



YMCA Service Delivery

Early Learning Enrolment Form 2018

YMCA Centre: _____

Your Child's Details

Child's Surname				Child's First Name			
Date of Birth			Gender				
Country of Birth			Centrelink CRN				
Address						Postcode	
Languages Spoken at Home							
Is your child of Aboriginal or Torres Strait Islander descent?	No	Yes: Aboriginal	Yes: TSI	Yes: Both			
Have any orders been made by a Court regarding your child?	Yes	No	If yes please attach a copy of the order and provide any details of guardianship, custody and terms of any specific custody or access provision.				
Are there any current disputes concerning custody of your child?	Yes	No	If yes, please attach details.				
Who does the child currently reside with?							
Does your child have any siblings?	Yes	No	If yes, please provide details below and indicate if the siblings are enrolled in a different childcare service for CCB purposes				
Name			DOB			Childcare?	Yes No
Name			DOB			Childcare?	Yes No
Name			DOB			Childcare?	Yes No
Has your child received all the recommended immunisations according to the NHMRC (National Health & Medical Record Council)?	Yes	No	Exempt	If yes, please provide a copy to the centre. If no or exempt, please provide documentation to this effect.			
Does your child require regular medication?	Yes	No	If Yes, please give details and complete an ongoing medication form. If your child has a medical condition that requires ongoing medication to be administered a medical management plan will also be required to be submitted.				
Details...							
Does your child have known allergies?	Yes	No	If yes, please provide details/action to be taken in the event of an allergic reaction. Please complete the relevant Allergy Action Plan.				
Details...							
Does your child suffer from asthma?	Yes	No	If yes, please have a medical practitioner complete an asthma action plan				

Does your child have specific dietary requirements?	Yes	No	If yes, please provide details and complete an allergy plan
Details...			
Does your child have any additional needs?	Yes	No	These could include medical conditions, learning and applying knowledge, communication, mobility, self-care, interpersonal interactions. If yes please provide details below or attach additional information.
Details...			
Is there any other information regarding your child's health or background that the staff should be aware of?	Yes	No	This could include being from a cultural and linguistically diverse background, being from a refugee background, or if the child is in the care of the state or the child's place has been sought by a state child protection worker.
Details...			
I am willing for my child to participate in all experiences offered. I agree that it is my responsibility to familiarise myself with the program and to advise the centre in writing if I do not wish my child to participate in particular activities or outings. All outings will be advertised in writing and written consent will be sought before any outing.			
Yes	No	Signature:	
I give permission for my child to be photographed for the purpose of promotion within the centre. I understand the centre will contact me for additional permission when the photo may be used for external media or promotional activities.			
Yes	No	Signature:	
<i>Sun/Insect Protection and Nappy Cream application Authorisation - Sun protection policy available on request.</i>			
I authorise staff to apply Sun cream supplied by the service to my child while attending our centre.			
Yes	No	Signature:	
I authorise staff to apply insect repellent supplied by the service to my child while attending if required.			
Yes	No	Signature:	
I authorise staff to apply over the Counter Nappy Cream to my child while attending if required. I am aware that I need to supply my own Nappy Cream for my child.			
Yes	No	Signature:	

Families of Port Hedland and Newman: Are you a BHP Billiton Employee?	Yes	No
Families of Karratha: Are you a Woodside Employee	Yes	No

The information provided above is correct to the best of my knowledge.	Parent Signature	Date
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Office Use Only:			
Copy of Birth Certificate provided		Original Birth Certificate sighted	
Copy of Immunisation		Copy of Custody Order	
Ezidebit form completed		CRN of Parent and Child Provided	

Parent/Guardian Details

Parent 1 Full Name				Date of Birth	
Centrelink CRN			Occupation		
Home Address				Postcode	
Work Address				Postcode	
Mobile Phone		Home Phone		Work Phone	
Email Address					
Country of Birth			Languages spoken at home		

Parent 2 Full Name				Date of Birth	
Centrelink CRN			Occupation		
Home Address				Postcode	
Work Address				Postcode	
Mobile Phone		Home Phone		Work Phone	
Email Address					
Country of Birth			Languages spoken at home		

Further persons to be contacted in case of emergency & authorised to collect child

Any person who is unknown to staff is required to produce photo ID. These are people other than the child's parents already listed. These people must be able to collect your child in the event of an emergency if you are unable. Please see Parent Handbook for further details.

