



ENROLMENT FORM

Under the Education and Care National Regulations, you are required to notify the Centre immediately of any changes to the details given on this form.

CHILD'S PERSONAL DETAILS									
First Name:		Middle Name:							
Surname:		Date of Birth:							
Gender:		Country of Birth:							
Nationality:		Religion:							
Main Language Spoken at Home:									
Child's Address:									
Indigenous Status (please tick one box):		<input type="checkbox"/> Aboriginal only <input type="checkbox"/> Torres Strait Islander, but not Aboriginal <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal and Torres Strait Islander							
Please list any specific cultural or religious requirements:									
Child's Centrelink Customer Reference Number:									
Centrelink can be contacted on 13 6150. Even if you do not choose to claim the Child Care Benefit or Child Care Rebate, it is advised that you still register your child in case you wish to claim at a later date (up to 12 months).									

MEDICAL INFORMATION									
<p>Immunisation: The College requires all children attending the Centre to maintain up-to-date immunisation status as a condition of enrolment. Parents are to provide the Centre appropriate evidence of immunisations completed within four weeks of passing an immunization milestone; these being 2,4,6,12,18 months and 4 years of age.</p>									
Medicare No:									
								Private Health:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies/Dietary Requirements: (please provide a relevant action plan)									
Special Needs/Disabilities:									

PARENT/GUARDIAN DETAILS

PARENT/GUARDIAN 1			PARENT/GUARDIAN 2		
First Name:			First Name:		
Surname:			Surname:		
Relationship to Child:			Relationship to Child:		
Address:			Address:		
Mobile:			Mobile:		
Home Phone:			Home Phone:		
Work Phone:			Work Phone:		
Email:			Email:		
Date of Birth:			Date of Birth:		
Occupation:			Occupation:		
Nationality:			Nationality:		
Primary Language Spoken at Home:			Primary Language Spoken at Home:		
Secondary Language Spoken at Home:			Secondary Language Spoken at Home:		
Do you require assistance with English:	YES	NO	Do you require assistance with English:	YES	NO

Parent/Guardian 1 Parent Linked with child									
Centrelink Customer Reference Number (CRN):									
Parent/Guardian 2									
Centrelink Customer Reference Number (CRN):									

FAMILY SITUATION

Indicate your current family dynamic (please circle):			
Nuclear <small>(both parents)</small>	Blended <small>(step parent/sibling)</small>	Joint <small>(shared custody)</small>	Single Parent <small>(no contact)</small>
Please include any siblings' names and ages at the time of enrolment			
Name:		Age:	
			Resides with Child?
			YES NO
Name:		Age:	
			Resides with Child?
			YES NO
Name:		Age:	
			Resides with Child?
			YES NO
			YES NO

ATTENDANCE					
Commencement Date:					
Days of Attendance (please tick):	M	T	W	Th	F
Do you have any other children attending a different Childcare Centre, Family Day Care Scheme or OSHC?	YES		NO		
If Yes, please provide the name of the service:					
We must have a letter of confirmation of attendance from the service so that you can receive your full Childcare Assistance entitlement.					

LEGAL REQUIREMENTS		
Are there any court orders pertaining to this child? We cannot action verbal or unofficial instructions in this regard. If Yes, please attach copies with this Enrolment form.	YES	NO

IN CASE OF EMERGENCY	
Doctor's Name:	
Medical Centre Address:	
Medical Centre Phone:	

EMERGENCY CONTACTS/AUTHORISED NOMINEES (a person other than the parent/guardian)			
Name:		Name:	
Phone:		Phone:	
Relationship to Child:		Relationship to Child:	
This person has the authority to: <i>(please tick)</i>		This person has the authority to: <i>(please tick)</i>	
<input type="checkbox"/> Collect the child from the Centre <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorisation for transportation of the child by an ambulance service <input type="checkbox"/> Authorise the administration of medication <input type="checkbox"/> Authorise an educator to take the child outside the Centre		<input type="checkbox"/> Collect the child from the Centre <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorisation for transportation of the child by an ambulance service <input type="checkbox"/> Authorise the administration of medication <input type="checkbox"/> Authorise an educator to take the child outside the Centre	

