

Enrolment Form - Early Learning Centre



Services Required

| | | | |
|-----------------------|--|---------------|--|
| Date of commencement: | | | |
| Early Learning Centre | <input type="checkbox"/> Yes <input type="checkbox"/> No | Days required | <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri |

Family Information

| Person 1 – Responsible for Child’s Education with the College Centre | |
|---|---|
| Relationship to child | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: |
| Title | |
| Surname | |
| First name | |
| Home address | |
| | Postcode: |
| Postal address | |
| | Postcode: |
| Proof of address (e.g. driver’s licence, passport, other photo ID, Centrelink documents) <input type="checkbox"/> | |
| Home phone number | Mobile: |
| Email address | |
| Occupation | |
| Workplace | Phone: |
| CRN | |
| Country of birth | <input type="checkbox"/> Australia <input type="checkbox"/> Other: |
| First language spoken at home | <input type="checkbox"/> English <input type="checkbox"/> Other : |
| Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander |
| Are you the legal guardian of the child? | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please give details: |

| | | |
|--|---|--|
| Is this child in the care of the state? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details: | |
| Is there anyone legally denied access to the child? Please provide information | Name: | |
| | Address: | |
| Are there any court orders or legal documentation relating to this child? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details and copies of documentation: | |
| Do you have children at another Centre? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Person 2 – Responsible for Child's Education with the College Centre | | |
|---|---|---------|
| Relationship to child | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: | |
| Title | | |
| Surname | | |
| First name | | |
| Date of Birth | | |
| Home address | | |
| | Postcode: | |
| Postal address | | |
| | Postcode: | |
| Proof of address (e.g. driver's licence, passport, other photo ID, Centrelink documents) <input type="checkbox"/> | | |
| Home phone number | | Mobile: |
| Email address | | |
| Occupation | | |
| Workplace | | Phone: |
| CRN | | |

| | | |
|--|---|--|
| Country of birth | <input type="checkbox"/> Australia <input type="checkbox"/> Other: | |
| First language spoken at home | <input type="checkbox"/> English <input type="checkbox"/> Other : | |
| Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander | |
| Are you the legal guardian of the child? | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please give details: | |
| Is this child in the care of the state? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details: | |
| Is there anyone legally denied access to the child? Please provide information | Name: | |
| | Address: | |
| Are there any court orders or legal documentation relating to this child? | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details and copies of documentation: | |
| Do you have children at another Centre? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Other Authorised Adults who may have involvement with the child while at the Centre | | |
|---|---|---------|
| Relationship to child | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: | |
| Title | | |
| Surname | | |
| First name | | |
| Home address | | |
| Home phone number | | Mobile: |
| Email address | | |
| Occupation | | |
| Workplace | | Phone: |

| | |
|--|--|
| Authorised to Collect Child | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Authorised to authorise medication | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Authorised to authorise external Centre Travel | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Other Family Members : other children in the family – not enrolled with the College | | | |
|---|--|-----|--|
| Name | | Age | |
| Name | | Age | |
| Name | | Age | |
| Name | | Age | |

| Other Children in the family – studying at the College? | | | |
|---|--|------------|--|
| Name | | Year level | |
| Name | | Year level | |
| Name | | Year level | |

Has your family had any previous involvement in the College? If yes, please give details:

Yes No

Emergency Contacts other than Parents

| | | |
|--|---|---------|
| Relationship to child | | |
| Title | | |
| Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Surname | | |
| First name | | |
| Home address | | |
| Home phone number | | Mobile: |
| Email address | | |
| Occupation | | |
| Workplace | | Phone: |
| Are there any other details you would like to tell us? | | |
| Authorised to Collect Child | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Authorised to authorise medication | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Authorised to authorise external Centre Travel | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|-----------------------|---|--|
| Relationship to child | | |
| Title | | |
| Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Surname | | |
| First name | | |
| Home address | | |

| | | |
|--|--|---------|
| Home phone number | | Mobile: |
| Email address | | |
| Occupation | | |
| Workplace | | Phone: |
| Are there any other details you would like to tell us? | | |
| Authorised to Collect Child | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Authorised to authorise medication | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Authorised to authorise external Centre Travel | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Additional Information