Please ensure these emergency contacts are willing and able to collect your child within 30 minutes, in the event of an emergency.

At least 2 contact names must be completed before enrolment commences.

Name				Relation to Child	
Address					
Mobile Phone		Home Phone		Work Phone	

Name				Relation to Child	
Address					
Mobile Phone		Home Phone		Work Phone	

Name				Relation to Child	
Address					

Mobile Phone		Home Phone		Work Phone	
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Name		Relation to Child	
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Address			
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Mobile Phone		Home Phone		Work Phone	
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Name		Relation to Child	
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Address			
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Mobile Phone		Home Phone		Work Phone	
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Permission to Seek Medical Advice

Doctor's Name		Contact Number	
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Address		Medicare Number	
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Medical Insurance Fund		Insurance Number	
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I understand that in the case of an accident or injury, the centre will attempt to contact me; if I cannot be contacted I give authorisation for medical attention to be sought for my child. In the event of an emergency I consent for an ambulance to be called to take my child to hospital. I understand that all medical and transport costs are payable by me and are my responsibility. In the event of an emergency I give my consent for my child's medical files to be released to the admitting hospital.

Parent Signature		Date	
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Requested Booking

Please indicate the days of care you require by ticking the boxes below. Once a booking is requested, 2 weeks written notice is required to cancel the booking without charge. Please be advised that Child Care Benefit (CCB) and Child Care Rebate (CCR) is not payable if your child is absent on their first and/or last day/s at the service and full fees will be charged.

Start Date										
	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Week 1 (Weekly Bookings)										
Week 2 (Fortnightly Bookings Only)										

Enrolment Conditions

Please read and sign overleaf

1. A staff member must be notified of the arrival and departure of a child at the centre. All children are to be signed in and out by an authorized person.
2. All children must be collected from the centre by the centre's closing time. Due to staffing requirements, late fees apply to the collection of children after this time. A late fee of \$1.00 per minute will be charged every minute after closing time. This must be paid in cash to the educator on the day.

