



Child Enrolment Form

Child's Name: _____

Date of Application: _____

1. Childs Details

Given Name/s _____

Last Name _____ Sex M / F

Date of Birth _____ Place of Birth _____

Language Spoken at Home _____

Cultural Background & Cultural Special Considerations

Religion and Religion Special Considerations

Child lives with (*please circle*)

Mother & Father Mother Father Mother & Mother Father & Father Extended Family
Other _____

Custody Court Orders or other orders? _____ Yes / No
(if yes please provide details and copies)

Parenting Orders or Parenting Plan? _____ Yes / No
(if yes please provide details and copies)

*Parenting order means a parenting order within the meaning of section 64B(1) of the Family Law Act 1975 (Commonwealth) Parenting plan means a parenting plan within the meaning of section 63C(1) of the Family Law Act 1975, includes a registered parenting plan within the meaning of section 63C(6) of the Act.

2. Parent / Guardian Details

Parent / Guardian 1	Parent / Guardian 2
Title/First Name _____	Title/First Name _____
Last Name _____	Last Name _____
Date of Birth _____	Date of Birth _____
Home Address _____ _____	Home Address _____ _____
Home Phone _____	Home Phone _____
Mobile _____	Mobile _____
Email _____	Email _____
Cultural Background _____	Cultural Background _____
Language Spoken _____	Language Spoken _____
Occupation _____	Occupation _____
Work Name _____	Work Name _____
Work Address _____ _____	Work Address _____ _____
Work Phone _____	Work Phone _____
Work E-mail _____	Work E-mail _____
Relationship to Child _____	Relationship to Child _____

3. Family Details

Do you have other children living at home? Yes / No

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

How many of these children attend approved or registered care? _____

Do you wish to claim the Multiple Child Care Benefit Percentage for these children? Yes / No

Can you contribute any skills (play a musical instrument, speak another language, etc) or your time to volunteer?

4. Days Booked

Days (please circle)

Monday

Tuesday

Wednesday

Thursday

Friday

Start Date _____ Are you applying for Child Care Benefit? Yes / No

Customer CRN Number _____ Child CRN Number _____

CCB% _____ Eligible Hours _____

Which Parent/Guardian has registered with FAO? _____

CCR arrangements Paid to Centre / Paid directly to Parent/Guardian

Are you entitled to JET? Yes / No

5. Medical Practitioner

Doctor Name _____ Ambulance Fund? Yes / No
(if yes)
Address _____ Membership Number _____
_____ Medicare Number _____
_____ Phone number _____

6. Immunisations

Has your child been Immunised? Yes / No

Is your child up to date with their Immunisations? Yes / No

Immunisation details attached? 162(f) Yes / No

Staff Member that sighted the Maternal Health Immunisation Record (*signature*)

Immunisation History Statement or Immunisation Status Certificate Yes / No

Required 162(i)(i) please provide

If no to any of the above, please provide details _____

7. Allergies/Medical Conditions/Health

Does your child have any allergic reactions? eg foods, medicine, grass, sunscreen, etc Yes / No

If yes, please provide details _____

Does your child have any medical conditions? eg asthma, convulsions, etc Yes / No

If yes, please provide details _____

Does your child have a medical management plan? Yes / No
(if yes, please provide a copy)

Has your child been diagnosed as at risk of anaphylaxis? Yes / No
(If yes, please attach your child's anaphylaxis medical management plan)

**Please note: If your child has a medical condition that requires a medical management plan you will need to make a time with the Director and Educators in your child's room to sit down & develop a risk minimisation plan & a communication plan prior to commencing care.*

Does your child take any regular medication? (*ventolin, etc*) Yes / No

If yes, please provide details _____

Child's present health status? _____

Child's Health Book has been sighted? Staff Member that sighted the Health Book (<i>signature</i>)	Kfletcher (nominated supervisor) Yes / No
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8. Additional Needs

Does your child have any additional needs/challenging behaviours? Yes / No

If yes, please provide details _____

Does your child regularly visit a specialist? (*eg speech therapist, etc*) Yes / No

If yes, please provide details _____

9. Food / Meals

Does your child have any special dietary needs? (*eg vegetarian, religious requirements*) Yes / No
(if yes, please attach details)

Foods they like _____

Foods they dislike _____

Other comments _____

10. General Needs

Does/can your child participate in festivals/ celebrations? Yes / No

Please provide details _____

Does your child have any fears? (*animals, thunder, trucks, etc*) Yes / No

Please provide details _____

Does your child participate in extra curricular activities? (*swimming, dancing, etc*) Yes / No

Please provide details _____

11. Routine

Please provide some information about your child's routine _____

Does your child sleep during the day? Yes / No

If yes, when and for how long? _____

Does your child have a comforter? (*eg dummy/blanket/teddy*) Yes / No

If yes, what is it? _____

Does your child have a bottle during the day? Yes / No

Additional Information _____

12. Authorised Nominees/Emergency Contacts

(do not include Parents/Guardians name/s)

Your consent is required for other people to collect your child from a Jumbo Early Education Centre on your behalf. Please complete the details below to authorise Contacts who can collect your child. In the event that your child is not collected from the centre, and we cannot contact you as parents/guardians, this list will be used to arrange someone to collect your child/children. There may also be times when your child has an accident, injury, trauma or illness and we cannot contact you as parents/guardians. In this event, this list will be used to arrange someone to collect your child/children.

