


## EARLY CHILDHOOD ENROLMENT FORM



Please attach a passport size photo of your child here.

Name:

## ATTACHED DOCUMENTS

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

|                                     |  |                                 |  |
|-------------------------------------|--|---------------------------------|--|
| Child's birth certificate           |  | Medical document                |  |
| Immunisation record                 |  | Child Care Subsidy Confirmation |  |
| Arrangement Form completed & signed |  |                                 |  |

*Service name:* Kenwick Childcare Centre

*Address:* 36 Kenwick Road Kenwick

*Phone number:* 9459 1316

*Email:* rrmcg@inet.net.au

# CHILD DETAILS

*Education and Care Services National Regulations - Regulation 160 (3a, e)*

|                      |  |          |  |
|----------------------|--|----------|--|
| Given Name(s):       |  |          |  |
| Middle Name:         |  | Surname: |  |
| Name Usually Called: |  |          |  |

|                |  |                      |               |
|----------------|--|----------------------|---------------|
| Date of Birth: |  | Sex (Please circle): | Male / Female |
|----------------|--|----------------------|---------------|

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

|                       |  |
|-----------------------|--|
| Child's home address: |  |
|                       |  |
| Child lives with:     |  |

|   |          |
|---|----------|
| Child's birth certificate or equivalent has been cited by Nominated Supervisor/Responsible Person and photocopied | Yes / No |
|---|----------|

|                                     |     |      |     |       |     |
|-------------------------------------|-----|------|-----|-------|-----|
| Days of attendance (Please circle): | Mon | Tues | Wed | Thurs | Fri |
| Session Start Time:                 |     |      |     |       |     |

| OFFICE USE ONLY |             |
|-----------------|-------------|
| Date Entered:   | Entered By: |

|                   |  |
|-------------------|--|
| Session End Time: |  |
|-------------------|--|

|                     |  |
|---------------------|--|
| Child's Start Date: |  |
|---------------------|--|

## CULTURAL CONSIDERATION

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

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

|                         |  |
|-------------------------|--|
| Religious celebrations: |  |
|-------------------------|--|

## MEDICAL INFORMATION

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

|  |  |                          |  |
|--|--|--------------------------|--|
| Medicare Number:   |  |                          |  |
| Medicare Expiry Date:  |  | Number of child on card: |  |
| Please outline any dietary restrictions or considerations e.g. like and dislikes.<br>(Details of allergies etc. will be requested in the Medical section of the form): |  |                          |  |

### 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:             |  |

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

|   |               |  |                 |
|---|---------------|--|-----------------|
| Ambulance Cover:  |               | Yes / No   |                 |
| <p>Does the child have any specific health care needs or conditions, including allergies or anaphylaxis?</p> <p><i>(Please Circle)</i></p>  |               | <p>Yes / No</p> <p>If yes, please provide a medical management plan, which the child's medical practitioner has prepared.</p> <p>The Plan should include:</p> <p><input type="checkbox"/> A photo of the child</p> <p><input type="checkbox"/> If relevant, state what triggers the medical condition, allergy or anaphylaxis</p> <p><input type="checkbox"/> First aid needed</p> <p><input type="checkbox"/> Contact details of the doctor who signed the plan</p> <p><input type="checkbox"/> When the Plan should be reviewed.</p> |                 |
| <p>Does the child have any dietary restrictions?</p> <p><i>(Please Circle)</i></p>  |               | <p>Yes / No</p> <p><i>(If yes, please attach relevant details.)</i></p>  | <p>Attached</p> |
| <p>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:</p> <ul style="list-style-type: none"> <li>The label must contain the child's name and</li> <li>Parents must provide any verbal or written instructions provided by the medical practitioner.</li> </ul> <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. <i>Education and Care Services National Regulations Regulation 93</i></p> |               | <p>Parent 1 Signature:</p>   |                 |
|   |               | <p>Parent 2 Signature:</p>   |                 |
|   |               |  |                 |
| <p>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?</p>  | <p>Yes/No</p> | <p>Parent 1 Signature:</p>   |                 |
|   |               | <p>Parent 2 Signature:</p>   |                 |

|  |        |                     |  |
|--|--------|---------------------|--|
| 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   |                     | Attached |
|  | <b>Please note:</b> Approved documentation must be provided before your child can attend<br><i>See Immunisation Policy</i> |                     |          |
| Are your child's immunisations up to date?   | Yes/No   |                     | Attached |
|  | <b>Please provide a copy of your child's:</b><br>Immunisation History Statement provided by Medicare                       |                     |          |
| 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.<br><i>Education and Care Services National Regulations - Regulation 94.</i> | 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, favourite activities, fears, special words (please translate if applicable), toileting and sleeping practices etc.)*

## TRANSITION TO SCHOOL (when applicable)

|  |  |                        |  |
|--|--|------------------------|--|
| <p>Have you decided what school to send your child to? If so, do you give the Service permission to exchange information with the school to assist your child transition to school?</p> <p>Name of School:</p> <hr/> <p>Permission to exchange information:<br/>Yes/No</p> | Yes/No   | Parent 1<br>Signature: |  |
|  | Yes/No   | Parent 2<br>Signature: |  |
|  |  |                        |  |
| <p>Do you authorise the staff to collect your child/children from school? Transport will be provided in the centres business vehicles.</p>   | <p>Yes/No    Parent 1 Signature</p> <p>Yes/No    Parent 2 Signature:</p> |                        |  |

