



LILLY PILLY SOUTH ELC ENROLMENT FORM

Child's Name:

Start Date:

Social Media/Website Photo Use:

Storypark Invitation Sent/Accepted:

Next Immunisations Due:

Office Use Only

ATTACHED DOCUMENTS

Please ensure ALL the following documents are attached to this application before submission

Child's birth certificate		Child Customer Reference Number (CRN)	
AIR Immunisation History Statement		ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma)	
Parent Customer Reference Number (CRN) and date of birth		Medical documents	
Court Orders and/or legal documents			

Service name: Lilly Pilly South Early Learning Centre

Address: 42 Amaroo Crescent, TOORMINA, NSW, 2452

Phone number: 02 66531038

Email: moira.lilypillysouth@gmail.com

OFFICE USE ONLY

Date Entered

Entered By



CHILD DETAILS

Education and Care Services National Regulations - Regulation 160 (3a, e)

Family Name			
First given name		Second given name	
Preferred first name			

Date of Birth		Gender	Male / Female
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Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>	
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Child's home address	
Child normally lives with	

Days of attendance (Please circle):	Mon	Tues	Wed	Thurs	Fri
Session Start Time					
Session End Time					

Child's Start Date	
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CULTURAL CONSIDERATION

Education and Care Services National Regulations - Regulation 160 (f, g, h)

Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both
Does your child speak a language other than English at home? <i>(Please circle) Yes / No</i>	If yes, what language (s) other than English are spoken at home.
County of birth	
Child's residency status	
What is your child's cultural background?	
Please outline any cultural practices you would like followed	
Religion	
Please outline your child's religious background and if relevant any religious practices/celebrations you would like followed.	



PRIMARY PARENT

Education and Care Services National Regulations - Regulation 160 (3b)

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth:	
Email address	
Relationship to child	
Country of Birth	

Parent Centrelink Reference Number (CRN):	
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Please provide any relevant cultural background details	
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Does the child normally live with you? (Please circle)	Yes / No
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Occupation	
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SECONDARY PARENT

Education and Care Services National Regulations - Regulation 160 (3b)

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth	
Email address	
Relationship to child	
Country of Birth	

Parent Centrelink Reference Number (CRN)	
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Please provide any relevant cultural background details	
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Does the child live with you? (Please circle)	Yes / No
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Occupation	
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FAMILY LAW, AVOs OR OTHER RELEVANT COURT ORDER

Education and Care Services National Regulations - Regulation 160 (3c, d)

Are there any relevant court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	
Are there any other relevant court orders relating to the child's residence or the child's contact with a parent or other person?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	
Have photographs and names of unauthorised people been attached to this form?	Yes/No	Attached
Briefly outline court order requirements		

Please note that without this documentation we cannot legally enforce the Order/s.



CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay. To claim Child Care Subsidy (CCS) families must meet eligibility requirements which include:

1. You and/or your partner must care for your child at least 2 nights per fortnight or have 14% care?

YES ☐ NO ☐

2. Are you liable for fees for care provided at an approved childcare service?

YES ☐ NO ☐

3. Do you meet residency requirements?

YES ☐ NO ☐

4. Does your child meet immunisation requirements?

YES ☐ NO ☐

5. Have you completed the Child Care Subsidy assessment on the [myGov](#) website?

YES ☐ NO ☐

6. Have you received confirmation about your Child Care Subsidy?

YES ☐ NO ☐

Please Note:

If you need assistance with filling out this form, please speak to the Director who will be happy to help. Please ensure that if any details change, you notify the Service immediately.



MEDICAL INFORMATION

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

To ensure your child's safety, it is essential that you inform our Service of any medical conditions, including known allergies before enrolment. If any information changes to an existing condition or you become aware of a newly diagnosed condition, you should contact management as soon as possible.

