



Ardmona Primary School Council Outside Hours Care

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Enrolment Form Template

This form is for children who will be attending the Ardmona Primary School Council Outside School Hours Care Program. Please take the time to **complete all questions** on this form. If you have more than one child attending the program, please complete a separate form for each child. If you have any questions about this form or the program, please contact the Educational Leader/Nominated Supervisor.

Child Bookings
<p>Select one or both of the following:</p> <p><input type="checkbox"/> Casual booking – ad hoc or short-notice care</p> <p><input type="checkbox"/> Permanent booking – pre-booked, regular care</p>
<p>After School Hours Care 3:15pm – 6:00pm</p> <p>Before School Care [tba]</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p>After School Hours Care [3:15pm to 6:00pm]</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Holiday Care</p> <p><input type="checkbox"/> Pupil free days</p> <p>First date that care will be required: _____</p>

Child's Personal Details			
Surname:		First Name:	
Date of Birth:		Gender:	
Preferred Pronouns:			
Residential Address:			
		Post Code:	
Postal Address:		Post Code:	
Email Address:			

Parent / Guardian Information			
Parent/Guardian # 1			
Name:		Country of Birth:	

Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Phone call		
Cultural background:			
Parent/Guardian # 2			
Name:		Country of Birth:	
Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Phone call		
Cultural background:			
Parent/Guardian # 3			
Name:		Country of Birth:	
Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Phone call		
Cultural background:			

Emergency Contacts/ Authorised Nominees (These people should be different to the parent/carer as they will be used in case of emergency or if we are unable to contact the parent/carer for advice) **Note: Authorised nominee** means a person who has been given permission by a parent or family member to collect the child from the education and care service.

Emergency Contact/ Authorised Nominee # 1			
Name:		<input type="checkbox"/> Authorised to consent to medical treatment of, or to authorise administration of medication to the child <input type="checkbox"/> Authorised to authorise an educator to take the child outside the education and care services premises <input type="checkbox"/> Authorised to collect the child from the education and care service <input type="checkbox"/> This person is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted	
Relationship to Child:			
Address:			
Home Phone:			
Mobile Phone:			
Emergency Contact/ Authorised Nominee # 2			
Name:		<input type="checkbox"/> Authorised to consent to medical treatment of, or to authorise administration of medication to the child <input type="checkbox"/> Authorised to authorise an educator to take the child outside the education and care services premises <input type="checkbox"/> Authorised to collect the child from the education and care service <input type="checkbox"/> This person is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted	
Relationship to Child:			
Address:			
Home Phone:			
Mobile Phone:			

CHILD CARE SUBSIDY DETAILS	
Arrangement type:	I declare that an arrangement to provide care has been made, of the following type: <input type="checkbox"/> Complying Written Arrangement (Child Care Subsidy Payable) <input type="checkbox"/> Relevant Arrangement (no Child Care Subsidy Payable)
Child's Centrelink CRN (Customer Reference Number)	
Mother/Parent 1's CRN	
Father/Parent 2's CRN	
Who is Child Care Subsidy paid to?	<input type="checkbox"/> Mother/Parent 1 <input type="checkbox"/> Father/Parent 2

Custody Arrangements:		
Who is responsible for making the child's decisions?		
Is there an Access Alert, Parenting order, Parenting plans, Court Order or other Legal Order for your child, a family member, or yourself?	Yes	No
If yes , please attach copy of the court order, parenting order and parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.		
Medical Information:		
Please note that a current medical management plan signed by a medical practitioner will need to be provided to educators for all medical conditions prior to the child attending the service. A risk minimisation plan and communication plan will be completed by the service in consultation with you.		
Does your child have a disability/additional need?	Yes	No
Details of disability/ additional need:		
Does your child have any other medical conditions that we should know about?	Yes	No
If yes, please specify what they are:		
Does your child require any other aids (e.g. vision, hearing, mobility) etc?	Yes	No
If yes, please specify what the aids are:		
Asthma		
Does your child have asthma?	Yes	No
If yes, please confirm that you have provided an asthma management plan.	Yes	No
Epilepsy		
Does your child suffer from epilepsy or seizures?	Yes	No
If yes, please confirm that you have provided a medical management plan.	Yes	No
Diabetes		
Does your child suffer from diabetes?	Yes	No
If yes, please confirm that you have provided a diabetes management plan.	Yes	No
Allergies:		
Does your child suffer from any allergic reactions?	Yes	No
Please provide details of allergens:		

