



ENROLMENT FORM

Child's Details:

Surname _____

Given names _____

Preferred name _____

Home address _____

Suburb _____ Postcode _____

Gender ☐ Male ☐ Female Date of birth ____/____/____

Please provide a copy of your child's birth certificate

What is your child's cultural background _____

Please advise us of any cultural or religious practices you would like us to follow:

Is your child of aboriginal or Torres Strait Islander descent? ☐ Yes ☐ No

What language is spoken at home? _____

Child's CRN _____

If your child has siblings, please advise their names and ages:

Please provide us with any other information we should know about your child (eg favourite activities, fears, routines, strengths, special words (please translate if applicable), toileting and sleeping practices etc)

(Optional) If your child is going to school next year, please advise the name of the school.

(Optional) Do you authorise the service to exchange information with the school to assist your child's transition to school?

Parent One ☐ Yes ☐ No Signature _____

Parent Two ☐ Yes ☐ No Signature _____

Parent Details:

Where answer is the same as Parent One, write 'Same'

Parent One	Parent Two
Surname _____	_____
Given Names _____	_____
Preferred Names _____	_____
Date of birth _____	_____
Occupation _____	_____
Home address _____ _____	_____ _____
Home phone _____	_____
Work phone _____	_____
Mobile _____	_____
Best contact number _____	_____
Email _____	_____

Parent's CRN _____

Country of birth _____

Cultural background _____

Preferred language _____

Does the child live with you? _____

Medical Information:

Medicare Number _____

Do you have ambulance cover? ☐

Yes ☐ No

Private Health Fund ☐ Yes ☐ No

Fund name _____ Fund Number _____

Doctor's Name _____

Doctor's phone number _____

Doctor's address

(Optional) Dentist's Name _____

(Optional) Dentist's phone number _____

(Optional) Dentist's address _____

Immunisations:

Your Service may need to edit this section depending on the immunisation option you select – see the Immunisation Policy

Are your child's immunisations up to date? ☐ Yes ☐ No

Please attach one or more of the following documents:

☐ A current Australian Childhood Immunisation Record (ACIR) Statement

☐ A current ACIR Immunisation History Form on which the doctor has certified the child is on an approved catch-up schedule

☐ An ACIR Immunisation Exemption – Medical Contraindication Form signed by a doctor

ACIR Immunisation History and Exemption forms are available on the Department of Human Services website <http://www.humanservices.gov.au/> The ACIR can be contacted on 1800 653 809 or email acir@medicareaustralia.gov.au

I have read the Immunisation and Disease Prevention Policy which is attached and agree to comply with the immunisation requirements outlined in the policy. I understand my child's enrolment or attendance at the service may be terminated if I do not comply with the requirements in the policy.

Parent 1 Signature _____

Parent 2 Signature _____

Specific Health Care Needs:

Does your child have any specific health care needs or medical conditions eg asthma, allergies, anaphylaxis, diabetes? ☐ Yes ☐ No

If yes, please provide details

If yes, please provide a Medical Management Plan for your child (these are prepared by and signed by the child's doctor). The Plan should cover what triggers the medical condition or allergy, first aid needed, doctor's contact details, plan review date and include a photo of your child. We will then develop a risk minimisation plan to reduce the possible incidence of triggers in consultation with you.

Office use only: Child's health record sighted ☐ Yes Details _____

Medical Conditions Policy provided to parents if child has identified medical condition/health care need. ☐ Yes

Diet:

Does your child have any dietary restrictions that you have not already mentioned?

☐ Yes ☐ No

If yes, please provide details

Additional Needs

Has your child been diagnosed with any special needs or learning difficulties? ☐ Yes ☐ No

If yes, please provide details

Authorisations and emergency Contacts:

Do you authorise the Approved Provider, Nominated Supervisor or an educator to seek medical treatment for your child from a registered medical practitioner (includes dentist), hospital or ambulance service, and/or to transport your child by ambulance in an emergency and/or to administer life saving medication (eg EpiPen or Ventolin) in a medical emergency?

