

Occasional Childcare Enrolment Form

A parent or guardian who has lawful authority in relation to the child must complete these forms. A brief explanation of lawful authority is contained below.

Lawful Authority

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 “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 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 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.

Responsible Parent/Guardian	Parent/Guardian
Full Name:	Full Name:
Date of Birth: ___/___/___	
Customer Reference Number (CRN):-required if claiming Child Care Benefit and/or Child Care Rebate.	Relationship to child:
Home Address:	Home Address – if different from Responsible Parent
Home Phone:	Home Phone: -if different from Responsible Parent
Work Phone:	Work Phone:
Mobile:	Mobile:
Email:	Email: - if different from Responsible Parent

Main Language spoken at home is: _____
 Do you need access to an interpreter? Yes No
 If yes, what language? _____

Reason for Application	Please circle those that apply:-
At Risk Working/Studying/Training HILAC swimming class HILAC facilities	
Respite/Appointments Other-please specify _____	

For information on the enrolment and access process please refer to the attached *Enrolment and Access Policy*.

Child Care Benefit - Our Occasional Care Centre is approved by the Department of Education, Employment and Workplace Relations (DEEWR) under the Family Assistance Law. Families can choose to have their Child Care Benefit Subsidy and Child Care Rebate (***Rebate applies only to care used for work purposes***) applied to their care costs, either as a fee reduction, annually or to not claim CCB at all.

If you already claim CCB/CCR with another child care & education service then you will have already notified Centrelink of how you wish to claim and that is the method that will be used at our occasional care centre.

If you do not already claim CCB/CCR then you can choose which method suits you best.

Please indicate your current method or your choice below:-

Not claiming CCB at all Claiming CCB as a fee reduction Claiming CCB annually

Child Care Rebate – Families that use the centre for work purposes can also choose to claim Child Care Rebate. Again, this can be claimed in several ways. Please indicate your current method or your choice below:-

Not claiming CCR at all Claiming CCR as a fee reduction Claiming CCR quarterly/annually

Please note:- If you are intending to claim for the first time you need to contact Centrelink and apply for your subsidy and let Centrelink know the manner in which you wish to receive your subsidy i.e. as a fee reduction or annually. You will receive Customer Reference Numbers for yourself and your child/ren and we require these numbers before we can formally enrol your child/ren.

Please complete with name, signature and date to confirm all above details are accurate and complete.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Please complete the following *Child Enrolment Information* pages.

The Victorian Children’s Services Regulations require a signed and dated enrolment form for each individual child.

“The Australian Government provides financial support for this occasional care child care service under the Community Support Program”.

HILAC Occasional Care Centre: Child Information Enrolment Form

Childs Details	Date of Birth: <u> </u> / <u> </u> / <u> </u>	Sex:	Male / Female
Childs Customer Reference Number (CRN): _____ <i>Required if claiming Child Care Benefit either as reduced fees or annually.</i>			
Child's Medicare number: _____			
Family Name: _____			
Given Names: _____			
Home Address: _____			

Other Persons to be Notified:

There may be times when the child has an accident, injury, trauma, or illness and the parents/ guardians cannot be contacted. To deal with these situations the centre would notify one of the following people.

Name:	Name:
Address:	Address:
Relationship to child	Relationship to child:
H/Phone:	H/Phone:
W/Phone:	W/Phone:
Mobile:	Mobile:

Collecting the Child from the Service

A person with lawful authority of the child can authorise other people to collect the child from the service on their behalf. Please list below details of the people who can collect the child. In the event that the child is not collected from the service and the parents/guardians cannot be contacted, this list will also be used to arrange someone to collect the child. This list may be added to or changed throughout the year. Please note: Persons collecting the child from the service who are not known to staff will be asked to produce some form of photo identification prior to the child being handed over into their care.

