

LONG DAY CARE/OUT OF SCHOOL HOURS CARE **ENROLMENT FORM**Name: **ATTACHED DOCUMENTS:**

Please ensure ALL the following documents are attached to this application before submission to ensure the application can be processed.

Child's birth certificate		Child Customer Reference Number (CRN)	
Immunisation record		Debit Success	
Parent Customer Reference Number (CRN) and date of birth		Medical documents & Action Plans	
Documents regarding additional needs or diagnosed disability		Legal documents, regarding custody arrangements, court order, parental agreements, parenting plans, parenting order etc.	

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 through Centrelink:

1. Have You and/or your partner applied/or claimed previously for the CCS through Centrelink? YES NO
2. Are you liable for fees for care provided at an approved childcare service? Are you eligible for grand care or ACCS with external agencies? YES NO

Service name: <i>Service indicator Below</i>	
Address:	
Phone number: 08 9534 7233	Email: admin@aboutchildcare.net.au
ACE Early Learning Centre (17 Fraser Ent, Greenfields)	ACE Foundation Christian College (109-125 Waldron Boulevard, Greenfields)
ACE Austin Cove (Inlet Boulevard, South Yunderup)	

OFFICE USE ONLY	
Date Entered:	Entered By:



CHILD DETAILS

Given Name/s:		Surname:	
Name Usually Called:		Date of Birth:	
Sex (Please circle):	Male / Female	Centrelink Reference Number (CRN)	<i>Please note: Parent and child have their own individual CRN number</i>
Child's home address:			
Primary School Attending:		Classroom Number:	

ATTENDANCE

Days of attendance (Tick)	Mon	Tue	Wed	Thurs.	Fri
Morning Session Required:					
Afternoon Session Required:					
Full Day Required:					
Child's Start Date:					

CULTURAL CONSIDERATION

Language spoken at home:		Ethnicity:	
Is the Child of Aboriginal or Torres Strait Islander Descent? <i>(Please circle)</i>	Yes / No	Religion:	
Please outline the Child's religious background and if relevant any religious practices/celebrations you would like followed:			

MEDICAL INFORMATION

Medicare Number:			
Medicare Expiry Date:		Number of children on card:	
Please outline any dietary restrictions or considerations e.g. like and dislikes. (Details of allergies etc. will be requested in the Medical section of the form):			
Do you agree to your child independently administering their own medication?	Yes	No	
SELF MANAGEMENT OF MEDICATION			
<p>Students in the infant classes require supervision of their medication and other aspects of healthcare management. In accordance with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management must follow an agreement by the student and parents/guardians, the Service and the student's medical/health practitioner.</p> <p>Please advise if the student's medical condition creates any difficulties with self-management, for example, difficulty to remember to take medication at specified times or difficulties coordinating equipment.</p>			
AUTHORISATION			
Name of Medical/Health Practitioner:		Professional Role:	
Date of Approval:		Contact details:	
Parent/Guardian Name:		Date:	Signature:



CHILD’S REGISTERED MEDICAL PRACTITIONER OR SERVICE DETAILS:

Service Name:		Practitioner’s Name:	
Contact Numbers:		Address:	
Private Health /Ambulance cover	Yes / No		
Does the child have any specific health care needs or conditions, including allergies or anaphylaxis? (Please Tick)	Yes / No If yes, please provide a medical management plan, which the child’s medical practitioner has prepared. The Plan should include: <input type="checkbox"/> A photo of the child <input type="checkbox"/> If relevant, state what triggers the medical condition, allergy or anaphylaxis <input type="checkbox"/> First aid needed <input type="checkbox"/> Contact details of the doctor who signed the plan <input type="checkbox"/> When the Plan should be reviewed.		
Does the child have any dietary restrictions?(Please Circle)	Yes / No (If yes, please attach relevant details.)	Attached	
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: <ul style="list-style-type: none"> The label must contain the child’s name and Parents must provide any verbal or written instructions provided by the medical practitioner. Any medication, including non-prescription medication like creams and paracetamol, must be authorised by parents or an authorised nominee on our “Administration of Authorised Medication” form.	Parent 1 Signature:		
	Parent 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 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:	

IMMUNISATION DETAILS

I have chosen not to have my child immunised.	Yes/No 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	
Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency? (Please Circle)	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
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.	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	



DEVELOPMENTAL INFORMATION

Please provide us with any other information we should know about your child
 (For example, **additional learning and support needs**, information about the child’s wellbeing, physical comfort or personal needs, favourite activities, fears, special words (please translate if applicable), toileting and sleeping practices etc.)

FAMILY INFORMATION

Does the child have any siblings? If so, please provide their names and ages.	
Does the child have any other close relations attending the Service? E.g. cousins. If so, please provide their names and ages.	

COURT ORDER

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.

PRIMARY PARENT

Parent Name:		Surname:	
Parent Date of Birth:		Country of Birth:	
Relationship to child:		Email address:	
Address:			
Phone Number/s:	(H)	(M)	(W)
Parent CRN:	<i>Please note: Parent and child have their own individual CRN number</i>		
Occupation:		Place of employment:	
Does the child live with you? (Please circle):	Yes / No	Please provide any relevant cultural background details:	

SECONDARY PARENT

Parent Name:		Surname:	
Parent Date of Birth:		Country of Birth:	
Relationship to child:		Email address:	
Address:			
Phone Number/s:	(H)	(M)	(W)
Occupation:		Place of employment:	
Does the child live with you? (Please circle):	Yes / No	Please provide any relevant cultural background details:	



FIRST EMERGENCY CONTACT

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

Given Name:		Surname:	
Relationship to child:		Email address:	
Phone Number/s:	(H)	(M)	(W)
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?	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:	
Can this person be contacted to give consent to the transportation of the child by an ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	

SECOND EMERGENCY CONTACT

Given Name:		Surname:	
Relationship to child:		Email address:	
Phone Number/s:	(H)	(M)	(W)
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?	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:	
Can this person be contacted to give consent to the transportation of the child by an ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	



ENROLMENT AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY BEFORE SIGNING. PLEASE ASK IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU ARE UNSURE OF

Please tick the following items to authorise:

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 antihistamine (supplied by parents)	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)	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)	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	YES	NO
Do you ONLY give permission for photos and video footage of your child to be taken for your own personal viewing and to receive copies	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 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 through debit success 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 **\$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, 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

- We are aware that there may occasionally be visitors/volunteers that may assist at the centre. We consent to our child being in the presence of volunteers/visitors with the supervision of experienced/qualified staff.
- 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 6 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 staff to administer nappy cream if required.
- I give permission for staff to administer teething gel if required.
- 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 give permission for my child to be involved with leisure activities / transported to and from.
- I have read the Parent Handbook and am familiar with the Service’s Policy Manual. 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 am interested in being a part of a Parent Committee that meets occasionally to update policies, etc.
- I, or someone I know has a skill they could share with the children.
- Exclusion from program - Health/Behaviour/Non-pay/Safety/Emergency.

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.

