

# Aquarena Child Care Enrolment Details

**Please note:** A parent or guardian who has lawful authority in relation to the child must complete this form. Please notify the centre of any change of address, phone number or care arrangements. Thank you for your cooperation.

## Information about the child

Family Name: _____	Given Names: _____
Date of Birth: ____/____/____ *Gender: M <input type="checkbox"/> F <input type="checkbox"/> Language(s) spoken in the home _____	
Home Address: _____	

## Information about the child's parents or guardians

Parent	Parent
Name	Name
Does the child live with this parent? No <input type="checkbox"/> Yes <input type="checkbox"/> Address- as per child or:	Does the child live with this parent? No <input type="checkbox"/> Yes <input type="checkbox"/> Address- as per child or:
T:(H) .....(W).....	T:(H).....(W).....
Mobil:	Mobil:
Email	Email
Guardian (if applicable)	Guardian (if applicable)
Name	Name
Does the child live with this guardian? No <input type="checkbox"/> Yes <input type="checkbox"/> Address- as per child or:	Does the child live with this guardian? No <input type="checkbox"/> Yes <input type="checkbox"/> Address- as per child or:
T:(H).....(W)..... (Mobile)	T:(H).....(W)..... (Mobile)
Email:	Email:

Details of people you authorise to collect and care for the child after accident, injury, trauma or illness and has the authority to consent to medical treatment. There may be times when the child **has an accident, injury, trauma or illness** and the parent/s or guardian/s cannot be contacted. Aquarena Childcare should notify one of the following people :

Name:	Name:
Address	Address
T: (H)..... (W)..... (Mobile)	T:(H)..... (W)..... (Mobile)
Relationship to child	Relationship to child

## Details of people who you authorise to collect your child

In the event that the child is not collected from Aquarena childcare and parents/ guardians cannot be contacted, this list will also be used to arrange someone to collect the child. (This list may be added to throughout the year).

Name	Name
Address	Address
T:(H)..... (W)..... (Mobile)	T:(H) ..... (W)..... (Mobile)
Relationship to child	Relationship to child

Child's medical and health information

Name Doctor/Medical Service:.....Telephone:.....
Address Doctor/Medical Service: \_\_\_\_\_
Does your child have a child health record? No [ ] Yes [ ] If yes, please provide to the service for sighting.
Name and position of person at the children's service who has sighted the child's health record
Name: Position:

Child's medical information

Does your child have any special needs? No [ ] Yes [ ] (please tick)
If yes, please provide or attach details of any special needs and any management procedure to be followed with respect to the special need.

Does your child have any allergies: No [ ] Yes [ ] or sensitivity? : No [ ] Yes [ ]
If yes, please provide an allergy management plan signed by the doctor, detailing any medication(s) and any management procedure to be followed with respect to the allergy.

Anaphylaxis
Has your child been diagnosed as at risk of anaphylaxis? No [ ] Yes [ ]
Does your child have an auto injection device (eg EpiPen)? No [ ] Yes [ ]
Has the anaphylaxis medical management plan been provided to the service? No [ ] Yes [ ]
Has a risk management plan been completed by the service in consultation with you? No [ ] Yes [ ]
In the case of anaphylaxis you will be provided with a copy of the service's anaphylaxis management policy. You will be required to provide the service with an individual medical management plan for your child signed by the medical practitioner who is treating your child. This will be attached to your child's enrolment form.

Does your child have any other medical conditions and needs (eg asthma, epilepsy, diabetes, etc), which are relevant to the care of your child? No [ ] Yes [ ]
If yes, please provide a management plan signed by a doctor, detailing any medication(s) and management procedure to be followed with respect to the medical condition:

Does the child have any dietary restrictions? No [ ] Yes [ ] If yes, the following restrictions apply:

CONFIDENTIAL

Court Orders Relating to the Child

Are there any court orders relating to the powers, duties , responsibilities or authorities of the parents in relation to the child or access to the child? No [ ] go to the next section Yes [ ] please complete the following:

- 1. Bring the original court order/s for staff to see and a copy to attach to this enrolment form;
2. If these orders:
a) Change the powers of a parent or guardian of the child 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 these powers \_\_\_\_\_

Sunscreen Protection

In line with the Anti-Cancer Council of Victoria recommendations, the children's service suggests all children are protected by SPF 30 (or higher) sunscreen when exposed to sunlight. In conjunction with the YMCA Sun Smart Policy, we ask that each parent apply SPF 30 (or higher) sunscreen to their child prior to their arrival at the children's service. Copies of the YMCA Sun Smart Policy are available on request from staff.
Yes [ ] reapply SPF 30 (or higher) sunscreen, which I have supplied, to my child as required when going outside during October through to and including April.
No [ ] do not reapply SPF 30 (or higher) sunscreen to my child.