## 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. |  |

## CHILD'S ROUTINE

| TIME | ROUTINE |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |
|      |         |



|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## PRIMARY PARENT

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

|                        |                   |
|------------------------|-------------------|
| Parent Name:           |                   |
| Parent Surname:        |                   |
| Address:               |                   |
| Phone Number/s:        | (H)<br>(M)<br>(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 live with you? (Please circle): | Yes / No |
|--|----------|

|             |  |
|-------------|--|
| Occupation: |  |
|-------------|--|

|                      |  |
|----------------------|--|
| Place of employment: |  |
|----------------------|--|

|                |  |
|----------------|--|
| Hours of work: |  |
|----------------|--|

## SECONDARY PARENT

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

|              |  |
|--------------|--|
| Parent Name: |  |
|--------------|--|

|                 |  |
|-----------------|--|
| Parent Surname: |  |
|-----------------|--|

|          |  |
|----------|--|
| Address: |  |
|----------|--|

|                 |                   |
|-----------------|-------------------|
| Phone Number/s: | (H)<br>(M)<br>(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 live with you? (Please circle): | Yes / No |
|--|----------|

|                      |  |
|----------------------|--|
| Occupation:          |  |
| Place of employment: |  |
| Hours of work:       |  |

## COURT ORDER

*Education and Care Services National Regulations - 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  | Attached |
|   | If yes, please provide all relevant documentation and paperwork |          |
| 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  | Attached |
|   | If yes, please provide all relevant documentation and paperwork |          |

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

## FIRST EMERGENCY CONTACT

*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. 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:          | (H)<br>(M)<br>(W) |

|  |        |                     |  |
|--|--------|---------------------|--|
| Email Address:   |        |                     |  |
| 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: |  |
| 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

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

|                        |                   |
|------------------------|-------------------|
| Full Name:             |                   |
| Relationship to child: |                   |
| Address:               |                   |
| Phone Number:          | (H)<br>(M)<br>(W) |
| Email Address:         |                   |

|  |        |                        |  |
|--|--------|------------------------|--|
| 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<br>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<br>Signature: |  |
| Can this person be contacted to give consent to the transportation of the child by an ambulance service?   | Yes/No | Parent 1<br>Signature: |  |
| Can this person give authorisation for the Service to take the child on regular outings?   | Yes/No | Parent 1<br>Signature: |  |

## 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 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 child care 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](#) 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.

## 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 Nappy Cream/Paste (supplied by parents)  | YES | NO |

|   |     |    |
|---|-----|----|
| Have staff apply Teething Gel (supplied by parents)     | YES | NO |
| Have staff apply Insect Repellent (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 of my/our child to be used for student training purposes (Photos may leave the Service for students to present to lecturer and class for viewing and marking) | YES | NO |
| For photos and video footage to be uploaded to Educa. I am aware that photos and video may contain other children who are at the centre                                  | YES | NO |

### WRITTEN ARRANGEMENTS:

A Service and Parent/Guardian must agree up-front on the arrangements for the care of a child. Arrangements must be recorded and kept up to date to ensure compliance.

|                                  |   |   |
|----------------------------------|---|---|
| Complying Written Arrangement    | CWA   | A CWA is an enrolment type used for families wishing to claim CCS now or in the future  |
| Relevant Arrangement             | RA  | An RA is an enrolment type used for families not wishing to claim CCS   |
| Additional Child Care Subsidy    | ACCS  | ACCS is used when a child care provider identifies that a child is at risk of serious abuse or neglect but there is no individual identifies to pay the child care fees |
| Arrangement with an organisation | Arrangement with an organisation is liable for the fees for the care of the child |   |

This Written Arrangement between [Insert Parent/Guardian Full Name] and Kenwick Childcare Centre is an ongoing agreement between the ECEC Service provider and the Parent/Guardian, to provide



care in return for fees. The Written Arrangement must contain a minimum amount of information set out in subsection 200B(3) of the Family Assistance Administration Act.

|  |              |      |             |                                  |               |
|--|--------------|------|-------------|----------------------------------|---------------|
| Arrangement Type:  | CWA          | RA   | ACCS        | Arrangement with an organisation |               |
| Name of Service:   |              |      |             |                                  |               |
| Service ID:  |              |      |             |                                  |               |
| Parent/Guardian Full Name:   |              |      |             |                                  |               |
| Parent/Guardian Contact Details:                                       |              |      |             |                                  |               |
| Parent CRN:  |              |      |             |                                  |               |
| Date the arrangement was entered:                                      |              |      |             |                                  |               |
| Full Name of Child attending care:                                     |              |      |             |                                  |               |
| Child's Date of Birth:   |              |      |             |                                  |               |
| Child CRN:   |              |      |             |                                  |               |
| Expected Session of Care:  | Mon          | Tues | Wed         | Thurs                            | Fri           |
| Start time for Session:  |              |      |             |                                  |               |
| End time for Sessions:   |              |      |             |                                  |               |
| Care Arrangement:  | Routine Care |      | Casual Care |                                  | Flexible Care |
| Fees to be charged to the individual for the sessions of care provided |              |      |             |                                  |               |

*Note: Proposed fees can be detailed by reference to other material (such as fee schedule or information on website maintained by the provider) Parties understand and are aware fees may vary from time to time.*

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 prior to my child starting
- ☐ 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 **\$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
- ☐ 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 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 only be given by staff at the discretion of the certified supervising officer
- ☐ 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. I agree to follow, support and abide by centre 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 have provided accurate and up to date information on the Written Arrangement
- ☐ I, or someone I know has a skill they could share with the children.

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.