Child's Medicare Number including reference number			
Medicare Expiry Date		Child's Health Care Card Concession Number	
Doctor's name			
Medical Centre		Phone number	
Doctor's address			
Dentist name			
Name of Service		Phone number	
Dentist's address			
Private Health Cover	Yes / No	Private Health Fund Name	
Private Health Care Membership Number		Ambulance Cover	Yes / No
Do you authorise the Nominated Supervisor or another educator at the Service to seek medical treatment from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator at the Service to seek dental treatment from a registered dental practitioner or service in the event of an emergency?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	



CHILD'S MEDICAL DETAILS AND HEALTH CONDITIONS

Allergies- provide details of child's allergies. These can include insect stings, food (eg nuts, eggs, peanuts) animals, latex, medication or other			
Allergy to			
Medical specialist or doctor who may be currently treating your child for this condition			
Phone contact		Address	
Risk of Anaphylaxis	Yes/No	Has a doctor diagnosed this allergy?	Yes/No
Does your child have a current Action Management Plan?	Yes/No	Has your child been prescribed an adrenaline autoinjector?	Yes/No
If your child has been prescribed an adrenaline autoinjector, you will need to provide this to the Service (and renew prior to expiry date).			
Please be advised that if your child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child's parents and/or emergency services as soon as possible. <i>Education and Care Services National Regulations - Regulation 94.</i>		Yes/No	Parent 1 Signature:
			Parent 2 Signature:

Special dietary requirements

Prohibited Food	Detailed information



MEDICAL CONDITIONS OTHER THAN ALLERGIES, AND ANAPHYLAXIS (ASTHMA, SEVERE ASTHMA, EPILEPSY, DIABETES other)

Medical condition			
Has a doctor diagnosed this condition?			Yes/No
Does your child have a current Action Management Plan (eg Asthma Plan)			Yes/No
If yes, is this plan attached?			Yes/No
Does your child take any prescribed regular medication for this condition?			Yes/No
Medication Name/s			
<p>Medication will only be administered if:</p> <ul style="list-style-type: none"> it is prescribed by a medical practitioner it is in the original container with the original label the label contains the child's name instructions and dosage can be clearly read expiry date or use by date is valid any verbal or written instructions provided by the medical practitioner must be provided by the parent/s <p><i>Education and Care Services National Regulations Regulation 95</i></p> <p>Any medication, including non-prescription medication like nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our "Administration of Authorised Medication" form.</p> <p><i>Education and Care Services National Regulations Regulation 93</i></p>		Parent 1 Signature:	
		Parent 2 Signature:	



IMMUNISATION DETAILS

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

No child can be enrolled in an Early Childhood Education and Care service unless evidence is provided of up-to-date vaccination from the Australian Immunisation Register (AIR).

AIR Immunisation History Statement or AIR Immunisation History Form is provided and has words 'up to date' recorded.	Yes/ No	Attached
AIR Immunisation History Statement Medical Exemption Form is provided recording medical contraindication/natural immunity.	Yes/ No	Attached
Air Immunisation History Form is completed by a GP/nurse when the AIR does not have a record of immunisations and a 'catch up' schedule has been initiated.	Yes/ No	Attached

FAMILY INFORMATION

Does your child have any siblings attending our Service? If so, please provide their names and ages.	
Does your child have other siblings at home or attending school? If so, please provide their names and ages.	
Does your child have any other close relations attending the Service? If so, please provide their names and ages.	



DEVELOPMENTAL INFORMATION

<p>Does your child have any problems with hearing, sight or speech?</p>	<p><input type="checkbox"/> Hearing <i>Detailed information:</i> _____ _____ _____</p> <p><input type="checkbox"/> Sight <i>Detailed information:</i> _____ _____ _____</p> <p><input type="checkbox"/> Speech <i>Detailed information:</i> _____ _____ _____</p>
<p>Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?</p>	<p><i>Detailed information</i></p>
<p>Does your child require additional support for learning because of disability?</p>	
<p>Is there anything that you do or modify at home that may assist us to meet the educational needs of your child?</p>	
<p>Has your child begun toilet training?</p>	
<p>Is this the first time your child has been in care? If yes, please indicate the type of early education and care your child has experienced.</p>	
<p>Is your child used to being with other adults and children?</p>	



Does your child have any comforters?
(security blanket, dummy, bottle etc)

TRANSITION TO SCHOOL

Have you decided what school to send your child to? If so, do you give the Service permission to exchange information with the school to assist your child transition to school?	Yes/No	Parent 1 Signature:	
	Yes/No	Parent 2 Signature:	
Name of School: _____			
Permission to exchange information: Yes/No			
While public schools have no requirements for entry, some private schools may have entry requirements. If relevant and known, please outline any requirements for entry to your child's private school so we can incorporate them into your child's program.			