## Child's Immunisation Record

Before they can attend Aquarena Childcare, each child needs to be fully immunised for their age (as per Victoria's *No Jab No Play* law, 2016).

Has the child been fully immunised for their age?    No     The child's enrolment cannot be finalised  
Yes     :

- ❖ Provide your child's up to date immunisation history statement from Australian Childhood Immunisation Register (ACIR) or
- ❖ An Immunisation Status Certificate from an immunisation provider (a GP or immunisation nurse) which need to include the following:
  - the child's full name, date of birth and address
  - list vaccines the child has received and when the vaccine was given (can be an attachment)
  - show the date of the child's next due vaccine OR include a statement saying the child has completed all their childhood vaccinations
  - if relevant, list any vaccines the child cannot receive for medical reasons
  - include the immunisation provider's name, organisation name and Medicare provider number or ACIR number
  - be signed and date by the immunisation provider

### Other Information

If there is anything else that the children's service should know about the child (eg excessive fears, favourite activities, attending other early childhood service or early intervention service, etc) this is as follows:

Are you willing to have your child photographed by educators in the room for planning purposes?    Yes    No

#### Privacy Statement

Manningham YMCA (MYMCA) acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your enrolment in a MYMCA children's service. The personal information collected is of the parents/ guardians and the child enrolled in the program. By completing this form, YMCA accepts that the parents/ guardians of the child have consented for this information to be collected. The intended recipients of this information are the YMCA, its authorised staff and relevant Government authorities. Commonwealth identifiers that have been provided to MYMCA (e.g. Medicare number) will only be disclosed to agencies as required by law. You have the right to access and alter personal information concerning yourself or your child in accordance with the Commonwealth Privacy Act 1988 (Amended 2013) and MYMCA Privacy Policy. To view the MYMCA Privacy Policy, please visit [www.aquarena.ymca.org.au](http://www.aquarena.ymca.org.au) or call us on 9848 0000

#### Safeguarding Children & Young People

Manningham YMCA has a range of policies and procedures to keep children and young people safe. These policies are available at: [www.aquarena.ymca.org.au](http://www.aquarena.ymca.org.au). Manningham YMCA staff are required to report any disclosures or concerns about the safety of wellbeing of a child or young person. We encourage parents/guardians to report any concerns relating to the safety or wellbeing of their child(ren) or young person in a Manningham YMCA facility. This can be done: a) by speaking to our staff in person or by telephone (9848 0000) OR b) by contacting the Manningham YMCA Child Protection Officer (9848 0000). Email: [manningham@ymca.org.au](mailto:manningham@ymca.org.au), Mail: Manningham YMCA Child Protection Officer, 139-153 Williamsons Road, Doncaster, 3108

## Declaration and consent to emergency medical treatment

I, _____ (Print full name)	
a person with lawful authority of the child _____ referred to in this enrolment form, (print full name)	
<ul style="list-style-type: none"><li>• <b>declare</b> 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</li><li>• <b>agree to</b> collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service</li><li>• <b>consent to</b> the staff of the children's service seeking medical treatment for the child from a medical practitioner, hospital or ambulance service, or where appropriate, administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service</li></ul>	
_____ <b>Signature</b>	_____ <b>Date</b>

### 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 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 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.



## Additional Information.

This information will be used to help us assist your child with settling into our childcare, with program planning and assessment

**Child's first name(s):** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Child's date of birth:** \_\_\_\_\_

### Parent/Guardian contact details:

**Name:** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Sibling(s)** \_\_\_\_\_ **Age** \_\_\_\_\_

My child learns and responds best when...

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My child is really interested in:

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My child might need some help with:

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(e.g. tie shoelaces, understanding long sentences, settle in, etc)

Things that might upset my child...

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Staff can help by...

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(e.g. using a calming activity/music, etc)

Number of days attending Aquarena Childcare each week-----