



Enrolment Form

2018

305 Raglan Street

Sale Vic 3850

Phone: 5144 6952

www.gumnutselc.com.au

gumnutselc@netspace.net.au

CHILD'S NAME: _____

DETAILS OF CHILD

First Name.....Surname.....

Date of Birth (Please circle) Male Female

Is the child of Aboriginal or Torres Strait Islander decent? (please circle) YES NO

If yes please stipulate.....

Main Language spoken at home

Names and ages of other children in the family

Any special issues in relation to your child e.g. family cultural beliefs, religion, diet etc.?
.....

If so do you have a health care card or pension card? YES NO.

CHILD CARE BENEFIT – Please contact the Family Assistance Office on 13 61 50 or call into to your local Centrelink branch before commencing care, to register for Child Care Benefit. You will be given a reference number (CRN) for yourself and your child. Please list these details below.

Child CRN _____ **Parent 1 CRN** _____

Please inform the Director if you have any other children in care at other services.

**DETAILS OF PARENT 1
(Parent listed to claim Child Care Benefit)**

Does the child live with this Parent/guardian
YES / NO

Name.....

DATE OF BIRTH

Address.....
.....

Telephone(home).....

(work).....

(mobile).....

Employer.....

Occupation.....

Languages spoken.....

Email Address:.....

DETAILS OF CO-PARENT

Does the child live with this parent/guardian
YES / NO

Name.....

Address.....
.....

Telephone(home).....

(work).....

(mobile).....

Employer.....

Occupation.....

Languages spoken.....

EMERGENCY CONTACT

In case of accident or injury, trauma or illness when parents/guardians are not available, please state two people who could collect the child and take care of them for the day. In the event that the child is not collected from the Centre and the parent or guardians cannot be contacted, this list will also be used to arrange someone to collect the child.

Name..... Relationship.....

Address.....

Phone number (home).....

(work).....

(mobile).....

Name..... Relationship.....

Address.....

Phone number (home).....

(work).....

(mobile).....

AMBULANCE SUBSCRIPTION (please circle) NO YES Number.....

MEDICARE NO. **PRIVATE HEALTH NO.**

FAMILY DOCTOR

Name of Doctor..... Name of Practice

Address..... Phone.....

NOMINEES AUTHORISED TO COLLECT CHILDREN

(An Authorised Nominee is a person who has been given permission by a parent or family member to collect the child from the service)

1) Name..... Relationship.....

Address.....

Phone Home)..... Work)..... Mobile).....

2) Name..... Relationship.....

Address.....

Phone Home)..... Work)..... Mobile).....

3) Name..... Relationship.....

Address.....

Phone Home)..... Work)..... Mobile).....

IMMUNISATION RECORD

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

Under the 'No Jab, No Play' legislation, the Centre must obtain evidence (prior to commencing care) that the child is:

- Fully immunised for their age (please provide a copy of record)
- On a vaccination catch-up program OR
- Unable to be fully immunised for medical reasons

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

NOTE: THE CENTRE HAS AN EXCLUSION POLICY BASED ON CURRENT RECOMMENDATIONS FROM HEALTH AUTHORITIES. PLEASE ENSURE YOU UPDATE YOUR CHILD'S IMMUNISATION DETAILS AT THE CENTRE EACH TIME THEY HAVE AN IMMUNISATION. WHERE THE CENTRE DOES NOT OBTAIN A COMPLETE RECORD OF A CHILDS IMMUNISATION DETAILS, THE CHILD WILL BE TREATED AS UNIMMUNISED.

IMMUNISATION INFORMATION IS AVAILABLE TO FAMILIES AT THE CENTRE.

PARENTAL RESPONSIBILITY

Parents

All parents have powers and responsibilities in relation to their children, which can only be challenged by a court order.

An Authorised Nominee 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 is an Authorised Nominee. A legal guardian is given authorisation by a court order. The definition of "guardian" under the Education and Care Services National Law 2011 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.