(As stipulated in Regulation 160(3)(b)(iii) of the Education and Care Services National Regulations, Section 170(5) of the National Law, parents / guardians are required to nominate an Authorised Nominee. An Authorised Nominee is a person who has been given permission by a parent / guardian or family member to collect the child from the education and care service.)

I authorise the staff members of Jumbo Early Education to give the following person/s access to my child. Please ensure these emergency contact persons are willing and able to collect your child in the event of an emergency.

<u>Contact 1</u>	<u>Contact 2</u>
Title/First Name _____	Title/First Name _____
Last Name _____	Last Name _____
Date of Birth _____	Date of Birth _____
Home Address _____ _____	Home Address _____ _____
Home Phone _____	Home Phone _____
Mobile _____	Mobile _____
Work Phone _____	Work Phone _____
Relationship to Child _____	Relationship to Child _____
<i>Authorised to consent to medical treatment of, or to authorise administration of medication to the child</i> Ref: 160(3)(b)(iv)	<i>Authorised to consent to medical treatment of, or to authorise administration of medication to the child</i> Ref: 160(3)(b)(iv)
Yes / No	Yes / No
<i>Authorised to authorise an educator to take the child outside the education and care service premises.</i> Ref: 160(3)(b)(v)	<i>Authorised to authorise an educator to take the child outside the education and care service premises.</i> Ref: 160(3)(b)(v)
Yes / No	Yes / No

13. Permission

I give the management/educators of Jumbo Early Education the authority:

To use the name and/or photo of my child for intercentre purposes such as centre displays, learning portfolios and communication books	Yes / No
To use the name and/or photo of my child for centre website, and/or promotional use including newsletters, centre blog and other media	Yes / No
To apply sunscreen to my child for outside play	Yes / No
To observe my child for developmental purposes	Yes / No
To check my child's hair if there is an outbreak of head lice	Yes / No
To allow collection of my child by the parents/guardians and contact persons unless otherwise specified	Yes / No

Parent/Guardian Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

14. Medical Emergencies / Consent to Administer Medical Treatment and Medication

The only person that can give consent for staff to authorise or administer medical treatment or medication is those with 'lawful authority' meaning the child's parents, or guardian's if appointed by the courts. I give consent for the educators at Jumbo Early Education to undertake first aid or seek medical assistance or treatment that my child should require from a registered medical practitioner, hospital or ambulance service. I also consent for the educators at Jumbo Early Education to organise transportation of my child by an ambulance service if required. I understand that medical treatment & ambulance service will be at my expense. In this event every effort will be made to contact the parents/guardians immediately. R160(3)(l), R161

Parent/Guardian Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

15. Information Authority

The Family Assistance Office can provide your information to someone else in special circumstances, where Commonwealth Legislation allows or requires, or where you give permission.

I give the Family Assistance Office the authority to provide Jumbo Early Education information regarding my Child Care Benefit percentage and it's currency and/or my current residential address and phone number.

I have read and understood Jumbo Early Education's Policies and Procedures and agree to abide by these at all times.

Parent/Guardian Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

16. Payment Requirements

I / we understand that:

- An enrolment fee is payable.
- Fees are payable two weeks in advance at all times, payment by close of business Friday.
- If my fees are in arrears for more than two weeks and no arrangement has been made with the centre manager, my child's place will be withdrawn.
- Fees will be charged for booked days that my child does not attend for any reason, including illness, holiday, public holidays, RDO's.
- I need to provide two weeks notice in writing prior to withdrawing my child from the centre and will agree to pay all outstanding fees prior to my departure.
- Should I fail to pay my fees my child's placement will be cancelled, and I will be liable for all additional costs incurred by the centre in collecting the outstanding fees.
- Full fees are payable until Child Care Benefit confirmation is received by the centre.
- My Gateway Payment will be altered to reflect any CCB and CCR changes.

Parent/Guardian Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

Enrolment Fee Paid	Yes / No	Date:
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17. Confidentiality

The proprietor of Jumbo Early Education will ensure that the information in the child’s enrolment record is not divulged to another person unless necessary for the care and education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Education & Care Services National Regulations.

Parent/Guardian Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

18. Lawful Authority

Parents – All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Education and Care Services National Law Act 2010 refer to these powers and responsibilities as “lawful authority”. 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.

Guardians – A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of “guardian” under the Education and Care Services National Law Act 2010 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person who lives with the child and, who has day to day care and control of the child.

A parent or guardian who has lawful authority in relation to the child must complete this form. Licensed Children’s Services are required to collect the child’s enrolment information as stipulated in Regulation 160-162 of the Education and Care Services National Regulations.