

To ensure we have current enrolment information, we kindly ask that you complete this form, re-sign the enrolment agreement and return by **DD/MM/YYYY**.

Please refer to Glossary of Terms on page 9 when completing this form.

Your child's details

Child's name:

Has your child's address changed since enrolment or previous update? ☐ **Yes** ☐ **No**

If **Yes**, please record address below.

.....

Getting to know your child

Have your child's routines significantly changed since enrolment or the previous enrolment update? e.g. toileting, sleep, behaviour? ☐ **Yes** ☐ **No**

If **Yes**, please provide details.

.....

.....

Has your child's family life significantly changed since enrolment or previous update e.g. new sibling, marriage separation, living arrangements? ☐ **Yes** ☐ **No**

If **Yes**, please provide details. Additional paperwork may be required, including copies of parenting plan/court orders, etc.

.....

.....

What are your child's current favourite activities and interests?

.....

.....

.....

Do you have any concerns regarding your child's learning, development or behaviour?

If **Yes**, please tell us more:

.....

.....

.....

Medical, health and wellbeing

Child's Doctor

Has your child's doctor changed since enrolment or previous enrolment update? ☐ Yes ☐ No

If **Yes**, please complete the information below.

Name:

Address:

Phone: Email:

Immunisation

Our centre collects information regarding your child's immunisation status. In the event of a disease outbreak, it helps us quickly identify children who have not been immunised who may need to be temporarily excluded from the centre, until the risk of infection has passed.

Has your child received ALL of the recommended immunisations for their age? ☐ Yes ☐ No

Has your child received any immunisations since enrolment or previous update? ☐ Yes ☐ No

If **Yes**, please provide a copy of your child's official immunisation record which can be obtained from Medicare Online (<https://my.gov.au>) or the Australian Childhood Immunisation Register (<https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register>).

In the event of an outbreak of a vaccine-preventable infectious disease, and your child has only been partially vaccinated, your child may be required to remain at home if this is the advice provided to our centre by the Public Health Unit. Under Australian Government legislation your eligibility to access Child Care Subsidy (CCS) may be affected. For more information regarding the Australian Government legislation please go to (<https://www.servicesaustralia.gov.au/>). Our centre accepts no responsibility for any loss or consequences if your child has not been vaccinated in accordance with the National Immunisation Program Schedule on the Immunise Australia Program website (<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>).

Funding

1. Child Care Subsidy (CCS)

Have you applied for Child Care Subsidy (CCS)? ☐ Yes ☐ No

If **No**, please visit www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy for further information.

If **Yes**, who is the nominated parent/guardian for CCS? This should be the primary parent/guardian on this form:

.....
Please be aware CCS cannot be claimed before your child physically attends the centre or after your child's last physical attendance and will attract full fees as per Federal Government legislation.

Please login to your MyGov (<https://my.gov.au>) account to apply for Child Care Subsidy and confirm your child's enrolment to receive CCS.

2. Queensland Kindergarten Funding Scheme (QKFS)

Our centre may be able to receive government funding on your behalf to reduce your out of pocket expenses and to support the provision of high quality education and care. The Queensland Kindergarten

Funding (continued)

Funding Scheme (QKFS) supports centres with the cost of delivering an approved kindergarten program.

If your child is of eligible age, that is, turning 4 by 30 June in the year they attend kindergarten, our centre may be able to claim QKFS on behalf of your child. Only one centre can claim QKFS for your child.

If your child is enrolled in another kindergarten program (for example in a childcare centre, or your child may attend two kindergartens) you can choose which centre receives the funding. If you choose not to nominate our centre for QKFS, you will also not be eligible for QKFS Plus Kindy Support subsidies at our centre.

Would you like to nominate our centre as the centre for claiming QKFS?

☐ **Yes**, if eligible at this centre

☐ **No**, claiming at another centre

If claiming QKFS funding elsewhere, please provide the name of the centre that is claiming the funding for your child.

3. QKFS Plus Kindy Support

If your child is of eligible age (turning 4 by 30 June in the year they attend kindergarten), and meets any of the three criteria below, you may be eligible for the QKFS Plus Kindy Support subsidy which is designed to reduce out-of-pocket expenses.

a. Do you or your child have a current approved concession card, for example, Health Care Card, Veterans Health Care Card and/or Pensioner Concession Card?