COURT ORDERS, PARENTING ORDERS or PLAN RELATING TO THE CHILD

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

NO (go to next section)

YES (please complete the following)

1. Bring the original court order/s for staff to see and a copy to attach to the enrolment form;

2. If these orders;

a) 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,

please describe these changes and provide the contact details of any person given powers:

DECLARATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

I/We.....print full name/s

An Authorised nominee 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 children’s service in the event of any change to this information
- agree to collect or make arrangement for the collection of the child referred to in this enrolment form if he/she becomes unwell at the service
- consent to the staff of the children’s service seeking medical treatment by a medical practitioner, hospital or ambulance service, or where appropriate, administer such emergency medical treatment as is reasonably necessary and agree to reimburse any necessary expenses incurred by the children’s service

PRIVACY NOTIFICATION

Gumnuts Early Learning Centre uses the enrolment form to collect personal information for the purposes of program enrolment and statistical recording. The information may be shared with funding agencies and administrators for operational purposes only. The information will not be disclosed to any other party except as required by law. You are able to amend or correct information on request, by contacting the Centre Director.

PARENT CONSENT TO THE FOLLOWING CENTRE PRACTICES AND PROCEDURES

- I give permission for my child to be photographed and/or video taped by staff members. I understand that these photos and video footage are for centre use only
YES NO (please circle appropriate response)
- I give permission for my child to be photographed and/or videotaped and have these images posted on the centres Facebook page.
YES NO (please circle appropriate response)
- I give permission for my child to be photographed/videotaped in the event of media reportage
YES NO (please circle appropriate response)
- I give permission for my child to have a 30+ sunscreen applied as per Centre Sunsmart Policy
YES NO (please circle appropriate response)
- If you do not want any of the following products used on your child IF REQUIRED please cross them out;
NAPPY RASH CREAM AEROGUARD SALINE SOLUTION BANDAIDS

- I give permission for staff to check my child's hair for head lice to minimise the spread of cross infection in the Centre

YES NO (please circle appropriate response)

- I give permission for staff of Gumnuts Early Learning Centre to take my child on regular outings out of the Centre premises to the soccer oval, chook pen or sensory garden when convenient, with the permission of the Centre Director or person in charge and in accordance with Education and Care Services Regulations 2011.

- I give permission for my child to participate in spontaneous cooking experiences using the following ingredients:
Butters, Breads, Flours, Eggs, Oils, Pastries, Sugars, Cheeses, Creams, Milks, Food colourings, Essences, Herbs & Spices, 100s & 1000s, Coconut, Fruit & Vegetables & meat products.

- YES NO (please circle appropriate response)

- I agree to abide by all policy and philosophy guidelines of Gumnuts Early Learning Centre.

- YES NO (please circle appropriate response)

ASSOCIATION MEMBER – I understand that when I enrol my child at the Centre, I become a member of the association who supports its purposes and will continue to be a member until I no longer use the service.

I _____ declare as the authorised nominee of the child referred to in this enrolment form that the information provided is true and correct and undertake to immediately inform the children's service in the event of any change to this information.

PARENT/GUARDIAN SIGNATURE:

DATE:.....

DIRECTOR/INTERVIEWER SIGNATURE:

DATE:.....

EMERGENCY MANAGEMENT PLAN

Please complete this form if your child is asthmatic, epileptic, has allergies eg. bee stings or any other condition that may require an emergency plan NB: You may need to consult your Doctor when filling in this information sheet. This information should be updated each time the child's emergency management plan is changed.

CHILD'S NAME _____

PARENT/GUARDIAN CONTACT NUMBERS:

Name _____ Relationship _____

(H): _____ (B): _____ (M) _____

Name _____ Relationship _____

(H): _____ (B): _____ (M) _____

AMBULANCE NO. _____

DOCTOR/MEDICAL SERVICE

NAME	ADDRESS	PHONE
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EMERGENCY CONTACT PERSON:

Name _____ Relationship _____

(H): _____ (B): _____ (M) _____

WHAT IS YOUR CHILD'S MEDICAL CONDITION (Please explain): _____

TRIGGER FACTORS (if known):

COMMON SIGNS & SYMPTOMS:

REGULAR MEDICATION (if required)

MEDICATION	DOSE	TIME(S) GIVEN
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EMERGENCY TREATMENT PLAN (eg. Peak flow meter for children with asthma)

1. _____
2. _____
3. _____

I, _____ hereby authorise Gumnuts Early Learning Centre Management and/or staff to follow the emergency treatment procedure for my child if the need may arise.