FIRST EMERGENCY CONTACT- AUTHORISED NOMINEE

Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)

There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. Please provide information about two people who are authorised to be contacted in case of an emergency and/or are authorised to collect your child. Each person must live a maximum of **30 minutes** from the Service and must provide identification when collecting the child.

Please ensure you have obtained the person's consent before listing them as an emergency contact.

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Address			
Email Address			
Can this person be contacted to collect your child from the education and care service	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	



SECOND EMERGENCY CONTACT- AUTHORISED NOMINEE

Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)

Full Name			
Relationship to child			
Phone Number	(H) (M) (W)		
Address			
Email Address			
Can this person be contacted to collect your child from the education and care service or family day care educator	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	



CHILD'S ROUTINE

TIME	ROUTINE



ENROLMENT AGREEMENT- CONSENT

Please read the following agreement carefully before signing. If there is anything within this document that you are unsure of, please ask for clarification.

HEALTH AND SAFETY

Have SPF30+ sunscreen applied prior to sun exposure (If not, please provide a letter releasing the Service of any liability)	YES	NO
Have Band-Aids or sticking plasters applied when necessary	YES	NO
Have staff apply Nappy Cream/Paste (supplied by parents)	YES	NO
Have staff apply Teething Gel (supplied by parents)	YES	NO
Have staff apply Insect Repellent (supplied by parents)	YES	NO
I/we give permission for our child to participate in outings to places of interest (A permission slip will need to be signed before allowing your child to leave the Service for any excursion)	YES	NO
I/we give permission for our child to travel via transport (bus or Taxi) for the purpose of Centre Excursions (A permission slip will need to be signed before allowing your child to leave the Service for any excursion)	YES	NO

PHOTOGRAPHY AND VIDEO

For photos and video footage to be taken of my/our child for Service use and staff training purposes (footage will not leave the Service)	YES	NO
For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the Service	YES	NO
For photos and video footage of my/our child to be used for student training purposes (photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking)	YES	NO
For photos and video footage of my/our child to be used on Service website, social media and other internet purposes, such as advertisement and used in resources for this organisation	YES	NO

**COMPLYING WRITTEN ARRANGEMENT**

The Approved Provider and a parent/guardian must agree up-front on the arrangements for the care of a child. Arrangements must be recorded and kept up to date to ensure compliance.

Complying Written Arrangement	CWA	A CWA is an ongoing agreement between the ECEC service provider and parent or guardian to provide care in return for fees
Relevant Arrangement	RA	An RA is an enrolment type used for families not wishing to claim CCS
Additional Child Care Subsidy	ACCS	ACCS is used when a childcare provider identifies that a child is at risk of serious abuse or neglect but there is no individual identifies to pay the childcare fees
Arrangement with an organisation	Arrangement with an organisation is liable for the fees for the care of the child	

This Written Arrangement between _____ and Lilly Pilly South ELC is an ongoing agreement between the ECEC Service provider and the parent or guardian, to provide childcare in exchange for fees. The Written Arrangement must contain a minimum amount of information set out in subsection 200B(3) of the Family Assistance Administration Act.

Arrangement Type	CWA	RA	ACCS	Arrangement with an organisation	
Name of Service	Lilly Pilly South ELC				
Service ID	190 032 293A				
Parent/Guardian Full Name					
Parent/Guardian Contact Details					
Parent CRN					
Date the arrangement was entered					
Full Name of Child attending care					
Child's Date of Birth					
Child CRN					
Expected Session of Care	Mon	Tues	Wed	Thurs	Fri
Start time for Session					
End time for Sessions					
Care Arrangement	Routine Care		Casual Care		Flexible Care
Fees to be charged to the individual for the sessions of care provided					

Note: Proposed fees can be detailed by reference to other material such as fee schedule or information on website maintained by the provider. Parties understand and are aware fees may vary from time to time.

