

DIAMOND VALLEY SPORTS AND FITNESS CENTRE CHILD CARE ENROLMENT FORM

All information on this form must be given in full

Confidential and subject to approval by the Coordinator.
All sections must be completed before a child can be enrolled.
Please notify us promptly of any changes.

STAFF: Please circle activity and days attending

Gym	Badminton	Occasional Care		
Netball	Basketball	R.S.G Sibling		
Mon	Tues	Wed	Thurs	Fri

Date: ___ / ___ / ___

Form checked by _____ Staff

CHILDS DETAILS:

Surname	Given name	Date of birth	Age	Male/Female
Address: _____				

Language spoken at home: _____

PARENT / GUARDIAN 1

Full name: _____

Home address: _____

Phone: (home) _____ (mobile) _____ (work) _____

Email address: _____

PARENT / GUARDIAN 2

Full name: _____

Home address: _____

Phone: (home) _____ (mobile) _____ (work) _____

Email address: _____

COURT ORDERS

Are there any Court orders relating to the powers, duties or responsibilities affecting custody of, or access to the child?

NO – proceed to the next page **YES –please read and complete the following**

1. Bring in the original court orders for staff to view and attach a copy to this enrolment form.
2. If these court orders give powers to other persons AND/OR affect the powers. Duties, responsibilities and /or authorities of a parent or guardian of the child to :
 - Consent to the medical treatment of the children and the authorization of the service to seek medical treatment by an appropriate medical or ambulance service.
 - Request or permit the administration of medication to the children.
 - Authorises the taking of the child/ren outside the premises by a staff member of the service in the case of an emergency when reasonably required.
 - Collect the child

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EMERGENCY CONTACTS (in addition to parent/guardian as listed above)

We require you to provide the names of persons authorised to collect your child from the centre in the case of an emergency and to consent to the medical treatment of your child in the event that NEITHER parent/guardian is available.

Please complete in order that staff know exactly who is authorised to collect your child from Diamond Valley Sports and Fitness Centre Childcare.

Please note that we will not under any circumstances allow any person to collect your child other than those listed below. Alternate arrangements will only apply where proper notification form you in writing is received on that particular day. **Identification must be produced upon request.**

1. Name of person: _____ Relationship: _____
Address: _____
Phone: (home) _____ (mobile) _____ (work) _____

2. Name of person: _____ Relationship: _____
Address: _____
Phone: (home) _____ (mobile) _____ (work) _____

3. Name of person: _____ Relationship: _____
Address: _____
Phone: (home) _____ (mobile) _____ (work) _____

4. Name of person: _____ Relationship: _____
Address: _____
Phone: (home) _____ (mobile) _____ (work) _____

Parents signature: _____

FAMILY DOCTOR / MEDICAL SERVICE

Name: _____ Phone: _____

Clinic address: _____

CHILD'S LIKES AND DISLIKES

Your child's likes and dislikes are important to us. Please list any details about your child that assist with our program and make your child's stay with us a happy one.

SIBLINGS

Please include the name and ages of your child's siblings.

Name	Ages

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IMMUNISATION

Under the new 'No Jab, No Play' legislation which is in place from 1 January 2016, before enrolling a child, early childhood services will have to first obtain evidence that the child is:

- fully immunised for their age **OR**
- 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.

Children at primary school attending our service are exempt, though we encourage you to have their immunisations up to date, as it helps to limit the spread of infection.

If you do not have a copy of your child's Immunisation History Statement, they can be requested at any time by contacting Medicare:

- phone 1800 653 809
- email acir@medicareaustralia.gov.au visit the [Medicare website](#)
- visit your local Medicare office.

Immunised and currently up to date? YES or NO
Child at primary school? YES or NO
Immunisation History Statement attached? YES or NO
Medical Exemption attached? YES or NO

MEDICAL INFORMATION

Are there any medical or physical conditions from which your child suffers that need to be brought to the attention of the Supervisor? Does your child have any special needs? Do we need to pay attention to any particular need or behaviour? Please provide up to date management action plans as required.

Has your child been diagnosed at risk of anaphylaxis? YES NO
Does your child have an auto injection device (e.g. EpiPen®)? YES NO
Has the anaphylaxis medical management plan been attached to this form? YES NO N/A
Does your child have any special needs e.g. medical/physical conditions? YES NO
Does your child suffer from any allergies or sensitivities? YES NO
Does your child have an allergy action plan? YES NO N/A
Has the allergy action plan been attached to this form? YES NO N/A
Does your child have any dietary restrictions? YES NO
Does your child suffer from asthma? YES NO
Has the asthma management plan been attached to this form? YES NO N/A

MEDICATION

PLEASE NOTE: If your child is on any medication you will need to complete an 'Authority to Give Medication Form'.

We regret that we are unable to care for sick children or children with contagious illnesses.

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CONDITIONS

By enrolling my child I agree to the following conditions:

1. Children are only accepted into childcare from 6 weeks of age.
2. I am willing for my child to participate in all activities offered in the childcare. I agree it is my responsibility to familiarize myself with the program and to advise the Centre in writing if I do not wish my child to participate in a particular activity.
3. Although every care will be taken, childcare staff are free from all responsibility for accidents or loss of property in connection with any child's participation.
4. The Centre reserves the right to exclude child from childcare for misbehavior that is deemed inappropriate. In the event of suspension or expulsion from the childcare facility, it is the parents' responsibility to have the child collected immediately. No monies will be refunded for that session of care.
5. In the case of an emergency and for training purposes I authorise the taking of my child outside the premises of the service by a staff member.
6. The Centre reserves the right to refuse any child or person entry to the childcare service as decided by Centre Management.
7. In the event of accident, injury, trauma or illness suffered by my child/ren, childcare staff are authorised, on behalf of myself, to seek or where appropriate administer such medical treatment as is reasonably required. In regards to cases where an ambulance is called, I shall then reimburse the centre for any expense incurred.

PHOTOS

I hereby **AGREE/DISAGREE** to photos of my child being taken during the program for programming and centre purposes. No photos shall be used on internet or marketing materials without parents' consent. Please circle your preference.

AUTHORISATION

In the event of an accident or illness suffered by my child. I understand that the staff of Diamond Valley Sports and Fitness Centre will try their best and contact me (the parents/guardian). When it is impractical or impossible to communicate with me (parents/guardian), I authorise the childcare staff to obtain on my behalf, such medical or surgical treatment as may be deemed necessary and in the best interest of the child. I also agree to pay any expense associated with the treatment given to my child/ward.

DECLARATION

I declare that the information above is complete and accurate, and I have read, understood and agree to the conditions outlined above. I understand and agree that all times my child shall be at my own risk and I will not hold the Company, the Centre or its staff liable for any personal injury which may result to my child, or loss of property except for any liability by the Company if it fails to render its services with due care and skill or supplies any material in connection with those services which is not reasonably fit for the purpose for which they are supplied.

Parent sign: _____ Date: ____ / ____ / ____

Print name: _____

DIAMOND VALLEY
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LAWFUL AUTHORITY

Parents

- All parents have powers and responsibilities in relation to their children, which can only be challenged by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "lawful authority".
- Lawful authority is not affected by the relationship between 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.

CONFIDENTIALITY OF ENROLMENT RECORDS

The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children Services Regulations 2009 (regulation 35(1) (d-e)).

OFFICE USE ONLY -

Enrolment form checked by: _____ **Date:** _____

Has the following been given to the parent/guardian:

Anaphylaxis Management Policy and Risk Minimisation Plan YES Date ____ / ____ / ____