

# Coburg Leisure Centre Occasional Care Service Enrolment Form

The following information is confidential.

**Please note:** It is essential that prior to commencement the following information is complete and up to date. This form must be completed by a parent or guardian who has lawful authority in relation to the child. Please notify the centre of any change of address, phone number or care arrangements. Thank you for your cooperation.

How did you hear about us? \_\_\_\_\_

## Child/ren's Details

Family Name	Given Name(s)	Usually Called	Date of Birth	Gender
1.				
2.				
3.				

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

Does the child/ren live with:     both parents     one parent     a guardian

Is the child/ren of Aboriginal and/or Torres Strait Islander decent?     Yes     No

## Parent or Guardian 1 Details

Full Name: \_\_\_\_\_ R'ship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone:    H \_\_\_\_\_    W \_\_\_\_\_    M \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

## Parent or Guardian 1 Details

Full Name: \_\_\_\_\_ R'ship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone:    H \_\_\_\_\_    W \_\_\_\_\_    M \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

### COURT ORDERS RELATING TO THE CHILD

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?  **NO – proceed to the next section**  **YES – please read and complete the following**

1. Bring in the original court orders for staff to view and attach a copy to this enrolment form.
2. If these court orders give powers to other persons AND/OR affect the powers, duties, responsibilities and/or authorities of a parent or guardian of the child to:
  - consent to the medical treatment of the child/ren and the authorisation of the service to seek medical treatment by an appropriate medical or ambulance service
  - request or permit the administration of medication to the child/ren
  - authorises the taking of the child/ren outside the premises by a staff member of the service in the case of an emergency when reasonably required
  - collect the child

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

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### DETAILS OF PEOPLE WHO CAN COLLECT THE CHILD

There may be times when the child has an accident, injury, trauma or illness and the parent/s or guardian/s cannot be contacted. In the event that the child is not collected and the parent/s or guardian/s **cannot** be contacted, the children's service will use this list to arrange someone to collect the child. This list may be added to throughout the year. To deal with these situations the children's service should notify one of the following people who are authorised to collect/care and consent to medical treatment for the child. **Identification must be produced on request from staff.**

1. Full Name: _____	R'ship to child: _____
Home Address: _____ Postcode: _____	
Telephone: H _____ W _____ M _____	
2. Full Name: _____	R'ship to child: _____
Home Address: _____ Postcode: _____	
Telephone: H _____ W _____ M _____	
3. Full Name: _____	R'ship to child: _____
Home Address: _____ Postcode: _____	
Telephone: H _____ W _____ M _____	
4. Full Name: _____	R'ship to child: _____
Home Address: _____ Postcode: _____	
Telephone: H _____ W _____ M _____	

**MEDICAL AND HEALTH INFORMATION**

Maternal and Child Health Centre OR Doctor Name: \_\_\_\_\_

Medical Service: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Medicare No: \_\_\_\_\_

Ambulance Subscription: Yes  No  Private Health Cover: Yes  No

Please provide details and attach a copy of relevant management procedures or plans for any “yes” responses to the following questions.

In the case of anaphylaxis, you will be provided with a copy of the services Anaphylaxis Policy and Risk Minimisation Plan. You are required to provide the service with an individual medical management plan (Action Plan) for your child signed by the medical practitioner who is treating your child. More information is available at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

CHILD 1 Name \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an auto injection device and Action Plan (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities** (e.g. Asthma)? YES  NO
- Does your child have any **dietary restrictions, food intolerances**? YES  NO

CHILD 2 Name \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an auto injection device and Action Plan (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities** (e.g. Asthma)? YES  NO
- Does your child have any **dietary restrictions, food intolerances**? YES  NO

CHILD 3 Name \_\_\_\_\_

- Has your child been diagnosed at risk of **anaphylaxis**? YES  NO
- Does your child have an auto injection device and Action Plan (e.g. EpiPen®)? YES  NO
- Does your child have any **special needs** e.g. medical/physical conditions? YES  NO
- Does your child suffer from any **allergies or sensitivities** (e.g. Asthma)? YES  NO
- Does your child have any **dietary restrictions, food intolerances**? YES  NO

We regret that we are unable to care for sick children or children with contagious illnesses. Please note if your child requires the administration of medication you will need to complete an “Authority to Give Medication” form.