☐ **Yes** ☐ **No**

If **Yes**, you will need to provide a copy of the card when submitting this form:

Name on the card: Card number:

Type of card: ☐ Health Care Card ☐ Veterans Health Care Card ☐ Pensioner Concession Card

Please provide a copy of the relevant concession card

Card valid from date: / / Card expiry: / /

b. Do you identify as:

☐ Not Indigenous ☐ Aboriginal ☐ Torres Strait Islander

☐ Aboriginal and Torres Strait Islander ☐ South Sea Islander ☐ Decline to answer

c. Do you have three or more children of the same age, enrolled in the same kindergarten year?

☐ **Yes** ☐ **No**

The Refugee and Asylum Seeker Early Childhood Pilot (RASEC) is currently being delivered in targeted locations by the department in partnership with Multicultural Australia Ltd and Access Community Services Ltd. This initiative is helping to support families from refugee and asylum seeker backgrounds who are experiencing financial vulnerability to participate in kindergarten.

Are you part of the RASEC Pilot?

☐ **Yes** ☐ **No**

If **Yes** please provide your Kindy Participation Code:



Parent/guardian details

Each parent/guardian with parental/guardian responsibility must be listed in this section. If there are any court orders or directives in place regarding your child, each parent/guardian who has responsibility for decisions relating to the child's education must be listed.

Primary parent/guardian

Primary guardian is the person responsible for payment of fees and/or registered with Centrelink for CCS.

First name: Middle name(s):

Last name: Preferred name:

Relationship to child: CRN:

Do you identify as:

☐ Not Indigenous ☐ Aboriginal ☐ Torres Strait Islander

☐ Aboriginal and Torres Strait Islander ☐ South Sea Islander ☐ Decline to answer

Date of birth: / / Gender: ☐ Female ☐ Male ☐ Non-Binary/Unspecified

Is your street address the same as your child? ☐ Yes ☐ No

If **No**: Street No: Street Name:

Suburb: State: Postcode:

Is postal address same as street address? ☐ Yes ☐ No

If **No**: Street No: Street Name:

Suburb: State: Postcode:

Home phone: Mobile phone:

Preferred phone: Email address:

Cultural background: Occupation:

Name of workplace: Work phone:





Parent/guardian details (continued)

Parent/guardian 2

First name: Middle name(s):

Last name: Preferred name:

Relationship to child: CRN:

Do you identify as:

☐ Not Indigenous ☐ Aboriginal ☐ Torres Strait Islander

☐ Aboriginal and Torres Strait Islander ☐ South Sea Islander ☐ Decline to answer

Date of birth: / / Gender: ☐ Female ☐ Male ☐ Non-Binary/Unspecified

Is your street address the same as your child? ☐ Yes ☐ No

If **No**: Street No: Street Name:

Suburb: State: Postcode:

Is postal address same as street address? ☐ Yes ☐ No

If **No**: Street No: Street Name:

Suburb: State: Postcode:

Home phone: Mobile phone:

Preferred phone: Email address:

Cultural background: Occupation:

Name of workplace: Work phone:

Additional contacts/authorised persons

Government regulations state child enrolment records must include the contact details for the emergency/authorised persons to collect the child. When collecting your child, additional contacts/authorised persons will need to present appropriate photo ID to prove their identity. For more information please refer to the Arrival, Departure and Access Procedure or contact our centre.

Please note, emergency contacts should be 18 years or older. Any proposed arrangements involving contacts aged between 12 and 18 will require our centre's permission. Please ensure you advise your additional contacts that our centre may contact them in the event of an emergency situation.

Would you like to nominate additional or new additional/authorised persons? ☐ Yes ☐ No

If **Yes**, please complete the information below.

Additional contacts/authorised persons (continued)

Additional Contact 1

First name: Middle name(s):

Last name: Preferred name:

Relationship to child: Date of birth: / /

Gender: ☐ Female ☐ Male ☐ Non-Binary/Unspecified

Home address: Street No: Street Name:

Suburb: State: Postcode:

Home phone: Mobile phone:

Preferred phone: Work phone:

Email address:

This person is aware that I am nominating them as an additional contact for my child and that I am providing their personal information to our centre for this purpose. ☐ Yes ☐ No

I authorise Additional Contact 1 to:

- ☐ Deliver and collect my child from this centre
- ☐ Be notified of any emergency involving my child if I cannot be immediately contacted
- ☐ Consent to medical treatment including the administration of medication to my child if I cannot be immediately contacted
- ☐ Authorise a teacher/educator to take my child outside this centre (e.g. an excursion)

