CONFIDENTIAL: RESTRICTED ACCESS

☑ Flexible / Casual ☐ Fixed / Routine

Lockleys North PS OSHC
Enrolment Form: Part 1

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CHILD

Family Name: | Gender: F / M
First Name(s): | Known as:
Date of birth: __ / __ / ____ | CRN:
Address No. / Street: | Town/ Suburb:
Postcode: | Primary Language:
Indigenous status: | Aboriginal: Yes / No | TS Islander: Yes / No

ELIGIBLE PARENT/GUARDIAN & BILLING DETAILS

Name:
Date of birth: __ / __ / ____ | CRN:
Relationship to child: | Contact Priority: ☐ | Primary Language:
Address: (h)
(w)
Phone: (h) | (w) | (m)
Email:

OTHER PARENT/GUARDIAN (if applicable)

Name:
Relationship to child: | Contact Priority: ☐ | Primary Language:
Address: (h)
(w)
Phone: (h) | (w) | (m)
Email:

PARENTING PLANS / ORDERS relating to this child

EMERGENCY CONTACTS & COLLECTION AUTHORITIES

Name: | Contact Priority: ☐
Address: | Relationship to child:
Phone: (h) | (w) | (m)

Name: | Contact Priority: ☐
Address: | Relationship to child:
Phone: (h) | (w) | (m)

N.B. It is very important that you tell these people that you have nominated them. In nominating them you give them authority to act on the child's behalf if neither parent can be located, to pick up the child in an emergency and care for the child until s/he can be returned home.

COLLECTION AUTHORITIES ONLY

Name:
Address: | Relationship to child:
Phone: (h) | (w) | (m)

Name:
Address: | Relationship to child:
Phone: (h) | (w) | (m)

N.B. The people nominated here have been given approval only to collect the child and should NOT be contacted in case of an emergency.

Enrolment Form: Part 2

Child's Name:

MEDICAL AND HEALTH INFORMATION

Has the child received all immunisations appropriate for her/his age? Yes / No

If no, please give details:

Has the child received the following immunisations? (please tick):

	10 - 15 years
Diphtheria	☐
Tetanus	☐
Pertussis (Whooping Cough)	☐
Varicella (Chickenpox)	☐
Human Papillomavirus (HPV)	☐

I accept full responsibility if my child is not immunised.

Parent / Guardian signature:

Has the child any conditions / medications that may be effected by OSHC activities?

If yes, please give specifics and any related medication:

Has the child any disabilities? Yes / No **Effective date:** _ _ /_ _ /_ _ _ _

If yes, please record specifics:

Has the child any special needs? Yes / No **Effective date:** _ _ /_ _ /_ _ _ _

If yes, please record specifics:

Does the child usually require special aids (e.g. glasses, hearing aid etc.)?

If yes, please give details:

Has the child any special dietary needs not related to allergies?

If yes, please give specifics:

Has the child suffered any illness that may re-occur (e.g. chronic ear infection)?

If yes, please give details:

Has the child had any kind of allergic reactions or food intolerances?

Foods:	Reaction / Medication:

Penicillin:	Reaction / Medication:

Others:	Reaction / Medication:

Is there any other medical information we might need to know?

Note: Please supply the service with required medications in original containers with the child's name clearly marked. Please complete a permission to administer medication form together with any medication records where necessary.

Usual Medical attendant

Doctor's name: **Phone No.:**

Clinic name:

Address:

Usual Dental attendant

Dentist's name: **Phone No.:**

Clinic name:

Address:

Medical Benefits cover with:

Ambulance cover with:

Medicare number: **Health Care Card number:**

Enrolment Form: Part 3

Child's Name:

BOOKINGS

BSC	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Arrive:							
Depart:							

From: __/__/____ for: ____ weeks / or until: __/__/____ or Ongoing (tick) ☐

ASC	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Arrive:							
Depart:							

From: __/__/____ for: ____ weeks / or until: __/__/____ or Ongoing (tick) ☐

VAC	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Arrive:							
Depart:							

From: __/__/____ for: ____ weeks / or until: __/__/____ or Ongoing (tick) ☐

IS THERE ANYTHING MORE WE NEED TO KNOW?

(e.g. 1. any personal, religious or cultural practices/prohibitions that you would like the service to know or 2. comments on homework, behaviour management etc.)

CONSENTS

Please initial next to each item to which you consent.

- I give consent for my child/ren to watch PG/G rated movies while at the service ☐
- I give permisson for my child / children to use their own chromebooks & Ipads and I understand that the service does not take any responsibility for any loss or damage to property. ☐
- I consent for my child to take part in supervised walking excursions within the local area as part of the Centre's program . ☐
- I give permission for my child/children to participate in the OSHC program and understand that OSHC staff will notify parents/guardians of each individual excursion. I understand it is my responsibilty to advise staff if i do not wish my child/children to participate in a particular activity. ☐
- I consent for my child to be photographed and for their image and name to be published in circumstances the Director deems to be appropriate. ☐
- I give permission for OSHC staff to exchange information relating to my child with school staff and to the appropriate person(s). I give permission for my child/children to walk indoor with bare foot. ☐
- I understand any checks will be conducted sensitively. I understand that i will need to collect my child, if OSHC supervising staff believe that my child has head lice. I understand it is my responsibility to arrange collection of my child from OSHC, when notified. I understand that i may have to provide a letter form a gerneral practitioner to say my child is free of headlice. ☐
- I consent for Centre staff to apply sunblock to my child if required. ☐
- I agree to pay the required fees for my child/childrens booked care for OSHC. ☐
- in the even of a medical emergency, OSHC staff will call an ambulance, in line with standard first aid training, I understand that i am reponsible for the cost associated with medical care, ambulance and hospital cost. ☐
- i understand the information provided on this enrolment form/medical form; is collected for the purpose of registration, program, statistic, reporting and evaluation. May be disclosed to and used for the purpose by Commenwealth and State government departments and their agencies. May otherwise be disclosed without consent where authorised or required by law. ☐
- I have read the OSHC 'Information to parents' and agree to comply with the OSHC service policies and procedures outlined. ☐
- To allow shoes off during indoor play. ☐

AGREEMENTS

I agree to pay the required fees for my child's booked childcare hours and accept the policies and rules of the Service.

I agree that the staff of the Service may administer simple first aid to my child if the need arises.

I understand that if at any time the staff of the Service consider that my child requires emergency medical/hospital/ambulance assistance, they will have the local medical/ hospital/ambulance attend my child. I acknowledge that I will be liable for any medical/ hospital/ambulance expenses incurred in the treatment of my child.

I certify that the information entered upon this form is true to the best of my knowledge and I undertake to inform the Service if any of these details change.

Parent / Guardian signature: _____ **Date:** _ _ / _ _ / _ _ _ _

sighted a child health record (tick) ☐

Interviewed / Accepted by: _____ **Date:** _ _ / _ _ / _ _ _ _