



CHILDREN'S SERVICES ENROLMENT

A parent or guardian who has lawful authority in relation to the child must complete this form. A brief explanation of lawful authority is found at the end of this form. Licensed children's services may use this form to collect the child's enrolment information as required in regulation 31 – 35. Questions marked with an asterisk* are not required by the Regulations, but you are encouraged to answer these to assist the service in caring for your child.

Information about your child

Enrolment Date / /

Family Name:		Date of Birth:	/	/	Sex:	M / F
Given Name:		Usually Called:				
Home Address:					P/code:	
Cultural Background	Language/s used in the child's home.					

Information about the child's Parent(s)/Guardian(s)

	Parent / Guardian 1	Parent / Guardian 2
Name:		
Address: As per child or...		
Daytime Contact Number:		
Does the child live with this parent / guardian?	Y / N	Y / N

Court orders relating to the child

Are there any court orders relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?

Yes, please complete the following:

No, go to the next section

1. Bring in the original court order/s for staff to see and a copy to attach to this enrolment form;
2. If these orders:
 - a) change the powers of a parent/guardian to:
 - authorize the taking of the child outside the service by a staff member of the service;
 - consent to medical treatment of the child;
 - request or permit the administration of medication to the child ;
 - collect the child from the service, AND/OR
 - b) give these powers to someone else, please describe these changes and provide the contact details of any person given these powers

Emergency Contacts

There may be times when the child has an accident, injury, trauma, or illness and the parents or guardian cannot be contacted. To deal with these situations the children's service should notify one of the following people who are authorized to collect and care for the child after accident, injury, trauma or illness. **Identification must be produced on request from staff.**

	Emergency Contact 1	Emergency Contact 2
Name:		
Address:		
Daytime Contact Number:		
Relationship to child.		

Medical Information

Doctors Name:		Clinic Name:	
Address:		P/code:	
Medicare Number		Do you have Ambulance Cover?	Y / N

Does the child have a developmental delay or disability including intellectual, sensory or physical impairment? Yes / No If yes, please provide details including any additional support your child may need.

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Does your child have any allergies, sensitivity or dietary restrictions? Yes / No

If Yes, please provide details including any management procedure to be followed with respect to the allergy or sensitivity.

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Anaphylaxis

Has your child been diagnosed at risk of anaphylaxis? Yes / No

Does your child have an auto injection device (e.g. EpiPen®)? Yes / No

Has the anaphylaxis medical management plan been provided to the service? Yes / No

Has a risk management plan been completed by the service in consultation with you? Yes / No

In the case of anaphylaxis you will be provided with a copy of the services anaphylaxis management policy. You will be required to provide the service with an individual medical management plan for your child signed by the Medical Practitioner who is treating your child. This will be attached to your child's enrolment form. More information is available at www.education.vic.gov.au/anaphylaxis

Does your child have any specific healthcare needs including any medical conditions? (e.g. Epilepsy, Eczema) Yes / No

If yes, please provide details, including any management procedure to be followed with respect to the specific need or condition.

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Asthma:

Has your child been diagnosed as an Asthmatic? Yes / No

Does your child use a Ventolin puffer or spacer? Yes / No

Please provide a copy of an Asthma Management Plan from your family doctor for your child.

Diabetes

Has your child been diagnosed as a Diabetic? Yes / No

Does your child need insulin injections to manage their Diabetes? Yes / No

Please provide a copy of a Diabetes Management Plan from your family doctor for your child.

Child's Immunization record

Has the child been immunized? Yes / No

If yes please provide a copy of the immunization record from the Child Health Record* book or a local government printout.

*Child Health Record means a record that documents a child's health and developmental assessments and immunisations.

Has the child's immunization record been sighted? Yes / No

Name and position of person at the children's service who has sighted a child health record for the child

Name: _____

Position: _____

Details of the people you authorize to collect your child.

Your consent is required for other people to collect the child from the children’s service on your behalf. In the table below please list the details of those people you have authorized to collect the child. This list may be added to or changed throughout the year. In the event that the child is not collected from the children’s service and the parents or guardians cannot be contacted, this list will also be used to arrange someone to collect the child. **Identification must be produced upon request from staff.**

	Authorised Person 1	Authorised Person 2
Name:		
Address:		
Daytime Contact Number:		
Relationship to child.		
	Authorised Person 3	Authorised Person 4
Name:		
Address:		
Daytime Contact Number:		
Relationship to child.		

Additional Information

Colac Otway Shire recognizes diversity in every family. Please provide details which can help us to ensure your child’s needs are met e.g. Cultural Identity, family values, religious beliefs.

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Is there anything else that the children’s service should know about your child? (E.g. excessive fears, favourite activities, developmental delays or disability etc.) please provide details.

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Publicity:

From time to time photographs, videos and audio tapings of children are taken with the children’s service. These photos are used for program planning, children’s displays and promotional material for Children’s Services such as newspaper articles, pamphlets, information displays or Bluewater’s website and Facebook.

I give permission for photographs, videos and audio tapings of my child to be taken for use within the service.
 Yes / No

I wish to be contacted first before any photographs, videos and audio tapings of my child are used for promotional purposes outside the service. Yes / No

I give permission for the Educator to take photos for the purpose of correspondence with me and for use in my child’s portfolio. Yes / No

Note: photos of children are stored securely and parents may have access to these photos at any time.

Sun smart

I understand that in accordance with Children’s Service Sun Smart Policy I am to provide all necessary clothing, hats and sunscreen for the protection, health and wellbeing of my children, to protect them from the sun and UV rays.

I therefore give permission for my Educator to apply sunscreen on a regular basis or as deemed necessary to my child. Yes / No

Emergency Evacuation Drills

Regular Emergency Evacuation Drills are staged to ensure a coordinated and effective evacuation of the Crèche area in the event of a real emergency. The Crèche Evacuation Procedure is available for viewing on request.

I give permission for my child to participate in regular Emergency Evacuation Drills. Yes / No

I, _____ (Print full name)
A person with lawful authority of the child referred to in this enrolment form,
* Declare that the information in this enrolment form is true and correct and undertake to immediately inform the children’s service in the event of any change to this information:
* Agree to collect or make arrangement for the collection of the child referred to in this enrolment form if he/she becomes unwell at the service;
* Consent to the staff of the children’s service to seek medical treatment for the child from a medical practitioner, hospital or ambulance service.
* Consent to the people listed in the Emergency Contact section of this enrolment form to give permission for staff to seek medical treatment for the child from a medical practitioner, hospital or ambulance service or to authorize the administration of medication to the child, if I am unable to be contacted.

Signature
____/____/____
Date

Confidentiality of enrolment records

The proprietor of the children’s service must ensure that information in the child’s enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children’s Service Regulations 2009 (regulation 35 (1) (d-e))

Privacy Statement

The personal information requested on the Bluewater Fitness Centre Children services enrolment form is collected by Colac Otway Council to ensure the quality of the Children’s service program at Bluewater Fitness Centre and to meet Department of Education and Early Development requirements. The personal information will be used solely by Council and Bluewater for the primary purpose for which it was collected or a purpose the person would reasonably expect. Council may disclose this information to the Department of Education and Early Development. The person providing the information understands that the personal information provided is for the purpose of ensuring the child’s safety and wellbeing in care and that he or she may apply to Bluewater Fitness Centre for access to and/or amendment of the information.

Request for access and or correction should be made to the responsible officer or the Privacy officer

Lawful Authority:

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children’s Services Regulations 2009 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 Children’s Services Act 1996 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 the child lives with who has day-to-day care and control of the child.