Parent 1 ☐ Yes

Signature_____

Parent 2 ☐ Yes

Signature_____

You may authorise another person to collect your child from the service. If your child needs to be collected because they are unwell, we will contact this person if we cannot contact you or you are unable to collect your child. This person must therefore live a maximum of 30 minutes from the service and must provide identification when collecting the child. Please obtain their consent before listing them as an emergency contact.

Contact One:

Name_____

Relationship to child _____

Home phone_____

Work phone_____

Mobile_____

Address _____

Email _____

Contact's Signature _____

Parent One:

I authorise this person to collect my child from your service ☐ Yes ☐ No

Can we notify this person of any emergency involving your child if we cannot immediately contact you? ☐ Yes ☐ No

Can this person consent to medical treatment or the administration of medication if we cannot contact you? ☐ Yes ☐ No

Can this person authorise the Nominated Supervisor or an educator taking your child outside the service if we cannot contact you? ☐ Yes ☐ No

Can this person authorise our Centre to transport your child or arrange transportation of your child? ☐ Yes ☐ No

Please note this Service does not transport children or arrange transportation of children

Parent One Signature _____

Parent Two:

I authorise this person to collect my child from your service ☐ Yes ☐ No

Can we notify this person of any emergency involving your child if we cannot immediately contact you? ☐ Yes ☐ No

Can this person consent to medical treatment or the administration of medication if we cannot contact you? ☐ Yes ☐ No

Can this person authorise the Nominated Supervisor or an educator taking your child outside the service if we cannot contact you? ☐ Yes ☐ No

Can this person authorise our Centre to transport your child or arrange transportation of your child? ☐ Yes ☐ No

Please note this Service does not transport children or arrange transportation of children

Parent Two Signature _____

Contact Two:

Name _____

Relationship to child _____

Home phone _____ Work phone _____

Mobile _____

Address _____

Email _____

Contact's Signature _____

Parent One:

I authorise this person to collect my child from your service ☐ Yes ☐ No

Can we notify this person of any emergency involving your child if we cannot immediately contact you? ☐ Yes ☐ No

Can this person consent to medical treatment or the administration of medication if we cannot contact you? ☐ Yes ☐ No

Can this person authorise the Nominated Supervisor or an educator taking your child outside the service if we cannot contact you? ☐ Yes ☐ No

Can this person authorise our Centre to transport your child or arrange transportation of your child? ☐ Yes ☐ No

Please note this Service does not transport children or arrange transportation of children

Parent One Signature _____

Parent Two:

- I authorise this person to collect my child from your service ☐ Yes ☐ No
- Can we notify this person of any emergency involving your child if we cannot immediately contact you? ☐ Yes ☐ No
- Can this person consent to medical treatment or the administration of medication if we cannot contact you? ☐ Yes ☐ No
- Can this person authorise the Nominated Supervisor or an educator taking your child outside the service if we cannot contact you? ☐ Yes ☐ No
- Can this person authorise our Centre to transport your child or arrange transportation of your child? ☐ Yes ☐ No

Please note this Service does not transport children or arrange transportation of children

Parent Two Signature _____

Court Orders:

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

- ☐ Yes (please attach) ☐ No

Photography:

I consent to:

- ☐ my child being photographed by educators and staff members at the Service for educational purposes or to support their medical documentation
- ☐ my child being photographed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements.
- ☐ the photographs taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs on our Service website or including them in Service brochures and media articles.

- ☐ the photographs taken by Researchers and students being used to support their research project or student placement. This may include publishing the photo in journal articles, reports or conference papers and assignments.
- ☐ the posting of photographs taken by educators and staff members on the Service's social media account in a closed group

I understand I can withdraw my consent about the taking of photographs of my child at any time by advising the Nominated Supervisor in writing.

Parent One ☐ Yes ☐ No

Signature_____

Parent Two ☐ Yes ☐ No

Signature_____

Regular Outings

We may undertake regular outings to places eg the park or post office. Before the first outing, we will obtain your authorisation, outlining all relevant details and risks involved. If the risks do not change for subsequent outings to the same venue over the next 12 months, do you authorise the Nominated Supervisor or educators at the service to take your child on the regular outing?

