

# 2018 CHILDCARE ENROLMENT PACK

Child/ren's Surname: \_\_\_\_\_

Child/ren's First Name: \_\_\_\_\_

## CHECKLIST

### CHILDREN WILL NOT BE ACCEPTED INTO CHILDCARE UNLESS ALL THESE DETAILS ARE INCLUDED IN THE ENROLMENT FORM:

- All child/ren and parent/guardian details
- At least 2 emergency contacts
- Details of people authorised to collect your child/ren and signed
- Copy** Court orders information filled in and attached, if applicable
- Copy** Medical information completed and management procedures attached (must include a current colour photo of the child, and signed by a doctor, must be a colour copy of the plan)
- Copy Immunisation History Statement or Medical Exemption to be attached**
- Declaration signed and dated
- Photograph consent form completed, if applicable

**Tick boxes when completed.**

**OFFICE USE ONLY (DO NOT SIGN/DATE, IF THE FORM IS INCOMPLETE)**

**Checked by:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Links Number: \_\_\_\_\_

Child/ren Links Number: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Entered onto Links

## 2018 Childcare Enrolment Form



It is essential that prior to commencement of care the following information is complete and up to date. A new enrolment form must be completed for each calendar year. This form must be completed by a parent or guardian who has lawful authority in relation to the child. A brief explanation of 'lawful authority' can be found at the end of this form. Please ensure that you notify the Centre of changes such as address, phone numbers or care arrangements.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CHILD/RENS DETAILS

Family Name	Given Name(s)	Preferred Names	Date of Birth	M/F
1.				
2.				
3.				

Home Address: \_\_\_\_\_

Language(s) Spoken at Home: \_\_\_\_\_

Does the child/ren live with:     both parents     one parent     a guardian

### PARENT/GUARDIAN 1 DETAILS

Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(this is the only way the childcare newsletter is distributed)*

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Authorised to collect the child?    YES     NO

### PARENT/GUARDIAN 2 DETAILS

Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Authorised to collect the child?    YES     NO

### EMERGENCY CONTACT (in addition to parent/guardian as listed above)

Please provide names of 2 people authorised to collect your child from the centre in the case of an emergency and to consent to the medical treatment of your child in the event that NEITHER parent/guardian is available. **Identification must be produced upon request.**

1. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

2. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

**AUTHORISATION TO COLLECT YOUR CHILD/REN**

Please complete the following information to notify staff of persons authorised to collect your child/ren from the Childcare facility. Staff will not (under any circumstances) allow any person to collect your child/ren other than those listed below. Alternate arrangements will only apply where proper notification from you in writing is received on that particular day. **Identification must be produced upon request.**

1. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_
2. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_
3. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_
4. Full Name: \_\_\_\_\_ R/ship to the Child \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

**COURT ORDERS RELATING TO THE CHILD**

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child/ren? please tick

- NO – proceed to the next page**     **YES – please read and complete the following**

1. Bring in the original court orders for staff to view and attach a copy to this enrolment form.
2. If these court orders give powers to other persons AND/OR affect the powers, duties, responsibilities and/or authorities of a parent or guardian of the child to:
  - consent to the medical treatment of the child/ren and the authorisation of the service to seek medical treatment by an appropriate medical or ambulance service
  - request or permit the administration of medication to the child/ren
  - authorises the taking of the child/ren outside the premises by a staff member of the service in the case of an emergency when reasonably required
  - collect the child

Please provide details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAMILY DOCTOR / MEDICAL SERVICE**

Name: \_\_\_\_\_ Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

**MEDICAL INFORMATION**

Please provide details and attach a copy of relevant medical management procedures or plans (Action Plans) for any “**yes**” responses to the following questions. Especially for Anaphylaxis, Allergies, Asthma & Eczema.

In the case of anaphylaxis you will be provided with a copy of the services Anaphylaxis Policy and Risk Minimisation Plan. More information is available at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

CHILD 1 \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an **auto injection device** (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities**? YES  NO
- Has the **relevant medical management plan** been attached for any of the above? YES  NO
- Does your child have any **dietary restrictions** not due to medical reasons? YES  NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHILD 2 \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an **auto injection device** (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities**? YES  NO
- Has the **relevant medical management plan** been attached for any of the above? YES  NO
- Does your child have any **dietary restrictions** not due to medical reasons? YES  NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHILD 3 \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an **auto injection device** (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities**? YES  NO
- Has the **relevant medical management plan** been attached for any of the above? YES  NO
- Does your child have any **dietary restrictions** not due to medical reasons? YES  NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We regret that our Childcare Facility is unable to care for **sick children** or children with **contagious illnesses**. **PLEASE NOTE:** If your child/ren requires the administration of medication you will need to complete an '**Authority to Give Medication Form**' upon each visit.

