

CONFIDENTIAL

Court orders relating to the child

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 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/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 these powers:

.....

Authorisation (People authorised to collect child from the children's service)

Your consent is required for other people to collect the child from the children's service on your behalf. Please list the details of those people who can collect the child in the table below.

In the event that the child is not collected from the children's service and the parents or guardians cannot be contacted, this list will also be used to arrange someone to collect the child

Details of people who can collect the child. (This list may be added to or changed throughout the year.)

Name	Name
Address	Address
Telephone/s (H) _____ (W) _____ (Mobile) _____	Telephone/s (H) _____ (W) _____ (Mobile) _____
Name	Name
Address	Address
Telephone/s (H) _____ (W) _____ (Mobile) _____	Telephone/s (H) _____ (W) _____ (Mobile) _____

Child's medical and health information

Name Doctor/Medical Service: Telephone:.....

Address Doctor/Medical Service:

*Maternal & Child Health (MCH) Centre:.....

Does the child have any allergy or sensitivity? No Yes (please tick)

If yes, the following management procedures are to be followed (or a copy of the management plan is attached):

Does the child have any medical conditions and needs (eg epilepsy, diabetes, etc) which are relevant to the children's service? No Yes (please tick)

If yes, the following management procedures are to be followed (or a copy of the management plan is attached):

CONFIDENTIAL

Child's immunisation record

Has the child been immunised? No Yes (please tick)

If yes, provide the details by:

- attaching a copy of the Immunisation Record from the Child Health Record book OR
- attaching a copy of the Immunisation Record printout from local government OR
- attaching the Child History Statement from the Australian Childhood Immunisation Register OR
- Completing the table below using the child's Immunisation Record to provide the dates of immunisations received.

Immunisation	2 months	4 months	6 months	12 months	18 months	4 to 5 years
DTP (Diphtheria/Tetanus/Pertussis)						
OPV (Oral Polio Vaccine - Sabin)						
MMR (Measles, Mumps, Rubella)						
Hib -TITER or Hib- PedvaxHIB						
Meningococcal C						

You may have also purchased additional immunisations for the child. If so, please provide the dates these have been given:

	1	2	3
Hepatitis B (three injections)			
Childhood Pneumococcal Vaccine			
Chicken Pox			

***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:

.....

.....

.....

General Enrolment Conditions

1. Enrolment form to be completed for each child.
2. Daily fees per child are subject to change with notice of four weeks given.
3. Casual booking is subject to availability of place(s) for the child(ren) at the desired time and date.
4. The centre has the right to give notice and ask parents to pick up their child(ren) if they fall ill during care
5. Centre has right to refuse a child if the centre sees that the child is too ill or sick and needs medical attention.
6. The centre does not have the facility nor the specialised staff to medically give attention to ill children
7. The centre will not provide medication to children without the written consent of the parents/guardians (In case of high temperature/fever please see below)
8. All minor medications need to have doctor's original label with child's name and dosage. Expired medications will not be administered.
9. All children's enrolments and bookings are subject to the centre policies and regulations. Copies of centre policies are available at centre.
10. Non-authorized persons will not be allowed to collect or have access to any children from the centre
11. Let the centre management know if you object to your child's photograph appearing in Day Care Newsletters, notice boards, etc
12. The centre management, its staff and all its equipment are in compliance with the regulations and directives set out in the Victorian State Government's "Children's Services Regulations 1998" & the "Children's Services Act 1996"
13. The centre management implements and follows its strict "Equal Opportunity Policy" and is in compliance with the Equal opportunity Act of Victoria. (Ask staff for a copy of Policy

"I Agree to abide by the conditions as mentioned above"

NAME:.....SIGNATURE:.....

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Information Collection Statement

BayKids Occasional Care Centre treats all personal information collected from staff, parents, children and other workplace participants as highly confidential. Personal information collected, stored and used by *BayKids Occasional Care Centre* is handled in accordance with the Information Privacy Principles set out in the *Information Privacy Act*.

Personal information usage

BayKids Occasional Care Centre collects and uses personal information for the primary purpose of fulfilling its requirements under the Children's Services Act 1998, the children's Services Act 1996, including the provision of accurate and proper services to children, parents and staff. *Bay Kids Occasional Care Centre* does not collect and use personal information for unrelated purposes such as marketing. Parents/customers/staff members are not obliged to release or provide personal/confidential information to staff members other than the management staff of *BayKids Occasional Care Centre*.

Disclosure of personal information

BayKids Occasional Care Centre may disclose personal information of staff, Parents and children to the Commonwealth Department of Community and Family Services, Centrelink, The State Department of Human Services, Australian Taxation Office and/or Police (Victorian or Federal). *BayKids Occasional Care Centre* may also disclose personal information to other government Authorities as requested or authorised by law.

Failure to provide personal information

If you do not provide *BayKids Occasional Care Centre* with the personal information requested for the purpose of providing Children's services, *BayKids Occasional Care Centre* may be unable to process any application.

Access and correction

BayKids Occasional Care Centre will, upon request, provide you with access to your personal information. *BayKids Occasional Care Centre* will also correct and update personal information in accordance with the *Information Privacy Act 2000*.

Contact details

If you have a complaint about a breach of your privacy, have a query as to how your personal information is collected, used or stored, or wish to gain access to your personal information, please speak to the Centre Co-ordinator.

BAYKIDS OCCASIONAL CARE
Cnr Mills & Mason Streets
Altona North, 3025
Phone: 9392 2222

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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,

- 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 arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service;
- consent to the staff of the children's service seeking, 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.
- authorize staff of BayKids Occasional Care Centre to administer Panadol to my child at the recommended dosage should his/her temperature exceed 38 degrees Celsius (The Centre staff will always attempt to contact the parent/ guardian before administering medication).Parent/guardian must sign the Illness/Injury/Accident form when collecting the child.

.....

Signature

.....

Date

Lawful Authority

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by a court order.

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.