Does your child suffer from Anaphylaxis?	Yes	No
Please provide details of allergens:		
If yes to either of the above, Allergy Management Plan or Anaphylaxis Management Plan completed and received	Yes	No
Does your child have any dietary restrictions?	Yes	No
Please provide details:		
Medications:		
Does your child require medication assistance whilst in care?	Yes	No
Name of medication/s and what they are for:		
Does your child require the use of Pro Re Nata (PRN) (as needed) medication whilst on program	Yes	No
Name of medication/s and what they are for:		
Please note: Prescribed medication must be presented in its original packaging with the child's name on it or in a Webster pack provided by a pharmacist. Liquids and PRN medication must be in the original packaging.		
Child's Current Medical Information		
Practice Name:		Phone No:
Doctor's Name:		
Address:		
Child's Medicare No:		Health Care Card No:
Companion Card No (if applicable):		Expiry
Immunisation		
Is your child up to date with their immunisation schedule?	Yes	No
Staff member who sighted health record (if applicable):		
Swimming (Please note: Full supervision will ALWAYS be provided during swimming activities with The Provider)		
Can your child swim?	Yes	No
Will your child require assistance from staff in waist deep water?	Yes	No
Can your child enter and exit the pool without assistance?	Yes	No
Can your child move through water with a flotation device (e.g. life jacket or backpack?)	Yes	No
Can swim 15 metres?	Yes	No
Cultural information		
Does your child identify as of Aboriginal or Torres Strait Islander origin?		
<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander		
Are there any special cultural, religious, or dietary considerations or additional needs?	Yes	No
If yes, please provide full details:		
What is your child's cultural background?		
What is the language used in your child's home?		
Permissions		
Do you give permission for your child to watch PG rated movies whilst in care?	Yes	No
		Version No:1
		XX/XX/XXXX

Do you give permission for your child to have 30+ SPF sunscreen applied whilst in care?	Yes	No
Do you give permission for your child to have the photo taken for internal documentation purposes?	Yes	No
Do you give permission for your child to have photos or videos taken for promotional purposes for the school council? (This includes but not limited to social media, TV, and print media)	Yes	No
Do you give permission for your child to be taken on regular outings with the program? All excursions and regular outings will be advised in writing and written consent will be sought prior to attendance.	Yes	No
Do you give authorisation for the school council to provide your child's information to third parties for Quality purposes?	Yes	No
Do you give permission for your school to provide the following specific documents to OSHC?		
Copy of any Access Alert, Parenting order, Parenting plans, Court Order, or other Legal Order?	Yes	No
Copy of any Medical Management forms/plans?	Yes	No
Copy of Student Profile?	Yes	No
Copy of Student Safety Plan?	Yes	No
To share information regarding your child's supports between the school and the OSHC?	Yes	No

Declaration

I _____

Print Full Name

A person with authority of the child referred to in this enrolment form,

- declare that the information provided for the purpose of this enrolment is true and correct and that I undertake to immediately inform the children's service in the event of any change to this information.
- * agree that an arrangement for care has been made with [Name of School Council] for outside school hours care
- * declare that the same information has been provided to Centrelink or any other relevant Government department
- * consent to relevant records, enrolment and attendance information to be kept in accordance with the service's records policies, and submitted to the Department of Education Skills and Employment (DESE) or Centrelink, including for the purpose of calculating Child Care Subsidy
- agree to collect or make arrangements for the collection of the child referred to in this enrolment form if they become unwell at the service.
- authorise for the approved provider to seek emergency medical treatment for my child from a registered medical practitioner, hospital, or ambulance service.
- authorise for transportation of my child in an ambulance service if deemed necessary.
- consent to the staff of the children's service seeking, or where appropriate, administering such emergency medical treatment as is reasonable and necessary and that I will reimburse any necessary expenses incurred by the children's service
- have read, understand, and agree to follow the fee payment structure and related policies.

Signature

Date

Parental Responsibility

Parents

All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "parental responsibility". It is not affected by the relationship between the parents, such as whether 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 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.

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 Services Regulations 2009 (regulation 35(1) (d-e))

Parental Responsibility

[Your School Name] Council, as the Provider of the service, acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your enrolment in the provider's children's service, providing you with updated information and assisting us improve our services to you. The personal information collected is of the parents/ guardians and the child enrolled in the program. By completing this form, the provider accepts that the parents/ guardians of the child have consented for this information to be collected. The intended recipients of this information are the provider, its authorised staff and relevant Government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the

Commonwealth Privacy Act (Amended 2001) and the provider's Privacy Policy. As part of your enrolment with The Provider, you will receive information from time to time regarding our programs and services.

Child Profile



Name:		Date of Birth:	
Diagnosis:	[disability diagnosis if applicable]		
Allergies/ medication:			
Emergency contact:			
Photo permission:			
Profile Creation Date:		Profile Review Date:	

Interests and Strengths

Goals

Support Needs (sensory, self-care, fears, communication, eating and drinking, personal hygiene, rest, and relaxation)

Behaviours of concern (optional to complete for specific behaviours of concern)

Trigger

Behaviour	Could mean	Support required

Family Information (Strengths/skills of family members, family arrangement, living arrangement, any other important information)

Medical Details Form

Child's Name:		Age:	
Creation date:			

Medical Condition or Intolerance	
Symptoms	
Management	
Name of Medication required	
Dosage (oral/or)	Time to be administered
Medication form completed upon administering medication	
<p>Any medication to be administered must be recorded by staff on the medication form as per process. Parents and guardians will not be required to sign in regular medication if it is recorded on this form however they will be required to sign to acknowledge the child has received the required dose.</p>	
<p><input type="checkbox"/> I give permission for this form to be displayed during the program</p> <p>I as parent/guardian of state that the information I have provided is to the best of my current knowledge.</p> <p>Signature Date.....</p>	