### **IMMUNISATION**

Under the new 'No Jab, No Play' legislation which is in place from 1 January 2016, before enrolling a child, early childhood services will have to first obtain evidence that the child is:

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation.

Children at primary school attending our service are exempt, though we encourage you to have their immunisations up to date, as it helps to limit the spread of infection.

If you do not have a copy of your child's Immunisation History Statement, they can be requested at any time by contacting Medicare:

- phone 1800 653 809
- email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)  visit the [Medicare website](#)
- visit your local Medicare office.

#### CHILD 1 \_\_\_\_\_

Immunised and currently up to date?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child at primary school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Immunisation History Statement attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Medical Exemption attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

#### CHILD 2 \_\_\_\_\_

Immunised and currently up to date?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child at primary school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Immunisation History Statement attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Medical Exemption attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

#### CHILD 3 \_\_\_\_\_

Immunised and currently up to date?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child at primary school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Immunisation History Statement attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Medical Exemption attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### **OTHER INFORMATION**

Is there any other information you feel the Childcare facility needs to be aware of in relation to your child and /or family, (e.g. excessive fears, toileting, behavioural styles, interests and abilities, cultural values and religious beliefs, etc)?

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**CONDITIONS OF ENROLMENT**

By enrolling my child/ren in the WaterMarc Childcare facility, I agree to the following conditions:

1. Children are only accepted into the childcare facility from 6 weeks of age through to Grade 6.
2. Although every care will be taken, childcare staff are free from all responsibility for accidents or loss of property in connection with any child's participation in the program.
3. I am willing for my child/ren to participate in all activities offered in the childcare facility. I agree it is my responsibility to familiarise myself with the program and to advise the Centre in writing if I do not wish my child/ren to participate in a particular activity.
4. In the event of accident, injury, trauma or illness suffered by my child/ren, childcare staff are authorised, on behalf of myself, to seek or where appropriate administer such medical treatment as is reasonably required. In regards to cases where an ambulance is called, I shall then reimburse the centre for any expense incurred.
5. In the case of an emergency and for training purposes I authorise the taking of my child/ren outside the premises of the service by a staff member.
6. I have read, understood and agree to follow the payment structure and policies in the guideline on page 10. I understand there is a late fee payable of \$1 per minute for any late collections.
7. The Centre reserves the right to exclude children from the childcare facility for misbehaviour that is deemed inappropriate. In the event of suspension or expulsion from the childcare facility, it is the parents' responsibility to have the child collected immediately. No monies will be refunded for that session of care.
8. The Centre reserves the right to refuse any person entry to the childcare facility as decided by Centre Management.
9. I agree that my child/ren may be photographed while participating in the program for internal use only (on the display wall). To agree for photographic consent for advertising purposes I will complete the attached "**Photograph Consent Form.**"

**PRIVACY DISCLAIMER**

I agree that you may use my personal information for marketing purposes. You may use my personal information to develop marketing list and other programs. You may include my name and contact details on marketing lists and offer me goods and services by mail, telephone, facsimile, email or SMS. If you do not agree to this Privacy Disclaimer, please tick this box.

**DECLARATION**

I declare that the information above is complete and accurate, and I have read, understood and agree to the conditions outlined above.

I understand and agree that all times my child/ren shall be at my own risk and I will not hold the Company (Belgravia Leisure Pty Ltd), the centre or its staff liable for any personal injury which may result to my child/ren or loss of property, except for any liability by the Company if it fails to render its services with due care and skill or supplies any material in connection with those services which is not reasonably fit for the purpose for which they are supplied.

**Print Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PARENT / GUARDIAN SIGNATURE:** \_\_\_\_\_

**LAWFUL AUTHORITY**

**Parents**

All parents have powers and responsibilities in relation to their children, which can only be challenged by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "lawful authority".

Lawful authority is not affected by the relationship between 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.

**OFFICE USE ONLY - If applicable.**

Has the following been given to the parent/guardian:

Anaphylaxis Management Policy and Risk Minimisation Plan    YES     Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Photograph Consent Form**  
HR SF 29

**Company Name:** Belgravia Leisure (Company)

**Centre Name:** WaterMarc (Centre)

**1. Purpose:**

A series of photographs are being taken to be used by the Centre and the Company in a variety of publications, brochures, posters and on internet sites for promotional purposes.

You will have the right of access to view these photographs.

By signing this form you understand you are granting the Company the right to use these photographs for the purposes indicated in this form of approval.

Please read this form carefully before signing and if you have any questions please contact the Centre Manager prior to signing.