Parent One ☐ Yes ☐ No

Signature_____

Parent Two ☐ Yes ☐ No

Signature_____

Regular Transportation:

If we regularly transport your child to or from a venue other than during excursions or regular outings, we will first obtain your authorisation outlining all relevant details and risks involved. If the risks do not change for subsequent transportation to and from the same venue over the next 12 months, do you authorise the regular transportation for this period?

Parent One ☐ Yes ☐ No

Signature _____

Parent Two ☐ Yes ☐ No

Signature _____

Declaration:

As a person who has parental responsibility for the child referred to in this enrolment form for Mackay Child Care I:

- declare that the information in this enrolment form is true and correct, and I will immediately inform the
- service in the event of any change to this information
- understand there may be costs involved in the provision of professional medical, ambulance or hospital services to
- my child as a result of a medical emergency or accident at the service, and I agree to pay those costs
- agree to collect or make arrangements for the collection of my child if he/she becomes unwell at the service
- will not send my child to the service if he/she is sick/unwell
- understand my child must have any required medication (including Epipen) with them at the service at all times
- or they will be unable to attend
- agree to the administration of life saving medication like Epipen in event of anaphylaxis or Ventolin during an asthma attack
- understand and agree that a first aid trained staff member may administer first aid when necessary
- declare that I have read and understood the Code of Conduct and policies of the Service and will abide by them These policies include the Medical Conditions Policy, Administration of Authorised Medication Policy, Delivery and Collection of Children Policy, Infectious Disease Policy, Immunisation Policy, Behaviour Guidance Policy (in Relationships with Children Policy) and Privacy and Confidentiality Policy
- have read and will comply with the fees and payment structure of the Service
- agree to update any information relating to my emergency contacts, the people I have authorised to collect my child, and my child's medical or dental professionals (including their contact details)
- agree to provide updated information about my child's immunisations whenever he or she is vaccinated
- agree that my child's place at the service is subject to the Priority of Access scheme as outlined in the Enrolment Policy
- agree for my child to be observed and programmed for by students who may be employed at the service or completing practical components of their studies at the service, and if relevant, copies of the child's documentation to be submitted to the institution the student is completing their studies at as part of an assessment
- agree to provide information about my child's life, family and community to support the achievement of meaningful learning outcomes
- understand that the Nominated Supervisor may suspend or terminate my child's place at the service if he/she feels that the safety or wellbeing of any child or staff member at the service is compromised by my child or a family member
- understand that the service takes all care but no responsibility for the loss or damage to children's personal belongings and clothing

Parent One Signature _____ Date_____

Parent Two Signature _____ Date_____

Please complete below if known

Which days you would like your child to attend?

Monday	Tuesday	Wednesday	Thursday	Friday

Proposed start date _____

Privacy Notice

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to education and care to children at the service, or to comply with our legal obligations. We will take reasonable steps to make sure you know we have your personal information, how we got it and how we'll handle it.

We collect most personal information directly from a parent or guardian. We may also collect information through our website, social media page, Family Law court orders or agreements, special needs agencies and training courses. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child.

The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the Early Years Learning Framework. This includes name, address, date of birth, gender, family contact details, emergency contact details, authorised nominee details, parents' occupations, cultural background, home language, religious beliefs, payment details, child care subsidy information, Medicare number, , immunisation records, medical information and medical management plans, photos of children and information about children's strengths, interests, preferences and needs, including special needs.

We do not disclose personal information to others unless you would reasonably expect us to do this, we have your consent or we are complying with an Australian law.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.

Our Privacy Officer for privacy matters, including complaints, is the Approved Provider or Nominated Supervisor who may be contacted by telephone on 49573030 or email mackaychildcare@bigpond.com or by mail 18 River Street, Mackay, QLD, 4740.

We will provide a copy of any updates to our Privacy and Confidentiality Policy on our Service Noticeboard and include the changes in our Newsletter.