Name:	Name:
Address:	Address:
H/Phone:	H/Phone:
W/Phone:	W/Phone:
Mobile:	Mobile:

Name:	Name:
Address:	Address:
H/Phone:	H/Phone:
W/Phone:	W/Phone:
Mobile:	Mobile:

Court Orders Relating to the Child

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

NO – go to the next section

YES - Please complete the following:

1. Please provide a copy of the court order to be attached to the enrolment form, and also the original to be sighted by the Centre Coordinator. *Office Use: Court Order attached*
2. If these orders change the power of a parent/guardian to:
Authorise the taking of the child outside the service by a staff member
Consent to medical treatment of the child;
Request or permit the administration of medication to the child;
Collect the child; and/or
Give these powers to someone else, please describe these changes and provide the contact name, address and phone number of any person given these powers.

Immunisation History:

Has your child been fully immunised? **YES** **NO** (please circle)

Parent/guardians are required to provide an Immunisation History Statement that states your child:

- Is up to date with vaccinations for their age **OR**
- Is on a vaccine catch-up schedule **OR**
- Has a medical condition preventing them from being fully vaccinated

Immunisation History Statements are available from:

Your local Medicare Office or email acir@medicareaustralia.gov.au or ph. 1800 653 809 or visit Medicare website

Medical Doctor Information:

Name of Doctor/Medical Service: _____

Address: _____

Telephone: _____

Medical and Health Information:

Does your child have any of the following medical conditions or additional needs?

Anaphylaxis – Has your child been diagnosed at risk of anaphylaxis?

Yes No

If yes, does your child have an auto injection device (*EpiPen or Anapen*)?

Yes No

Before your child can commence with the service you need to:-

Provide your child's current Anaphylaxis Management Plan signed by the medical doctor who is treating your child.

Office Use: Plan provided on ___/___/___

The service needs to:-

In consultation with you, complete a risk minimisation plan. *Office Use: Plan completed on ___/___/___*

Provide you with a copy of the risk minimisation plan and the service anaphylaxis management policy. *Office use: Provided on ___/___/___*

Asthma Has your child been diagnosed with Asthma?

Yes No

If yes, you need to supply a copy of your child's current Asthma Management Plan signed by the medical doctor who is treating your child. *Office use: Plan provided on ___/___/___*

No child with anaphylaxis or asthma can attend the service until the above documents have been provided and completed.

Autism Yes No

Convulsions Yes No

Diabetes Yes No

Dietary Restrictions Yes No

Please list restrictions: _____

Developmental Delay Yes No

Eczema Yes No

Epilepsy Yes No

Hearing Yes No

Heart Condition Yes No

High Temperature Convulsions Yes No

Mild Allergies Yes No

Please list allergies & symptoms _____

Physical Disability Yes No

Speech Yes No

Vision Yes No

Please detail any & all requirements your child's above medical condition/s may raise in relation to providing care for your child & provide a copy of any medical management plan:

Is your child an Aboriginal or TS Islander Yes No

Do you have any religious or cultural requirements that you would like observed while your child is in care?

Yes No If yes, please provide details _____

Declaration and Consent to Emergency Medical Treatment:

I, _____ (print full name) the responsible 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 service in the event of any change to this information;
- * Provide authorisation to the person's named as emergency contacts and person's able to collect;
- * Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if she/he becomes unwell at the service;
- * I will notify the service should I require my child to be collected by any other person other than those nominated in this form;
- * Consent to the staff of the children's service seeking, or administering such emergency medical treatment by a medical practitioner, hospital or ambulance service as is deemed necessary, and that I will cover any necessary expenses incurred;
- * I agree to keep my child home when suffering from an illness or a disease that is likely to affect the health of other children;
- * I will sign my child in upon arrival and out upon departure. I will ensure my child is collected by the required time, and understand the consequence of paying a late fee;
- * I hereby give permission for my child to leave the centre premises under the direction and supervision of staff when evacuation is necessary due to an emergency situation or an evacuation drill.

