

The Royal Women's Hospital Child Care Centre Enrolment Form

Parent's Name: _____ Patient or/Employee Number _____

Please Read The Privacy Statement Below Before Completing Enrolment Form.

In order to satisfy obligations under the Children's Services Regulations 2009 and also provide you with the highest standard of childcare, our Centre is required to collect information from you, about your child and their parents/guardians. We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act.

At times information about your child and yourself may be displayed in common areas, ie Registration Book, Communication Boards in the playroom and kitchen, etc.

Basic details are collected directly from parents. Some information maybe of a personal nature and might be regarded as 'sensitive' and not the sort of information that you would wish to have unnecessarily disclosed to others.

We assure you that:

- ◆ Our childcare professionals will only use this information in order to deliver your child's care to the highest standards.
- ◆ It will not be disclosed to those associated with the care of your child without your express consent.
- ◆ You may ask to seek access to the information held about you and your child and we will provide access without undue delay.
- ◆ We will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete and up to date
- ◆ We will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure
- ◆ Our staff are committed to respect these principles at all times
- ◆ If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must gain written consent from you and the Centre Coordinator.

I grant consent for photographs (or video) to be taken of my child by the Royal Women's Hospital Child Care Centre staff on the understanding that
<input type="checkbox"/> The photographs (video) that is taken, may be used for staff education, children's program and or display in the hospital or child care centre.

Office Use:	
Enrolling Staff's Initials and Date	
Parent's who are paying a fee for the service have been advised of procedure for claiming Child Care Benefit:	Yes No
Parent Customer Reference Number:	
Child's Customer Reference Number:	

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Court Orders

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

No go to the next section

Yes please complete the Court Order Information form

Child details

Name of person responsible for payment of fees? _____

First Name: _____

Middle Name: _____

Last name: _____

Child CRN: _____

Date of Birth: _____

Gender: F/M

Parent details

Co-parent details

Last name: _____

First names: _____

CRN: _____

Date of birth: _____

Gender: F/M

Address: _____

Pcode: _____

Home phone: _____

Mobile: _____

Home email: _____

Occupation: _____

Work phone: _____

Work email: _____

Country of birth: _____

Language: _____

Child lives with?

F/M

Address: _____

Pcode: _____

Home phone: _____

Mobile: _____

Home email: _____

Occupation: _____

Work phone: _____

Work email: _____

Country of birth: _____

Language: _____

Child lives with?

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Child health details

Medical conditions: _____

Illness History: _____

Accident History: _____

Diet: _____

Allergies: _____

Emergency contact 1 details

Emergency contact 2 details

Name:	_____	_____
Home phone:	_____	_____
Work phone:	_____	_____
Mobile:	_____	_____
Relationship:	_____	_____
Address:	_____	_____
	_____	_____

Doctor/Health fund details

Doctor's name: _____ **Doctor's Phone:** _____

Doctor's address: _____

Medicare no: _____

Private Health fund: _____

Health Fund Number: _____

Ambulance Subs no: _____

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Collection contacts

Name:		
Address:		
Home phone:		
Work phone:		
Mobile:		
Name:		
Address:		
Home phone:		
Work phone:		
Mobile:		

Immunisation records:

Immunisation Status: YES/NO

Dates:

Haemophilus Influenzae Type B
 Haemophilus Influenzae Type B
 Hepatitis B
 Measles Mumps Rubella
 Meningococcal C
 Poliomyelitis
 Poliomyelitis Oral Sabin
 Triple Antigen
 Varicella - Chicken Pox

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Child other details

Child lives with (if other than parent): _____

Place of birth: _____

Languages: _____

Parent activity:

Working (incl. more than 15 hrs pw voluntary)	<input type="checkbox"/>
Looking for work	<input type="checkbox"/>
Studying/training only	<input type="checkbox"/>
Disability or caring for someone with a disability	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Is child of Aboriginal or Torres Strait Islander Origin?

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Child disability? Yes/No

Definition of a child with a disability:

Does this child have a need for additional assistance in any of the following areas, compared to children of a similar age, that is related to an underlying long-term (lasting more than 6 months) health condition or disability? Tick the appropriate boxes.

The categories include:

Learning and applying knowledge, education	<input type="checkbox"/>
Communication	<input type="checkbox"/>
Mobility	<input type="checkbox"/>
Self Care	<input type="checkbox"/>
Interpersonal interactions and relationships	<input type="checkbox"/>
Other - including general tasks, domestic life, community and social life	<input type="checkbox"/>

The definition of a child with a disability does NOT include children with a medical condition that is short term (lasts for 6 months or less) or episodic. For example, asthma, allergies, eczema, infectious diseases.

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Child special needs? Yes/No

Children with special needs are those from the priority groups below. Tick the appropriate boxes.

- | | |
|---|--------------------------|
| Children from culturally and linguistically diverse backgrounds | <input type="checkbox"/> |
| Children with a refugee background who have ben subjected to trauma | <input type="checkbox"/> |
| Indigenous children | <input type="checkbox"/> |
| The child's place has been sought by a state or territory child protection worker | <input type="checkbox"/> |
| The child is in the care of the state or other forms of out of home care | <input type="checkbox"/> |

Custody access details

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Enrolment Form**

**Royal Women's Hospital Child Care Centre
Declaration and Emergency Medical Treatment Consent**

ABN: 627878822077

Child name: _____

Date of birth: _____

I, (Print full name)

a person of lawful authority of the child referred to in this enrolment form,

- agree to collect or make arrangements 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, or where appropriate, administering, such emergency medical, hospital, dental or ambulance services, or treatment as is reasonably necessary and that I will reimburse any necessary 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 preschool/childcare premises under the direction and supervision of staff;
- 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;
- will refer to the Service Policy Documentation for further information.

Signature

Date

Authorised Service Signature

Date

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 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 legal 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 case, the guardian is the person the child lives with who has day-to-day care and control of the child.