## SUNSCREEN PROTECTION

In line with the Cancer Council Victoria and SunSmart recommendations, the children's service suggests all children are protected by SPF 30 (or higher) sunscreen when exposed to sunlight. In conjunction with the YMCA SunSmart Policy, **we ask that each parent apply SPF 30 (or higher) sunscreen to their child prior to their arrival at the children's service.** Children are also required to wear a hat while outside, if one is not supplied your child/ren will not be able to go outside. Copies of the YMCA Sun Smart Policy are available on request from staff.

Yes  **reapply** SPF 30 (or higher) sunscreen or the one which I have supplied, to my child as required when going outside from **15 August to the end of April** and whenever UV levels reach 3 and above.

No  do not **reapply** SPF 30 (or higher) sunscreen to my child.

## IMMUNISATION

I understand that it is my responsibility to ensure that the children's service facility has an up to date immunisation record for my child/ren.

**Has your child/ren been immunised?** Yes  No

If **YES**;

In accordance with the 'No Jab, No Play' legislation parents are required to attach a copy of their child/ren's immunisation History Statement before their enrolment can be processed. **The only accepted form of immunisation documentation status is an Immunisation History Statement (IHS) from the Australian Immunisation Register (AIR).** Parents also have an ongoing obligation to keep immunisation information current at our service. Please attach immunisation statement to enrolment, or email [coburgleisure@activemerri-bek.com.au](mailto:coburgleisure@activemerri-bek.com.au).

To obtain the documentation you can either:

- Go through Medicare online accounts i.e. MyGov
- Email [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- Call the Immunisation Register (Australian Childhood Immunisation Register)
- Phone: 1800 653 809 or email: [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- Visit a local Medicare service centre
- Requested a statement to be sent in the mail

**Staff Only Attached & Sighted** Yes

**OTHER INFORMATION**

If there is anything else that the children’s service should know about the child (e.g. excessive fear, toileting, interests and abilities, behavioural styles, cultural values and religious beliefs etc.) please provide details:

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**CONDITIONS OF ENROLMENT**

By enrolling my child/ren in the Coburg Leisure Centre Children’s Service, I agree to the following conditions:

1. Children are only accepted into the facility from 6 weeks of age through to 12 years of age.
2. Although every care will be taken, childcare staff are free from all responsibility for accidents or loss of property in connection with any child’s participation in the program.
3. I am willing for my child/ren to participate in all activities offered in the facility. I agree it is my responsibility to familiarise myself with the program and to advise the Centre in writing if I do not wish my child/ren to participate in a particular activity.
4. I agree to collect or make arrangements for the collection of the child/ren referred to in this enrolment form if they become unwell at the service.
5. In the event of accident, injury, trauma or illness suffered by my child/ren, childcare staff are authorised, on behalf of myself, to seek or where appropriate administer such medical treatment as is reasonably required. I shall then reimburse the centre for any expense incurred.
6. In the case of an emergency and for training purposes I authorise the taking of my child/ren outside the premises of the service by a staff member.
7. I give consent for the proprietor to seek medical treatment for my child from a registered medical practitioner, hospital or ambulance service if required.
8. I have read, understood and agree to follow the payment structure and policies.
9. The Centre reserves the right to exclude children from the facility for misbehaviour that is deemed inappropriate. In the event of suspension or expulsion from the facility, it is the parents’ responsibility to have the child collected immediately. No monies will be refunded for that session of care.
10. The Centre reserves the right to refuse any person entry to the childcare facility as decided by Centre Management.
11. I agree that my child/ren may be photographed while participating in the program for internal use only (on the display wall, for programming purposes). To agree for photographic consent for advertising purposes I will complete the attached “Photograph Request and Consent Form.”

**DECLARATION**

I \_\_\_\_\_  
 Print Full Name

- am a person with lawful authority of the child referred to in this enrolment form;
- declare that the information provided for the purpose of this enrolment is true and correct and that I undertake to immediately inform the children’s service in the event of any change to this information;
- have read, understood and agree to the conditions outlined above.

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Print Full Name

**Privacy Disclaimer**

The YMCA uses this form to collect personal information for the purposes of program enrolment and statistical recording. The information may be shared with funding agencies, staff and administrators. You will be able to access and amend or correct information on request.