| Please attach copies of the following information: | |
|--|--|
| <input type="checkbox"/> | Birth Certificate or equivalent |
| <input type="checkbox"/> | Court Documents (if applicable) |
| <input type="checkbox"/> | Medical information |
| <input type="checkbox"/> | ESL Assessment (if applicable) |
| <input type="checkbox"/> | Special Needs documentation/Paediatrician Reports/IEP etc. (if applicable) |
| <input type="checkbox"/> | In house testing results e.g. PAT test, Brigance or equivalent |
| <input type="checkbox"/> | Child's Immunisation records |

Child's Information

| | |
|--|---|
| Surname | |
| First names | |
| Preferred First name | |
| Sex (as per birth certificate) | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Note: uniforms, use of amenities and other single-sex functions of the College will be determined by the birth certificate sex of the child. | |
| Date of birth | |
| Child's residential address | |
| Country of birth | <input type="checkbox"/> Australia <input type="checkbox"/> Other: |
| Is your child an Australian citizen? OR New Zealand Citizen? OR What is the child's Citizenship? | <input type="checkbox"/> Yes (please provide birth certificate and citizenship documents) <input type="checkbox"/> Yes (please provide birth certificate and visa documents) Citizenship: _____ Visa Sub-class: _____ (please provide birth certificate, visa and passport) |
| Language spoken at home | <input type="checkbox"/> English <input type="checkbox"/> Other : |
| Australian Resident | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your child of Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander |
| Any special considerations (e.g. cultural requirements) | |
| Current centre attended | |
| Enrolment required for | <i>e.g. 2017</i> |
| CRN Number | |
| Current Church/ Youth group/ Kid's Club etc. | |

| | | | |
|------------------------|--|-------------|--|
| Preferred Doctors Name | | | |
| Doctors Address | | | |
| Doctors phone number | | | |
| Medicare Number | | Reference # | |

School History

| Name of Schools/Childcare/Kindergarten attended previously | Year Level | Years (e.g. 2000 – 2005) | Full-time or part-time |
|--|------------|--------------------------|------------------------|
| | | | |
| | | | |

Student Learning and Development

| To enable us to have Nationally Consistent Collection of Data, please complete the following: | | |
|---|------------------------------|-----------------------------|
| Does your child have a special need? If yes, please identify type below. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| ADD/ADHD | | |
| Anxiety Disorder | | |
| Auditory Processing Difficulty | | |
| Autism/Asperger's | | |
| Dyslexia | | |
| Eating Disorder | | |
| Foetal Alcohol Syndrome | | |
| Hearing Impairment | | |
| Intellectual Impairment | | |
| Learning Difficulty | | |
| Mental Health Concerns | | |
| Non Verbal Learning Disorder | | |

| | | |
|--------------------------------|--|--|
| Post-Traumatic Stress Disorder | | |
| Physical Impairment | | |
| Reactive Attachment Disorder | | |
| Social/Emotional | | |
| Self-Harm | | |
| Speech/Language Difficulty | | |
| Vision Impairment | | |
| Other (please give details): | | |

| | | |
|---|------------------------------|-----------------------------|
| <p>If your child has one of the listed special needs, how does it affect the student as a learner and in the centres environment? Please give details. (attach a page if required)</p> | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <p>Are there any other facts that the College should know about your child? If yes, please give details:</p> | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Physical Development and Health

| | | |
|--|------------------------------|-----------------------------|
| <p>Has physical development been normal? If no, please give details:</p> | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <p>Has your child had a hearing check? If yes, does your child have any issues and/or need to wear a device?</p> | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <p>Has your child had a vision check in the last two years? If yes, does your child have any issues and/or need to wear lenses?</p> | <input type="checkbox"/> yes | <input type="checkbox"/> no |

| | | |
|--|------------------------------|-----------------------------|
| If applicable, I give permission for my child's Medical Health Plan to be displayed to the students, parents, volunteers and Staff | <input type="checkbox"/> yes | <input type="checkbox"/> no |
|--|------------------------------|-----------------------------|

List any medication that your child is taking regularly.

