ENROLMENT FORM

Name:

**Will your Child be enrolling in the 3-year-old program (preschool introduction)**

**4-year-old program (school readiness)**

**Preferred method of invoicing Email Paper copy**

CHECK LIST FOR REQUIRED DOCUMENTS

**Please ensure ALL of the applicable documents are attached to this application before submission:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s birth certificate** |  | **Consent Form completed & signed** |  |
| **Immunisation record** |  | **Fee Relief Documents (if family income is below $40,796)** |  |
| **Court Orders (if applicable)** |  | **Medical Plans (if applicable)** |  |
| **Health Care Card** |  |  |  |

CHILDS DETAILS *- Regulation 160 (3a, e)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Given Name(s): |  | | | |
| Middle Name: |  | Surname: |  | |
| Name Usually Called: |  | | | |
| Date of Birth: |  | Sex (Please circle): | | Male / Female |
| Child’s home address: |  | | | |
| Postal Address  (if different to above): |  | | | |
| Child lives with: |  | | | |
| Desired days of attendance (Please circle): | Mon Tues Wed Thurs Fri | | | |
| Child’s Start Date: |  | | | |

PARENT/CARER 1 *- Regulation 160 (3b)*

|  |  |
| --- | --- |
| Parent Name: |  |
| Address: |  |
| Phone Numbers: | (H) (M) (B) |
| Email address: |  |
| Relationship to child: |  |
| Country of Birth: |  |
| Occupation: |  |
| Place of employment: |  |

PARENT/CARER 2 *- Regulation 160 (3b)*

|  |  |
| --- | --- |
| Parent Name: |  |
| Address: |  |
| Phone Numbers: | (H) (M) (B) |
| Email address: |  |
| Relationship to child: |  |
| Country of Birth: |  |
| Occupation: |  |
| Place of employment: |  |

CULTURAL CONSIDERATION *- Regulation 160 (f, g, h)*

**Is the child-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Aboriginal** |  | **Torres Strait Islander** |  |

|  |  |
| --- | --- |
| Language spoken at home: |  |
| Ethnicity: |  |
| Religion: |  |
| Please outline any cultural or  religious practices  you would like followed: |  |

MEDICAL / CENTERLINK INFORMATION *- Reg 160 (3a, I, j)*

|  |  |  |  |
| --- | --- | --- | --- |
| Medicare Number: |  | | |
| Medicare Expiry Date: |  | Number of child on card: |  |
| Concession, Pension  or Healthcare Card Number: |  | | |
| Expiry Date: |  | | |

**Child’s Registered Medical Practitioner or Service Details:**

|  |  |
| --- | --- |
| Service Name: |  |
| Practitioner’s Name: |  |
| Contact Numbers: |  |
| Address: |  |

**Child’s Registered Dental Practitioner or Service Details:**

|  |  |
| --- | --- |
| Service Name: |  |
| Practitioner’s Name: |  |
| Contact Numbers: |  |
| Address: |  |

**Child’s Private Health Cover Details (if Applicable):**

|  |  |
| --- | --- |
| Private Health Cover (Please Circle): | Yes / No |
| Private Health Fund Name: |  |
| Private Health Care Membership Number: |  |
| Ambulance Cover: | Yes / No |

IMMUNISATION DETAILS

|  |  |  |
| --- | --- | --- |
| I am not able to have my child immunised due to:  \* A Medical Reason  \* My child is on a Catch-up Schedule | Please note: Approved documentation must be provided before your child can attend  *See Immunisation Policy* | Attached |
|  |
| Are your child’s immunisations up to date? | Yes/No  Please provide a copy of your child’s: Immunisation History Statement provided by Medicare | Attached |
|  |

CHILDS DEVELOPMENTAL CONCERNS:

|  |  |  |
| --- | --- | --- |
| **Does your child have any developmental concerns or delays you would like us to be aware of speech, social, motor skills etc** | Yes/No --Please name your area of concern: | |
| **Please provide the name of any specialist/s your child may be seeing** |  | |
| **Is your children following a specific program** | Yes / No   (*If yes, please attach any relevant reports.*) | Attached |
|  |

CHILDS SPECIFIC HEALTH CARE NEEDS*- Regulation 94.*

*Please be advised that if the 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*

