

Occasional Care and Pre-School Enrolment Forms

A parent or guardian who has lawful authority in relation to the child must complete this form. A brief explanation of lawful authority is found at the end of this form. The licensed children's services must collect the child's enrolment information in this form, as required by the Children's Services Regulations 1998 (Regulations).

Date of Enrolment:			
Child's details			
Family name:		Given names:	
Preferred name:	_Sex: Male	Female Date of bir	th:
Address:			
Suburb:	Postcode:		
Cultural background:	Language/s spoken at home:		
Is your child of Aboriginal or Torres Strait Islan	nder origin? 🔲	No Yes, Aboriginal	Yes, Torres Strait Islander
Parent/guardian's details			
Full name:	Parent/guardian's date of birth:		
Parent's occupation:			
Relationship to child:	Email address:		
Address:			
Phone: (H)	(W)		(M)
Does the child live with this parent/guardian?	Yes No refe	r to court orders or pla	ns relating to the child
Parent/guardian's details			
Full name:	Parent/guardian's date of birth:		
Parent's occupation:			
Relationship to child:	Email address:		
Address:			
Phone: (H)	(W)		(M)
Does the child live with this parent/guardian below.	? Yes 🗌 No	refer to court orders o	r plans relating to the child
Court orders or plans relating to the ch Are there any court orders, parenting orders of the parents in relation to the child or access to No — go to the next section. Yes — please complete the following.	or parenting plar o the child?	ns relating to the powers	s and responsibilities of

- Bring the **original** court orders/plans for staff to see and a **copy to attach to this enrolment form** if these orders:
 - a. Affect or change the powers of a parent/guardian to:
 - authorise the taking of the child outside the service by a staff member of the service;
 - consent to the medical treatment of the child;
 - request or permit the administration of medication to the child;
 - collect the child; and/or
 - b. Give these powers to someone else.

Do	you want YCC newsletters and upo	dates emailed?
	Yes No	
You bel col	nalf. Please list the details of those peop	(over the age of 16) to collect the child from the children's service on your ple who can collect the child below. In the event that the child is not be contacted, these people will be contacted to arrange to collect the child.
1.	Full name:	Relationship to child:
	Address:	
	Mobile:	Home phone:
	rmission given to authorize administrat	
Pe	rmission given to authorize medical tre	atment: Y/N
Pe	rmission given to take child from premi	ses: Y/N
2.		Relationship to child:
	Address:	
	Mobile:	Home phone:
Pe	rmission given to authorize administrat	ion of Medication: Y/N
Pe	rmission given to authorize medical tre	atment: Y/N
Pe	rmission given to take child from premi	ses: Y/N
3.	Full name:	Relationship to child:
	Address:	
	Mobile:	Home phone:
Pe	rmission given to authorize administrat rmission given to authorize medical tre rmission given to take child from premi	atment: Y/N
4.	Full name:	Relationship to child:
	Address:	
		Home phone:

Permission given to authorize medical treatment: Y/N Permission given to take child from premises: Y/N

Medical and health information Name of child's doctor/medical centre:_____ Phone: Address: Postcode: Suburb: Maternal and Child Health (MCH) Centre: Has the child been immunised? Yes \(\square\) No \(\square\) If no, the child cannot attend until immunisation is up to date. Please attach the child's Medicare Immunisation Statement attached. Attached Medicare Number: Childs Ref:_____ Name of educator sighting the child's immunisation statement: Name: Position: ______Date: _____ Yes □ No 1. Does your child have asthma? If yes, please attach a coloured copy of the asthma management plan. Attached 2. Does your child have anaphylaxis? ∏Yes ☐ No If yes, please attach a coloured copy of the anaphylaxes management plan. Attached 3. Does your child have any allergies or sensitivity? ☐Yes No ☐ Attached If yes, please attach a coloured copy of the management plan. 4. Does your child have any medical conditions/needs?(epilepsy, diabetes, convulsions) ∏No If yes, please attach a coloured copy of the management plan. Attached 5. Does your child have any dietary requirements? ☐ Yes □ No If yes, please confirm what the dietary restrictions are: Does your child have a developmental delay or disability including intellectual, sensory or physical impairment? No \square Yes If yes, please comment:_____ Other information Is there anything else that the children's service should know about the child? (Eg. excessive fears, favourite activities, attending other early childhood services or early intervention service etc.) Please indicate festivals your family celebrates and/or list any culture/religious practices that the educators should be aware of: Parent involvement in the children's programs is welcomed. What skills or interests could you share?

How did you hear about us? ☐ Facebook ☐ Instagram ☐ Wo ☐ Blog/Article ☐ Other YCC Service		Nurse Flyer Internet Search				
Authority to apply the following pro I/we give permission for Yarraville Com my child if required:		e staff to apply the following products to				
SPF 50+ broad spectrum sunscreen sup	plied by YCC	Sunscreen supplied by parent 🔲				
Band-Aids supplied by YCC						
Nappy Cream supplied by parent						
Child's Name:	Signature:	Date:				
 child/children to be used: to be taken for display at the centre: for sharing with child's friends a 		Yes No				
Child's Name:	Signature:	Date:				
I/we acknowledge that the acceptance Community Centre Occasional Care/3 y	•	•				
I/we,						
(print full name) a person with lawful at	·					
 declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's services in the event of any change to this information; 						
 agree to collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service; 						
		oriate, administering, such emergency e any necessary expenses incurred by				
 consent to the transportation of the child by an ambulance service and that I will reimburse any expenses incurred by the children's service; 						
 understand that in an emergency situation or fire drill where evacuation is necessary that my child may need to leave the child care premises under the direction and supervision of staff; 						
 have read the requirements pertai Old Preschool Handbook; 						
 acknowledge that I/we fully understand and agree to abide by all conditions appearing in this enrolment form and in Yarraville Community Centre's Practices and Procedures and Occasional Childcare and Three Year Old Preschool Handbook. 						
Signature:	Date:					
Signature:						

Information privacy

The personal information requested is required primarily for the provision of the child care service referred to on this form and will only be shared with those directly responsible for providing that service. Some of the information requested on this form is mandated by the Education and Care Service National Law. If you do not provide the information, we may not be able to deliver the service. If you would like to know more about privacy at, including your right to seek access to any information collected on this form, please see Yarraville Community Centre's privacy policy at www.ycc.net.au or contact the centre on 9687 1560.

☐ I have read and understood the information privacy statement outlined above.

Lawful Authority

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Service Regulations 1998 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 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.