

Court orders relating to the child

Are there any **court orders** relating to the powers, duties, responsibilities or authorities of any person 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;
 - in the case of a family day care service, the taking of the child outside the family day carer's residence or family day care venue by a family day carer,
 - consent to the medical treatment of the child;
 - request or permit the administration of medication to the child;
 - collect the child from the service or family day care, AND/OR
 - b) give these powers to someone else,

please describe these changes and provide the contact details of any person given these powers:

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Details of people who you authorise to collect you child.

Your consent is required for other people to collect the child from the children's service on your behalf. In the table below please list the details of those people you have authorised to collect the child. This list may be added to or changed throughout the year. 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.

Name	Name
Address	Address
Telephone/s (H) (W)	Telephone/s (H) (W)
(Mobile)	(Mobile)
Relationship to child	Relationship to child
Name	Name
Address	Address
Telephone/s (H) (W)	Telephone/s (H) (W)
(Mobile)	(Mobile)
Relationship to child	Relationship to child
Name	Name
Address	Address
Telephone/s (H) (W)	Telephone/s (H) (W)
(Mobile)	(Mobile)
Relationship to child	Relationship to child

Child's health information

Name Doctor/Medical Service: Telephone:

Address Doctor/Medical Service:

*Maternal & Child Health (MCH) Centre:

Does your child have a child health record? No Yes (please tick)
If yes, please provide to the service for sighting.

Child health record means a record that documents a child's health and development assessments and immunisations.

Name and position of person at the children's service who has sighted the child's health record.

Name: Position:

Child's medical information

Does your child have any special needs? No Yes (please tick)

If yes please provide details of any special needs and any management procedure to be followed with respect to the special need.

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Does your child have any allergies or sensitivity? No Yes (please tick)

If yes please provide details of any allergies and any management procedure to be followed with respect to the allergy.

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Anaphylaxis

Has your child been diagnosed at risk of anaphylaxis? No Yes

Does your child have an auto injection device (eg EpiPen®)? No Yes

Has the anaphylaxis medical management plan been provided to the service? No Yes

Has a risk management plan been completed by the service in consultation with you? No Yes

In the case of anaphylaxis you will be provided with a copy of the services anaphylaxis management policy. You will be required to provide the service with an individual medical management plan for your child signed by the medical practitioner who is treating your child. This will be attached to your child's enrolment form. More information is available at www.education.vic.gov.au/anaphylaxis

Does your child have any other medical conditions? (eg asthma, epilepsy, diabetes etc that are relevant to the care of your child) No Yes (please tick)

If yes please provide details of any medical condition and any management procedure to be followed with respect to the medical condition.

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Does the child have any dietary restrictions? No Yes (please tick)

If yes, the following restrictions apply:

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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 (valid from March 2006)	Birth	2months	4months	6 months	12 months	18 months	4 years
Hepatitis B							
Diphtheria, tetanus and acellular pertussis (DTPa)							
Haemophilus influenza (Type b)							
Inactivated poliomyelitis (IPV)							
Pneumococcal conjugate (7vPCV)							
Rotavirus							
Measles, mumps and rubella (MMR)							
Meningococcal C							
Varicella (VZC)							
Additional immunisations for Aboriginal and Torres Strait Islander children (if required)							
					12-24 months		18-24 months
Hepatitis A							
Pneumococcal polysaccharide (23vPPV)							

***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)

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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 proprietor or in the case of a family day care, the family day care service to seek medical treatment for the child from a medical practitioner, hospital or ambulance service.

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Signature **Date**

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's Services Regulations 2009 (regulation 35(1) (d-e))

Lawful Authority

Parents

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

Proprietors are reminded of their requirement to comply with the Information Privacy Act 2000, which requires a Privacy Collection Statement to accompany any enrolment form.

FAMILY MEDICAL INFORMATION

Doctor: _____
Name Address Phone:

Medicare No. _____ Ambulance Subscription No. _____

Do any of your children have SPECIAL NEEDS that you feel should be brought to our attention?

CUSTODY ARRANGMENTS: (Please complete if applicable)
If you are a sole parent is access available to other parent? Yes No
If you have sole custody please provide the centre with a copy of any court order for custody or access relating to the child so that we may enforce it.

PARENTAL DECLARATION:
I, the undersigned, approve of the enrolment and agree to abide by the rules and conditions of the vacation program and any costs incurred. I authorise the coordinator / Team Leader in the event if any unforeseen accident or illness to obtain such medical assistance as is required and agree to meet any expenses attached to such treatment.
I also accept full responsibility for my child's belongings whilst attending the program. I fully understand that if my child continuously misbehaves and after behaviour guidance procedures have been followed, I will be notified and my child may be removed from the program. I undertake to inform the program staff of any absence of my child. I acknowledge that my child will not attend the programs if suffering from any infectious or contagious disease. In the event that my child is injured or becomes ill during the program, either an authorised person or myself shall collect the child as soon as is practical.

SIGNED: _____ DATE: _____

EXCURSION PERMISSION:
I the undersigned person give permission for the children who appear on this enrolment form to attend the excursion advertised by YWCA Bendigo Region School Holiday Program. I understand that the activities I have booked my children into, may involve being taken off the YWACA Bendigo premises. Transport to other venues will include bus travel and walking as determined by the program supervisor.

SIGNED: _____ DATE: _____

PRIVACY ACT:
YWCA Victoria acknowledges and respects the privacy of individuals. The information that is being collected on this document for the purpose of processing your enrolment in YWCA Bendigo Region School Holiday Program, providing you with updated information and assisting us to improve our services to you. The personal information collected is of the parents/guardians of the child have consented for this information to be collected. The intended recipients of this information are YWCA Victoria, and its authorised staff and relevant government authorities. You have the right to access and alter personal information in accordance with Commonwealth Privacy Act (Amended 2001) and the YWCA Victoria Privacy Policy.

PHOTO CONSENT:
YWCA Victoria SHP will be taking photos of the children whilst they participate in the activities provided on the program. The photos are displayed on photo boards at the YWCA, the local paper also takes photos of the children enjoying the activities and publish then in the paper. YWCA Victoria may publish in the annual report, a couple of the photos of the children at play. YWCA Victoria will not permit the photos to be on display elsewhere. Please indicate if you give permission for your child/ren to have their photo take whilst at the YWCA SHP.
YES NO

SIGNED: _____ DATE: _____