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the child have any specific health care needs  or conditions e.g. asthma, allergies, anaphylaxis, epilepsy etc?A current Medical Plan which has been signed by a GP must be provided.**  **One can be obtained in the office if necessary** | | Yes / No   (*If yes, please attach relevant details.*) | Attached |
|  |
| **Does the child have any dietary restrictions or food intolerances?** | | Yes / No   (*If yes, please attach relevant details.*) | Attached |
|  |
| **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/Carer 1  Signature:** | |
| **Parent/Carer 2 Signature:** | |
| **Medication will only be administered if it is in the original container with the original label and instructions that can be clearly read and before the expiry or use by date. Additionally, if the medication has been prescribed by a medical practitioner:**   * **The label must contain the child’s name and** * **Parents must provide any verbal or written instructions provided by the medical practitioner.**   ***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/Carer 1  Signature:** | |
| **Parent/Carer 2 Signature:** | |
| **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/Carer 1  Signature:** | |
| **Parent/Carer 2 Signature:** | |

FAMILY INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Does the child have any siblings or close relations attending the preschool? If so, please provide their names and ages. | Age: | Name: | Relationship: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1ST EMERGENCY CONTACT *- 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. To deal with these circumstances and in case of an emergency the Service will inform the following person to collect and care for the child. This person must live a maximum of 30 minutes from the Service and must provide identification when collecting the child.  **Please obtain the person’s consent before listing them as an emergency contact** | | | |
| Full Name: |  | | |
| Relationship to child: |  | | |
| Address: |  | | |
| Phone Number: |  | | |
| 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/Carer 1  Signature: |  |
| Do you give permission for this person to collect your child from the service when necessary?  You are expected to inform staff of this change in routine | Yes/No | Parent/Carer 1  Signature: |  |

2ND EMERGENCY CONTACT*- Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)*

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Relationship to child: |  | | |
| Address: |  | | |
| Phone Number: |  | | |
| 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/Carer 1  Signature: |  |
| Do you give permission for this person to collect your child from the service when necessary?  You are expected to inform staff of this change in routine | Yes/No | Parent/Carer 1  Signature: |  |

ADDITIONAL PEOPLE AUTHORISED TO COLLECT CHILD

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone  Number: |  |
| Name: |  | Phone  Number: |  |

TRANSITION TO SCHOOL

Have you decided what school your child will be attending? If so, do you give the Preschool permission to exchange information with the school to assist your child’s transition?

|  |  |  |
| --- | --- | --- |
| **Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Permission to exchange Information:** | **Yes/No** | **Parent/Carer 1  Signature:** |
| **Parent/Carer 2 Signature:** |

COURT ORDER *- Regulation 160 (3c, d)*

|  |  |  |
| --- | --- | --- |
| Are there any 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 |
|  |
| Are there any other 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 |
|  |

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

HEALTH & SAFETY:

|  |  |  |
| --- | --- | --- |
| I/We give permission for this child to: Participate in outings to places of interest (permission slip will have to be signed before allowing your child to leave the Service) | YES | NO |
| 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 Insect Repellent if necessary | YES | NO |

PHOTOGRAPHY & 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). No names will be used. | 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 for student training purposes (Photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking) No names will be used | 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 organisation’s resources. No names will be used | YES | NO |

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 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 if 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 $1.00 for every minute after 3.30pm. 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, we will notify The Department of Family and Community Services and may be required to take the child to the local Police Station to await your arrival. A note will be left detailing the child’s whereabouts.
* I agree to giving 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).
* In the event of an accident, I authorised the educators to apply 1st aid to assist my child. This includes the use of Bepanthen, Stingoes, Medipulv, Antiseptic Powder, Band Aids, Betadine, Pawpaw Cream and Saline eye wash
* I authorise the staff to administer a single dose of paracetamol (Panadol) appropriate to the child’s age in the event of a high temperature in an emergency after staff have attempted to organise someone to collect my child and have exhausted every other option. Please note that this does not mean your child can stay at the Service, they still need to be collected.
* I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service’s 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 (within 12 months) dated Doctors letter 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 the 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 main breezeway and in the office. I agree to follow, support and abide by these Policies and am aware that staff members are available to discuss with me 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 anonymously in the suggestion box.
* I give consent for educators to take my child outside the Service’s premises in the of an emergency
* I give consent for educators to take the child outside the Service’s premises for Fire Drill Practices
* I have provided accurate and up to date information
* I understand that the Baptist Community Preschool operates during the school term and will be closed during the school holidays and public holiday

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Signed: \_\_\_\_\_\_\_ Name: \_\_\_\_\_\_ 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.