**2. Details of person being photographed**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

**3. Granting of a non exclusive licence and conditions**

- (a) I agree to grant a non exclusive licence to the Company and the Centre, at its discretion to copy or reproduce such material (whether by photo, film or other electronic or printed media) as the Centre may determine, without acknowledgment of myself and without the entitlement to any remuneration or compensation now or in the future. I agree that I will have no further rights in the photographs including moral rights and copyright.
- (b) The Company and the Centre agree not to use any photograph in a manner that may be deemed adverse, or defamatory to the person signing this form.

**4. Authorisation**

I hereby agree to the terms and understand the conditions set out above (if under the age of 18 a parent or guardian's signature is required).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Parent/Guardian Name)

\_\_\_\_\_  
(Parent/Guardian Signature)



## Childcare and Occasional Care Guidelines

In order to provide quality childcare and occasional care the following guidelines have been prepared for you.

- Age** – The childcare service caters for children from 6 weeks old to primary school age. Please notify when booking if your child is of school age, as restrictions apply.
- Access Time** – Children are able to attend for a maximum of 15 hours per week.
- Enrolments** – An enrolment form **must** be completed prior to your child/children's first visit to our childcare facility as well as at the beginning of each year. This is available from reception or childcare. This provides us with the relevant information required to care for your child.
- Bookings** – Due to regulations, there is a limit to the number of children who can attend childcare at any one time, therefore parents are required to book their children in prior to each session. There are no pre-set session times, you can book on any half hour with a minimum booking of 90 minutes. Bookings can be made up to 2 weeks in advance or 4 weeks if it is an Aquatic Education sibling with payment made at the time of booking. Should you arrive late you will only be eligible to stay for the time in which you had originally booked, unless otherwise discussed with staff.
- Childcare Credit Pass**- To set up a credit pass you can do so by talking to one of the staff at front desk. You must leave a \$50.00 minimum which will expire 12months from the date you paid. Every time you pay credit it automatically last 12months. Credit Passes are non-refundable.
- Cancellations & Transfers** – There is no refund or returned credit for any cancelled bookings. Booking cancellations received by 8.00am of the day booked will be able to be transferred to an alternative day within the following 14 day period. Bookings can only be transferred once and they are forfeited if not used. Booking cancellations made after 8.00am of the day booked are forfeited.
- Arrival and Departure** – All children must be signed in and out of childcare at all times by their parent or guardian. Please be punctual when picking up your child as a late fee of \$1 per minute applies. If your child/children are to be picked up by someone not on the enrolment form, staff must be notified in writing of the arrangements.
- Illness** – To maintain the best quality environment for all children, we ask that ill children be kept at home. The staff are permitted to refuse entry to any child showing signs of illness.
- Emergency Care** – Where emergency care is required, the parent/guardian will be notified immediately. If the parent is unable to be contacted the staff will follow procedures outlined in the enrolment form and will undertake any necessary action. If you are within the facility during an evacuation, please do not return to Childcare as this delays the evacuation, the staff will meet you at the evacuation point. You must follow the directions of the staff of the area you are in.
- Immunisation, Medical Action Plans & Court Orders** – All documentation must be supplied with the Enrolment Pack.
- What to Bring** –
  - We encourage a healthy lifestyle, so please supply a healthy snack for your child in a clearly labelled container. (Nuts, nut products, lollies and chips are not permitted in the childcare centre).
  - Nappies (if applicable) and a change of clothes should be provided at all times.
  - Please feed and change your children prior to visiting childcare in order to assist staff in providing the highest quality of care for your child.
  - Ensure you child's bag and pram (if applicable) is labelled.

A Parent Handbook is available from childcare or reception should you require further details on procedures and policies.

*Parents are encouraged to be part of this important service through open discussion with staff members regarding any comments, suggestions or concerns.*

## ***Additional Information***

### **NAPPIES**

Nappies will be changed for children that are booked in longer than 2 hours.

A Clean nappy on arrival is required. Childcare has a nappy changing facility for your convenience.

Please do not ask staff to change your child upon arrival.

### **FOOD**

Provide a healthy snack and water for each child and have all containers clearly labelled.

Our Educators endeavour to assist you with your child's needs, but please be mindful that we have other children in our service that also require our full attention.

Reminder we are a NUT & EGG FREE ZONE.

### **SLEEP**

Policy for sleeping children is a cot will provided by the service.

Childcare provide cots & bottom sheets, parents to provide sleeping bag, wrap & comfort toy (if applicable).

### **HOME TOYS**

We encourage your child to bring a comfort toy only to Childcare. If your child chooses to bring toys from home we will take no responsibility for the item.

Date.....

Parent Signature.....

Staff Signature.....

**PLEASE KEEP THIS SHEET FOR YOUR INFORMATION**