3. Upon enrolment fees are to be paid at least 1 week in advance and maintained weekly in advance thereafter to ensure an ongoing enrolment at the centre. Two weeks written notice is required to permanently cancel any booking this includes permanent and casual bookings.
4. Child care benefit is available but until YMCAWA receives notification from the Family Assistance office (FAO), the Parent/Guardian will be responsible for the entire fee. I am aware that it is my responsibility to maintain a current Family Assistance Office Income Assessment Notice for Child Care Benefit (CCB). CCB/CCR are not payable for any absences occurring at the start or end of care or for any attendances where the child has not been signed in or out of care.
5. Payment in advance secures your child care placement therefore payment is required whether your child attends care or not. This includes payment for sick days, public holidays and holidays. Fees are not payable when the centre is closed over the Christmas or New Year Period.
6. I give permission for the centre to transport my child(ren) who are enrolled for outside school hours' care (OSHC) to and/or from school (if applicable to the centre). However, I understand that written permission will be sought from the centre for my child(ren) to be transported for events outside of previously mentioned OSHC service.
7. Any child suffering from an illness, which may, in any way be transferred to other children or staff, shall not be accepted into our care. Once such illness is diagnosed the parent/guardian shall be contacted and requested to resume responsibility for that child. Such illness may be (but not limited to) head lice measles, chicken pox, mumps, cold sores, impetigo and conjunctivitis. The children will be accepted back into the centre upon provision of a clearance certificate from a medical practitioner. Fees are still payable during these periods.
8. Authorisation is given for medical attention to be sought for the child if required in an emergency. All medical and emergency transport expenses will be the responsibility of the parent/guardian should this be necessary.
9. No prescribed medication will be given to a child unless it is in the original packaging and with the written authority of the parent. No medication is to be left in the child's bag or to be self-administered. Non-prescription medication will only be administered when a letter is signed by a medical practitioner is supplied.
10. Any changes of my child's details. I.e. address, telephone number or any other details that appear on the enrolment form must be made known and recorded with the centre Director immediately on a change of address form.
11. YMCAWA commits to the following in regards to your privacy. We commit to: retaining your information in a secure environment and will only provide essential information to our agents or service providers for the purpose of conducting our business or service with you; binding all staff, agents or service providers to our confidentiality agreements and our Privacy Policies; not sharing or selling your information to any third party for marketing purposes and not releasing information unless required by law to do so; providing you with a copy of our Policy document if you require it; explaining the reasons for collecting the information, how we use it, and the consequences of not having the information required. Non identifiable information is used for reporting and program improvement and may be provided to YMCA National office and other YMCA Associations and organisations which partner with YMCAWA.
12. Please bear in mind the YMCAWA policy of payment in advance to avoid any overdue or debt collection fees. I understand that any fees incurred by a debt collection agency will be my responsibility for payment. Copies of these enrolment conditions are available for your records upon request.
13. Please note that an Esidebit agreement is the only form of payment accepted at YMCA WA services. No enrolments will be accepted without these details. Your billing schedule can be arranged with your centre Director. A dishonored payment may attract additional bank fees which the account holder is responsible for. Please be aware that if there is one dishonored payment care will automatically be cancelled until full payment has been received.
14. I understand that by providing my email address correspondence such as account statements, newsletters, invitations to participate in procedural reviews and memos will be forwarded electronically.
15. I am aware that YMCAWA has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt promptly and appropriately. Any allegation or disclosure of abuse, neglect or assault, including sexual assault, of an enrolled child will be reported to the Department of Child Protection.

I have read, understood and agree to the Parent Enrolment Package, including the parent handbook, policies, booking and charging practices. I understand that I can contact the Director if I have any questions relating to the Parent Enrolment Package.

Parent Name			
Signature		Date	



Information for Child Care Professionals

Completed form to be given to your child's Educator

Child's Surname				Child's First Name			
Date of Birth				Gender			
BABIES							
Is your child currently breastfed?	Yes	No	Details...				
Does your child use a bottle?	Yes	No	Formula used...				
Does your child eat solid foods?	Yes	No	Details...				
My child can (please circle)	Sit alone		Crawl		Walk		
EATING							
My child	Enjoys eating	Needs encouragement		Is a fussy eater		Has to be fed	
Food likes?				Food dislikes?			
Can your child drink from a cup?	Yes	No	Details...				
Does your child have known allergies?	Yes	No	E.g. foods, medicine, grass, sunscreen etc. If yes, please provide details.				
Details...							
TOILETING							
Is your child toilet trained?	Yes	No	If yes, which do they use?		Potty	Toilet	
Are there any key words used with your child for toileting?			Details...				
PLAY PREFERENCES							
To help staff settle your child on their first day please list play experiences your child enjoys.							
Details...							
Favourite Toys/Games?				Any fears or anxieties?			
SLEEP ROUTINE							
Usual wake up time?			Usual evening bed time?				
Usual nap time?			Any sleep time toys/blankets?				
On waking my child is	Happy		Cuddly		Unsettled		
Any special bedtime routines?	Details...						
GENERAL							
Does your child speak any languages other than English?	Yes	No	Details...				
How would you describe your child's disposition? E.g., Happy, outgoing, shy, quiet, withdrawn, irritable, aggressive etc.							
Details...							
Any other information you think will assist the Educators caring for your child?							