Signature: _____ Date: _____

IS THERE ANYTHING ELSE YOU FEEL THE CENTRE SHOULD KNOW ABOUT YOUR CHILD'S MEDICAL CONDITION (Please attach further information if required)

Code of conduct for parents/guardians, students, volunteers, contractors and visitors

I commit to contributing to creating an environment at GELC that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to *Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment where everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In our relationships with children, I commit to:

being a positive role model at all times

encouraging children to express themselves and their opinions

allowing children to undertake experiences that develop self-reliance and self-esteem

maintaining a safe environment for children

speaking to children in an encouraging and positive manner

giving each child positive guidance and encouraging appropriate behaviour

regarding all children equally, and with respect and dignity

having regard to each child's cultural values

respecting individual difference including age, physical and intellectual development, and catering to the abilities of each child at the service.

Relationships with the Approved Provider, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

reading and abiding by the *Code of Conduct Policy*

developing relationships based on mutual respect

working in partnership in a courteous, respectful and encouraging manner

valuing the input of others

sharing our expertise and knowledge in a considered manner

respecting the rights of others as individuals

giving encouraging and constructive feedback, and respecting the value of different professional approaches

respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy

following the directions of staff at all times

treating the kindergarten environment with respect

raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently

raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

Code of Conduct Policy Acknowledgement for parents/guardians, students, contractors and volunteers

I hereby acknowledge that I received a copy of the *Code of Conduct Policy* for GELC.

I have read this policy and understand its contents. I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst my child is attending GELC.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the Code of Conduct may lead to limitations being placed on my attendance at the service.

Signature

Name (please print)

Date

Thank you for your contribution to making GELC an open, safe, welcoming and friendly environment.

PARENT INDUCTION/ORIENTATION CHECKLIST

- When first enrolling at our Centre, you will be given a family information pocket located in the foyer. In this pocket you will find your fees each week, and any other important information such as newsletters, fact sheets and upcoming events, please check your pocket each time you visit the Centre.
- A list and photographs of Gumnuts staff members can be found in the foyer
- A parent suggestions form can also be found in the foyer near the office door. Please complete a form if you have any suggestions or comments about our Centre and our practices
- A committee information board is located next to the Koala's room door in the foyer. Please check the board for minutes of committee meetings and changes to policies and procedures. Parents will be asked to have input into these changes through the newsletter and notification on the committee notice board

The Director will go through the following details on your first visit –

- S/D- Introduction to room staff
- D- Fee payment procedure
- D- Child Care Benefit details given to Centre
- D- Centre has obtained a copy of child's Immunisation details
- D- Provided with a copy of the Parent Handbook
- D- Location of General Policy Handbook

Your Team Leader will go through the following on your child's first day -

- S/D- Introduction to room staff
 - S- Location of room, locker and fee pocket
 - S- Accident/Medication Book location and explanation of procedures
 - S- Location of room program and location of parent comments sheet
 - S- Discussion of how programs are created
 - S- Discussion of Children's observations and progress reports
 - S- Location of toilet areas/nappy change areas
 - S- Location of child Attendance Book & Child information sheet/book
 - S- Dietary information & procedure for birthday cakes
 - S- Location of fridge microwave and where to place bottles
 - S- Parent complaints procedure
 - S- Location of outdoor areas
 - S- Room emergency evacuation procedure
 - S- Explanation for procedures for staff who are absent
 - S- Explanation of items to pack for the child
 - S- Centre Sun Smart Policy
 - S- Location and procedure of resource books
 - S- Explanation of cancellation of care and exit procedure
- Parent Comments/feedback or suggestions on induction -

Parent Signature: _____ Date: _____

Staff Member Signature: _____