

# CHILDCARE ENROLMENT FORM

## CHILDREN'S DETAILS

|                           |       |                   |       |
|---------------------------|-------|-------------------|-------|
| <b>SURNAME</b>            | _____ | <b>Member no.</b> | _____ |
| <b>Child 1 First name</b> | _____ |                   | _____ |
| <b>Child 2 First name</b> | _____ |                   | _____ |
| <b>Child 3 First name</b> | _____ |                   | _____ |

## CHECKLIST

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

- Date of induction: \_\_\_\_\_
- All child/ren and parent/guardian details
- At least 2 emergency contacts
- Details of people authorised to collect your child/ren and signed
- Court orders information filled in and attached, if applicable
- Medical service details completed
- Medical information completed and management procedures attached  
*(must include a current colour photo of the child, and signed by a doctor, if it is an anaphylaxis/allergy action plan it must be a colour copy)*
- Declaration signed and dated

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

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

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# Crèche Enrolment Form



**APPLICATION FOR ENROLMENT**  
Confidential and subject to approval by the Co-ordinator

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.

**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**

Member No \_\_\_\_\_

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

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

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

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

Authorised to collect the child? YES  NO

**PARENT/GUARDIAN 2 DETAILS**

Member No \_\_\_\_\_

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

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

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

Authorised to collect the child? YES  NO

**EMERGENCY CONTACT (OTHER THAN PARENT/GUARDIAN(S) 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/guardians are 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.**

**AS PER PREVIOUS PAGE**

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: \_\_\_\_\_

**MEDICAL INFORMATION**

Please provide details and attach a copy of relevant management procedures or plans for any “yes” responses to the following questions.

In the case of anaphylaxis you will be provided with a copy of the services Anaphylaxis Policy and Risk Minimisation Plan. You are required to provide the service with an individual medical management plan (Action Plan) for your child signed by the medical practitioner who is treating your child. More information is available at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

Please indicate YES with a ✓ - If NO, leave blank

|   | Child 1 | Child 2 | Child 3 |
|---|---------|---------|---------|
| Has your child been diagnosed at risk of <b>anaphylaxis</b> ?<br>List allergens: _____                |         |         |         |
| Does your child have an auto injection device (e.g. EpiPen®)?   |         |         |         |
| Has the anaphylaxis medical management plan been attached to this form?                               |         |         |         |
| Does your child have any <b>special needs</b> e.g. medical/physical conditions? Please specify: _____ |         |         |         |
| Does your child suffer from any <b>allergies or sensitivities</b> ?<br>List allergens: _____          |         |         |         |
| Does your child have any <b>dietary restrictions</b> ?<br>List restrictions: _____                    |         |         |         |

We regret that our Crèche facility is unable to care for **sick children** or children with **contagious illnesses**.

**IMMUNISATIONS**

Under the new 'No Jab, No Play' legislation, your child/ren **MUST** be:

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- unable to be fully immunised for medical reasons  
(a Medical Exemption must be submitted and signed by a registered doctor)

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

**Each child's immunisations must be up to date and a copy of their Medicare Immunisation History Statement must be provided along with the enrolment form.**

Child 1 \_\_\_\_\_ YES  NO   
 Child 2 \_\_\_\_\_ YES  NO   
 Child 3 \_\_\_\_\_ YES  NO

**OTHER INFORMATION**

Is there any other information you feel the crèche staff need to be aware of in relation to your child and /or family?

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**CONDITIONS OF ENROLMENT**

By enrolling my child/ren in the Ascot Vale Leisure Centre Crèche facility, I agree to the following conditions:

1. Children are accepted into the Crèche facility from 6 weeks of age through to 12 years of age.
2. Although every care will be accepted, Crèche 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 Crèche facility. I agree it is my responsibility to familiarise myself with the program and to advise the Crèche 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, Crèche 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 staff members.
6. I have read, understood and agree to follow the payment structure and policies as outlined on the Parent Handbook. 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 Crèche facility for misbehaviour that is deemed inappropriate. In the event of suspension or expulsion from the Crèche 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 Crèche facility as decided by Centre Management.
9. I agree that my child/ren may be photographed while participating in the program for internal use in the crèche facility. 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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Crèche 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 no more than 5 hours per day, for a maximum of 15 hours per week. Other conditions apply.

**Enrolments** – An enrolment form **must** be completed prior to your child/children's first visit to our crèche 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.

**Cancellations** – Cancellations must be received by the centre no later than 8.30am the morning of the session being cancelled. No refund will be given for any late cancellations.

**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.

## **What to Bring –**

- We encourage a healthy lifestyle, so please supply a healthy snack for your child in a clearly labelled container. (Nuts and nut products 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 your child's bag and pram (if applicable) is labelled.

**A Parent Handbook is available from the Crèche after your induction for any 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.**

**PLEASE KEEP THIS SHEET FOR YOUR INFORMATION**