Confirmation of the agreement

Signed: _____ Name: _____ Date: __/__/__



PARENT AGREEMENT

Education and Care Services National Regulations - Regulation 160 (3a, l, j)

Please tick box to confirm you have read each point:

- ☐ I agree to inform the Service in writing immediately of any changes to the above information.
- ☐ I agree to pay the Service enrolment fee and bond prior to my child starting and am aware that the enrolment fee is non-refundable. Bond is refundable under conditions outlined in the Policy Manual.
- ☐ I agree to keep my fees paid up to date and understand that my child's position at the Service will be in jeopardy if my fees are not kept up to date. I understand that all booked days are paid for even when my child is absent due to sickness or on holidays.
- ☐ I agree to pay **\$10.00** per day for any outstanding fees that are not paid as per our Fee Policy.
- ☐ Direct Debit Dishonoured Payments I/We acknowledge that if a Direct Debit is returned by my/our Financial Institution as unpaid, I/we acknowledge that a Default Fee will apply to the next direct debit payment (currently up to \$19.95), in addition to any Financial Institution charges.
- ☐ I/We (the parent/guardian) acknowledge that a surcharge amount (inc GST) at a rate listed below will be applied to the direct debit payment amount if I/we nominate a payment method where a surcharge applies Direct Debit (Bank Account): No Surcharge Credit Card (Visa/Mastercard): 2.35% inc GST AMEX: 4.40% inc GST I/We acknowledge that if a change is made to the nominated payment method listed in accordance with this agreement that a surcharge may apply to the updated payment method.
- ☐ If I am unable to collect my child by closing time, I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child.
- ☐ I agree to pay a late fee of **\$15.00 per 15-minute block** or part thereof after closing time. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, educators or the nominated supervisor may be required to take your child to the local Police Station to await your arrival. A note will be left detailing your child's whereabouts. In this instance, the Service is also obligated to notify relevant Child Protection Agencies and/or the Regulatory Authority.



- ☐ I agree to provide two weeks written notice to withdraw my child or reduce booked days.
- ☐ I agree to bring my child to the Service with sunscreen applied and give permission for staff to reapply sunscreen throughout the day. (If your child has sensitive skin and would prefer they use their own sunscreen, please bring a spare tube to remain at the Service - clearly labelled with your child's first and last name).
- ☐ I authorise a qualified staff member to administer a single dose of paracetamol (Panadol) appropriate to my child's age, in the event of my child experiencing a high temperature and other measures of reducing the temperature have not worked. In this event, I agree to collect my child as soon as possible, or organise for someone else to collect my child.
- ☐ I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service's *Administration of Medication* form. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Service's policy the medication will not be given unless, in the case of missing or incorrect details I can be contacted to authorise the missing details. I agree to inform the staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current letter (within 6 months) from a General Practitioner stating the name of and reasons for the medication, and only then, if the Director deems the child well enough to attend Service.
- ☐ I give permission for my child to be observed by educators of the Service and students supervised by the educators. I give permission for my child to participate in programs organised by practicum students under the supervision of an educator. I am aware that confidentiality is always respected and that students will not be left with children without an Educator present.
- ☐ I have read the Parent Handbook and am familiar with the Service's Policy Manual located Preschool Room. I agree to follow, support and abide by these policies and am aware that staff members are available to discuss any policies that I do not fully understand. I know that if I have any suggestions that I can make this suggestion in person to a staff member or anonymously in the suggestion box.
- ☐ I am interested in being a part of reviewing centre policies occasionally, provide feedback, assist with activities, fundraising and social events.
- ☐ I, or someone I know has a skill they could share with the children to enhance the educational program.



I have read and understood the information in this application. Information provided about my child/ren or other people, has been given with their authorisation.

Print Name: _____ Signature: _____ Date: __ / __ / __

Print Name: _____ Signature: _____ Date: __ / __ / __

HOW DID YOU HEAR ABOUT US?

Word of Mouth		Internet Search	
Advertisement		Social Media	
Website		Other:	

Privacy Disclaimer

We acknowledge and respect the privacy of its clients. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.