- * I **do / do not** (please circle your response) give permission for my child to be photographed or videoed whilst attending the centre for the purposes of the required Early Years Frameworks planning documentation;
- * I **do / do not** (please circle your response) give permission for my child to be photographed or videoed whilst attending the centre for the purposes of promotion of the Occasional Care Centre.

Parent Guardian Full Name: _____

Parent/Guardian 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 Services Regulations 2009 (regulation 35(1) (d-e))

"Personal and or health information collected by the Occasional Care Centre is used to enable us to provide the education and care of your child attending our service and to enable us to manage, monitor and administer the service as we are required. The personal and/or health information will be used solely by the Occasional Care Centre for this purpose and/or directly related purposes. The Occasional Care Centre may disclose this information to other organisations if required by legislation (eg. to the Family Assistance Office or DEEWR) for the administration of Child Care Benefit (CCB). The parent/guardian understands that the personal and/or health information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer

ENROLMENT AND ACCESS POLICY

Commencement	24 September 2012
Last Review	3 November 2015
Approved	21 September 2012
Next Review Date	September 2017
Trim File	
Signature	Bronwyn Herbert – Director Shire Services

PURPOSE.

- To provide clear and consistent processes to ensure enrolments are completed as required under the Children's Services Regulations 2009.
- To ensure the service is meeting the Priority of Access rules as outlined in the current Department of Education, Employment and Workplace Relations Child Care Service Handbook.
- To provide clear and consistent information for the placement of children.

PROCEDURE

- Bookings will be taken on an hourly session basis –
9am-10am, 10am-11am, 11am-12pm.
- Parent/guardians can book one, two or three sessions per day
- The service is required to be compliant with the Children's Services Regulation's child:staff ratio at all times. If parents wish to leave their child/children at the service no more than 5 minutes prior to the hourly session starting, then they need to consult with staff, who will determine that the child:staff ratio is compliant. Parents need to ensure that they collect their child/children on time at the end of their booked session.
- An enrolment form must be completed prior to any child commencing at the centre and will contain all the required information as outlined in the Children's Services Regulations 2009, Division 3: Regulations 31, 33, 34.
- Parent/guardians need to notify the centre if any information required in the enrolment form changes.
- Enrolment forms give authorisation to child care staff to act in case of an emergency.
- Parent/guardians or persons authorised by the parent/guardian, who brings or collects child to/from the service must record and sign the child's times of arrival and departure.
- The names and contact numbers of all person authorised by parent/guardian, to collect children from the centre must be included on the enrolment form. Any changes to these authorities must be recorded in the enrolment form by the parent/guardian as soon as possible.
- Priority of Access to the centre will be as outlined in the current Department of Education, Employment and Workplace Relations (DEEWR) Child Care Service Handbook:- :

Priority 1 – a child at risk of serious abuse or neglect

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy the work, training, study test

Priority 3 – any other child

- All on-going bookings are in place for one school term and therefore if required for the following term need to be re-booked.

Under Priority 3:-

- On-going term bookings need to be made no later than the Sunday of the first week of each school holiday with the exception of the Christmas holidays when the closing date will be the second last Sunday before school returns

- Placements will then be made using the following priority system:-
 - Families accessing HILAC swimming classes/facilities
 - Families accessing other HILAC facilities
 - All other occasional care users

Families will be advised of their gaining of a place or if they can be offered alternative day/s and/or hour/s or if they need to be placed on the waiting list.

- All other bookings, including on-going term bookings and casual bookings, made after the closures of the booking period will be allocated on a non-preferential basis and as availability allows.
- Casual bookings for school-age children can be made with the following limitations:
 - The conditions of our Department of Education & Early Childhood Development license is that only 4 school-age children can attend at any one time
 - School-age children can attend prior to their 8th birthday

Sources

Children's Services Regulations 2009 – Department of Education and Childhood Development

Current Child Care Service Handbook - Department of Education, Employment and Workplace Relations