Other important medical information that the College should be aware of.

Various health conditions may affect students learning. Please indicate 'yes' for any condition the student has and provide details including any action to be taken if required. Please attach additional information where necessary.

| Condition | Yes | No | Details |
|--|-----|----|--|
| | | | Please provide information for any question to which you answer Yes. Include any action to be taken if required. Please attach additional information where necessary. |
| Allergies <ul style="list-style-type: none"> Foods Ointments Band-Aids/Elastoplast Penicillin Other drugs Anaesthetic Plants Animals Any Other | | | |
| Condition | Yes | No | Details |
| | | | Please provide information for any question to which you answer Yes. Include any action to be taken if required. Please attach additional information where necessary. |
| Anaphylaxis (Including at risk) | | | |

| | | | |
|--|--|--|--|
| Asthma or Respiratory Problems | | | |
| <ul style="list-style-type: none"> Puffer/Spacer required | | | |
| Back, Bone, Joint or Muscular Problems | | | |
| Behavioural/Emotional Disorders | | | |
| Blood Pressure | | | |
| Brain or Head Injury | | | |
| Blackouts/Dizzy Spells | | | |
| Cancer | | | |
| Chronic Fatigue | | | |
| Convulsions | | | |
| Diabetes | | | |
| Epilepsy | | | |
| Glandular Fever | | | |
| Hay Fever | | | |
| Heart Problems | | | |
| Kidney Problems | | | |
| Migraine | | | |
| Phobias | | | |
| Recent Illness | | | |
| Skin Problems | | | |
| Surgical Operations | | | |
| Tourette Syndrome | | | |
| Travel Sickness | | | |

Consent

| | | |
|---|--|---|
| I/ We give permission to Groves' staff to arrange for the provision of medical treatment for the child/ren including ambulance service and transportation, administration of prescribed medications as considered necessary in cases of emergency or where the nominated persons cannot be readily contacted and agree to pay all costs involved. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I understand that in the event of my Child's body temperature rising to 38° or above, that my child will be sent home. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I understand that personal medication will not be given without the correct details being shown on the medication label. Panadol elixir and other medications must contain a chemist label stating the child's name and current date. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I agree to abide with the health policies of Groves Christian College and collect my child from the facility if he/she becomes ill and I will keep the child away from the facility when necessary and in conjunction with policies and regulations set out by Health Authorities. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I give permission for the Director and staff to administer first aid treatment to my child. E.g. for bumps, scratchers, nosebleeds, insect bites when required. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I give permission for staff to supply sunscreen to my child when outdoors. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I give permission for my child to be photographed while attending the Centre. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I give permission for: <ul style="list-style-type: none"> • A classroom Observation • Promotional Incl. Website • Video Photography | <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes | <input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no |
| I give permission for my child to participate in Fire Drills regularly at the Centre. I understand that the child will be required to leave the Centre and assemble in the designated Evacuation areas. | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Conditions of Enrolment

| | |
|-------------------------|--|
| Name of Child concerned | |
|-------------------------|--|

In consideration of the Centre accepting the above named Child/ Children into Groves Christian College Early Learning Centre, I/we undersigned hereby acknowledge that all the information provided on this form is true and correct and that I/we will provide the Centre with any changes within 7 days.

A \$50 application fee per family must accompany this form. Non-refundable.

I/we understand that the Centre is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. In relation to the personal information of my child and family, the Centre's primary purpose of collection is to enable the Centre to provide safe and approved care for my child. This includes satisfying both the needs of parents and the needs of child throughout the whole period of enrolment at the Centre.

I/We hereby apply to have enrolled at the Groves Christian College Early Learning Centre, and accept the conditions as set out above. Should the child be accepted, I/we undertake to support the staff of the Centre, as may be determined from time to time, and to be responsible for the payment of fees and charges.

| | | | |
|--------------------|--|------|--|
| Father's Signature | | Date | |
| Mother's signature | | Date | |