/> Attaching a copy of the Immunisation Record printout from local government OR <input type="checkbox"/> Attaching the Child History Statement from the Australian Childhood Immunisation Register OR <input type="checkbox"/> Providing the Child Health Record to the Education and Care Service to determine their immunisation status (ACIR - Contact: 1800 653 809 or www.humanservices.gov.au)	
<i>Child health record means a record that documents a child's health and development assessments and immunisations.</i>	
Immunisation Record (from the Child Health Record) sighted by (Reg. 162(g)):	
Name	Position Date
If no, provide a letter from a registered medical practitioner stating the parent/guardian is a conscientious objector to immunisation.	
<i>In some cases when there is an outbreak of a vaccine preventable disease, unimmunised children will be excluded from the Education and Care Service as per the period of exclusion of contacts recommended by the National Health and Medical Research Council. The exclusion periods table can be found at http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp</i>	

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ADDITIONAL INFORMATION

*Please provide any other relevant information about the child eg. abilities, interests, likes, dislikes, family traditions, home routines, parenting strategies etc.

* Is the child currently attending or previously attended:

Kindergarten Playgroup Long Day Care Family Day Care Early Intervention Service Other

If yes - please provide details

* If applicable, which school have you or do you plan to enrol the child?

* Are you willing to have the child photographed to appear in videos, newspapers & other publications?

Yes No

* Do you allow sunscreen to be applied to the child while in the care of the Education and Care Service?

Yes No

* Please indicate festivals/celebrations your family recognises and/or list below any cultural/religious beliefs you wish the educators to be aware of:

Australia Day Birthdays Christmas Diwali Easter Eid Al-Adha Mother's Day Father's Day New Year
Hanukkah Moon Festival NAIDOC Week Name Days Orthodox Easter Ramadan Tet Winter/Summer Solstice

Please List Others & attach any specific information related to the above:

* Pets: Name & Type

Name & Type

* Please provide details of any local community services you access with the child? eg Library, Toy Library, Swimming Pool, local park etc.

* Do you have any specific skills or a trade that could be of use to the Education and Care Service?

AUTHORISATION AND DECLARATION

I, _____ (Print Full Name)

a person with parental responsibility of the child referred to in this enrolment form (Reg. 161):

- authorise the Approved Provider, Nominated Supervisor, or an educator or in the case of Family Day Care, the family day care educator, to seek
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
 - 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 that I am responsible for any expenses incurred during a medical emergency in relation to the child;
- agree to collect or make arrangements for the collection of the child if he or she becomes unwell;
- understand that in an emergency situation or where evacuation is necessary that the child may need to leave the Education and Care Service under the direction and supervision of the approved provider, nominated supervisor or educator;
- have read & understood the Education and Care Service's policies including the 'Payment of Fees';
- declare that the information in this enrolment form is true and correct and undertake to immediately inform the Education and Care Service in the event of any change to this information.

Signature of person with parental responsibility of the child

Date

DEFINITIONS

Authorised Nominee/s

Authorised Nominee means a person who has been granted permission by a family member* to collect the child from the Education and Care Service or the family day care educator (Education and Care Services National Law - Section 170(5)).

Family Member/s

'Family Member' as defined in the Education and Care Services National Law 2010; Section 5 'family member' in relation to a child, means -

- (a) a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood or half-blood and whether that relationship arises by marriage (including a de facto relationship) or by adoption or otherwise; or
- (b) a relative of the child according to Aboriginal or Torres Strait Islander tradition; or
- (c) a person with whom the child resides in a family-like relationship; or
- (d) a person who is recognised in the child's community as having a familial role in respect of the child.

Parental Responsibility

The term 'parental responsibility' is defined in the Family Law Act 1975 as "all duties, powers, responsibilities and authority which, by law, parents have in relation to children".

All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. These powers and responsibilities are referred to as "parental responsibility". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Approved Providers are reminded of their requirement to comply with the Privacy Act/s relevant to their State / Territory Jurisdiction in the collection, use and disclosure, storage and disposal of information.

If you have questions when filling out this form, please contact your Education and Care Service