Name:		Name:	
Phone:		Phone:	
Relationship to Child:		Relationship to Child:	
This person has the authority to: <i>(please tick)</i>		This person has the authority to: <i>(please tick)</i>	
<input type="checkbox"/> Collect the child from the Centre <input type="checkbox"/> Consent to medical treatment		<input type="checkbox"/> Collect the child from the Centre <input type="checkbox"/> Consent to medical treatment	

<input type="checkbox"/> Authorisation for transportation of the child by an ambulance service <input type="checkbox"/> Authorise the administration of medication <input type="checkbox"/> Authorise an educator to take the child outside the Centre	<input type="checkbox"/> Authorisation for transportation of the child by an ambulance service <input type="checkbox"/> Authorise the administration of medication <input type="checkbox"/> Authorise an educator to take the child outside the Centre
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AUTHORITIES

Please read the following statements carefully. Any questions surrounding these statements are to be forwarded to the nominated supervisor. Please sign and date to acknowledge acceptance of these conditions, once you have read and understood them.

Sunscreen

I/We agree do not agree *(please tick)*

For staff to apply sunscreen to my/our child before sun exposure. Please Note: If you do not agree for the staff to apply sunscreen to your child, you must provide alternative sun protection via a letter from a General Practitioner.

Emergency Action

- I/We understand that although every care will be taken whilst my/our child is at the Centre, the staff cannot be held responsible for accidents that may occur. In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact you or the nominated guardians before such treatment is sought. In the event that staff cannot contact me; I/we hereby authorise the staff to seek emergency medical treatment and authorise transportation by ambulance for my/our child should it be considered necessary;
- I/We agree to provide updated medical information;
- I/We agree to meet all expenses incurred;
- I/We understand that in some circumstances access to the Saint Stephen's College School Nurse, in school term, may be necessary;
- I/We agree for my/our child to be monitored by the College Nurse on duty until the arrival of a parent or specified guardian.

Child Care Assistance

- I/We understand that it is the parent/guardian's responsibility to apply to Centrelink for Childcare Assistance and to register with Medicare to receive the Childcare Cash Rebate. If application for reassessment of Child Care Assistance is not made before the expiry date each year and the entitlement lapses;
- I/We understand that full fees will be payable during the lapsed period.

Priority of Access to Care

The Department of Health and Family Services requires by law, priority listing for access to childcare centres. These priorities are:

1. A child at risk of serious abuse or neglect;
2. A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'New Tax System' (Family Assistance) Act 1999;
3. Any other child;

I/We understand that the Centre may require a Priority 3 child to vacate a place to make room for a child with a higher priority.

Student Retention

Students are required to demonstrate a set of standard achievements before progressing to the next stage of their learning. I/We understand that The Principle reserves the right to negotiate the repeating of a students at Saint Stephen's College and the final decision lies with this authority.

Policies and Procedures

I/We have read and understood the enrolment form and agree to abide by the procedures and policies of the Saint Stephen's College Early Learning Centre.		
Parent/Guardian 1 Signature:		Date:
Parent/Guardian 2 Signature:		Date:

AUTHORISATIONS			
Child's Name:			
I/We Agree to the following (please circle):	Yes/No		Comments
To include my/our child in cooking activities.	YES	NO	
To take photos for educational purposes, of my/our child for display in the Centre and for programming requirements.	YES	NO	
To take photos for educational purposes, of my/our child for display on the Centre's website.	YES	NO	
We give permission for regular outings walking from Saint Stephens College Early Learning Centre to Saint Stephens College to visit the – <ul style="list-style-type: none"> - College Library - Preparatory rooms - Goda Firkins Auditorium - College Oval - Computer Lab - Multipurpose Hall 	YES	NO	
Parent/Guardian 1 Signature:			Date:
Parent/Guardian 2 Signature:			Date:

OFFICE USE ONLY			
Date Entered into Computer:		Entered by:	
Room Allocated:		Booked Days Entered:	
Bond Paid Date:		Payment Type:	
Booking Fee Paid Date:		Payment Type:	
Immunisation Record/Health Record Sighted:			
Enrolment Package Given:			
Enrolment Checklist Completed:		Date:	

PRIVACY POLICY COLLECTION NOTICE

1. Saint Stephen's College Early Learning Centre (the Childcare Centre) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The Early Learning Centre collects personal information, including sensitive information about children and parents or guardians before and during the course of a child's enrolment at the Early Learning Centre. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the Early Learning Centre to provide care and education to the child and to enable them to take part in all the activities of the Early Learning Centre;
2. Some of the information we collect is to satisfy the Early Learning Centre's legal obligations, particularly to enable the Early Learning Centre to discharge its duty of care;
3. Laws and regulations governing or relating to the operation of a Early Learning Centre require certain information to be collected and disclosed. These include relevant Education and Care Services National Law, Education Acts, and Public Health and Child Protection laws;
4. Health information about children is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time;
5. The Early Learning Centre from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a child to another Childcare Centre or school. This includes to other centres, government departments, medical practitioners, and people providing services to the Early Learning Centre, including specialist visiting teachers, coaches, tutors, advisors, volunteers and counsellors;
6. Personal information collected from children is regularly disclosed to their parents or guardians;
7. The Early Learning Centre may store personal information in the 'cloud' which may mean that it resides on Microsoft servers which are situated outside Australia;
8. The Early Learning Centre's Privacy Policy sets out how parents or children may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the Early Learning Centre's duty of care to the child, or where the child has provided information in confidence;
9. The Early Learning Centre Privacy Policy also sets out how you may complain about a breach of privacy and how the Early Learning Centre will deal with such a complaint;
10. The Early Learning Centre, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent;
11. On occasions information such as achievements, activities and news is published electronically and in print in Early Learning Centre facilities, newsletters, and magazines and on our website. Photographs of children in activities and Early Learning Centre excursions may be taken for publication in Early Learning Centre facilities, newsletters, magazines and on our website;
12. We may include parents' contact details in a class list and Early Learning Centre directory after obtaining specific permission;
13. If you provide the Early Learning Centre with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Early Learning Centre and why, that they can access that information if they wish and that the Early Learning Centre does not usually disclose this information to third parties.
14. Please refer to our Family Handbook for the Code of Conduct.

Authority to take child on regular outings.

Child's Name:	
Date:	January 2021 – December 2021
Method of Transport:	Walking
Period Child will be away from Early Learning Centre:	45min – 3 Hours
Reason child is to be taken outside of premises:	Educational purposes, physical activity and community involvement
Proposed activities:	Borrowing library books, graduation practice, cross country, athletics carnival, physical education, prep orientation, pre-prep transitions, shows and educational purposes.
Number of children attending activities	20- 22 children
Educator to Child Ratio:	Junior Kindy: 1:5 Pre-Prep: 1:11
Number of staff to accompany children	Junior Kindy – 4 staff Pre-prep – 2-3 staff
Risk Assessment completed	Yes
Proposed destination for the regular outing	<p>Library - Children will walk through prep area and along the path to the library.</p> <p>Prep Rooms – Children will walk through gate to prep area</p> <p>Goda Firkins Auditorium – Children will walk through prep area and along the path to the Auditorium.</p> <p>Computer Lab- Children will walk through prep area and along the path to the computer lab.</p> <p>Oval – Children will walk though prep area along the path and down to the oval.</p> <p>Multipurpose Hall – Children will walk through prep area along the path to Multipurpose hall.</p> <p>Please see Educators for a copy of the risk assessments.</p>

Parent signature: _____ Date: _____

HOW DID YOU HEAR ABOUT US?

Word of Mouth		Internet Search	
Advertisement		Social Media	
Website		Other: _____	