**Lawful Authority**

All parents have powers and responsibilities in relation to their children, which 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.

A guardian of a child 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.

**OFFICE USE ONLY - If applicable.**

Has the following been given to the parent/guardian:

Anaphylaxis Management Policy and Risk Minimisation Plan YES  Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**GENERAL - PHOTO REQUEST AND CONSENT FORM (CHILD)**

Coburg Leisure Centre along with Merri-bek City Council wish to ensure that those participating in activities at the centre are protected and not photographed without knowledge and consent.

**Details of Photographer:**

Name: Coburg Leisure Centre Staff  
000231

Address: Bridges Reserve – Russell Street, Coburg 3058

Contact Details: 9354 3504

**Reason and details for request:** A series of photographs may be taken while your child is attending the children's service to be used by the Centre, YMCA and Merri-bek City Council in a variety of publications, brochures, posters and on internet sites for promotional purposes. You will have the right of access to view these photographs.

**Person being photographed – Consent**

I _____ give consent for my child:	
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
to be photographed at Coburg Leisure Centre by the above person, following the set of guidelines of management that are in place.	
Signed: _____	Date: _____
Relationship to child: _____	

**Management Authorisation**

Manager's Name: _____	
Signed: _____	Date: _____
Other Comments: _____	

## PLEASE KEEP THIS SHEET FOR YOUR INFORMATION

### OCCASIONAL CARE GUIDELINES

In order to provide quality occasional care, the following guidelines have been prepared for you:

#### Age

The childcare service caters for children from 6 weeks old to 12 years of age. Children over the age of six can attend but are not able to attend for more than 1.5 hours.

#### Access Time

Children are able to attend childcare for a maximum of 15 hours per week.

#### Enrolments

An enrolment form must be completed prior to your child/children's first visit to our occasional care facility as well as a re-enrolment at the beginning of each year following. This is available online, or from reception or occasional care. This provides us with the relevant information required to care for your child.

#### Bookings

Due to regulations, there is a limit to the number of children who can attend Occasional care at any one time. Therefore, parents are required to book their children in prior to each session (on a first in best dressed basis). Should you arrive late you will only be eligible to stay for the time in which you had originally booked, unless otherwise discussed with staff.

#### Cancellations

A 24-hour cancellation policy applies. This requires parents/guardians to make any cancellations by 9am the day prior to your booking. This change will assist the process of booking children that are on the waitlist and allow us to give parents/guardians advanced notice for these bookings. Any cancellations after 9am the day prior or NO-SHOWS to your session may be charged. However, if the cancellation is due to medical reasons, and a medical certificate is provided, no fees will be charged.

#### Arrival and Departure

You must ring the doorbell to gain access to the childcare facility and wait for a staff member before you exit, as the door is always locked. This is to ensure the safety of all children. All children must be signed in and out of occasional care at all times by their parent or guardian. Please be punctual when picking up your child as a late fee may apply. If your child/children are to be picked up by another family member or friend, staff must be notified of the arrangements.

#### Illness

To maintain the best quality environment for all children, we ask that ill children be kept at home. Staff are permitted to refuse entry to any child showing signs of illness.

#### Emergency Care

Where emergency care is required, the parent/guardian will be notified immediately. If the parent is unable to be contacted the staff will follow procedures outlined on the enrolment form and will undertake any necessary action.

#### Late Fees

If you are to pick up your child/ren late, a late fee will apply.

#### What to Bring

- We encourage a healthy lifestyle, so please supply a healthy snack for your child in a clearly labelled container. (Nuts or nut products are not permitted in the childcare centre).
- A hat, appropriate clothing and sun screen must be worn by all children while outside, regardless of weather conditions between the months of August and April.
- Nappies (if applicable) and a change of clothes (and spare socks) should be provided at all times.
- Please endeavour to bring your child/ren in with a clean nappy prior to visiting occasional care in order to assist staff in providing the highest quality of care for your child.

A Parent Handbook is available on our website [www.active.merri-bek.vic.gov.au/programs-and-services/children/child-care](http://www.active.merri-bek.vic.gov.au/programs-and-services/children/child-care) should you require further details on procedures and policies. Parents are encouraged to be part of this important service through open discussion with staff members regarding any comments, suggestions or concerns.