Additional Contact 2

First name: Middle name(s):

Last name: Preferred name:

Relationship to child: Date of birth: / /

Gender: ☐ Female ☐ Male ☐ Non-Binary/Unspecified

Home address: Street No: Street Name:

Suburb: State: Postcode:

Home phone: Mobile phone:

Preferred phone: Work phone:

Email address:

This person is aware that I am nominating them as an additional contact for my child and that I am providing their personal information to our centre for this purpose. ☐ Yes ☐ No

I authorise Additional Contact 2 to:

- ☐ Deliver and collect my child from this centre
- ☐ Be notified of any emergency involving my child if I cannot be immediately contacted
- ☐ Consent to medical treatment including the administration of medication to my child if I cannot be immediately contacted
- ☐ Authorise a teacher/educator to take my child outside this centre (e.g. an excursion)

Declaration and consent

Photography, Video and Audio Recording Permission

We use photography, video and audio recordings to capture your child's learning at the centre. This content is 'personal information' and we manage it in accordance with our Privacy Policy. It is primarily used in the delivery of our education and care programs and to keep you informed of your child's progress. We may also use it for other purposes like the promotion and marketing of our centre through our website or social media.

We respect each child's right to privacy and your right to manage personal information on their behalf. We offer the following levels of consent (please tick your preferred permissions):

☐ Educational Program (Internal Use)

I consent to photographs, videos and/or audio recordings of my child being taken for the purpose of my child's participation in your education and care program at the centre, (for example - for display at the centre, in their own learning portfolio, in other children's learning portfolios, on our online portal for families (if applicable) and in centre resources and for use in our internal forums and professional development which is available to centre staff and affiliated centre staff for professional development purposes.

☐ Marketing and Social Media (External Use)

I consent to photographs, videos and/or audio recordings of my child to be taken and used in accordance with the centre's Privacy Policy and Use of Children's Images Guideline for external purposes such as publication on our website or social media accounts, for marketing purposes using various online/digital channels or use in external presentations or print material such as advertising posters or newspaper articles.

☐ No Permission

I do not give my consent to photographs, videos and/or audio recordings of my child being taken for any purpose.

You may change your consent at any time by advising our centre in writing.

Enrolment Agreement

Policies

The centre's policies and procedures are made available to families at the centre. In enrolling my child I acknowledge I have read and agree to abide by these policies and procedures.

Without limiting the full terms of the centre's policies and procedures, I agree that:

- I have read and agree to abide by the centre's Parent Code of Conduct and Privacy Policy.
- I will notify the centre in the event of my child having an infectious illness.
- I will promptly notify the centre if my child will be absent and the reason for the absence.
- I will ensure that my child is delivered to and collected from the centre by an authorised, responsible person and my child is:
 - a. handed over to a member of the centre staff, and
 - b. signed in, and signed out on collection from, the centre.
- I understand that all centre staff and personnel will make a report to the appropriate authorities if they suspect that any child at the centre has experienced or is experiencing physical, sexual or emotional harm or is at significant risk of experiencing physical, sexual or emotional harm or neglect as a result of parent/guardian action or inaction.



Enrolment Agreement (continued)

Fees

The centre’s Fee Policy contains important information in relation to payment of fees and cancellation of your child’s enrolment. Please read carefully. Please contact your centre immediately if your financial circumstances change and you are unable to pay your fees.

- I confirm I have read and agree to abide by the centre’s Fee Policy which is available at the centre.
- I confirm that the information provided in this update of details form is true and correct.
- I will immediately inform the centre, in writing, if there is any change to the information I have provided, including additional contacts/authorised persons listed.

Parent’s/Guardian’s name:
.....

Parent’s/Guardian’s name:
.....

Parent’s/Guardian’s signature:
.....

Parent’s/Guardian’s signature:
.....

Date: / /

Date: / /

Glossary of Terms

Aboriginal or Torres Strait Islander person	A person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Torres Strait Islander and is accepted as such by the community in which they live
Approved Care	A centre that has been approved by the Australian Government for Child Care Subsidy (i.e. Childcare, Outside School Hours Care, Occasional Care and In-Home Care)
C&K website	www.candk.asn.au
Casual Care	Casual care arrangements are the additional or occasional session/s (booked day) of care that are provided outside a permanent routine care arrangement
Concession card	A valid Health Care Card, that lists the enrolled child, a Veterans' Affairs Card or Australian Government Pension Concession Card with automatic Health Care Card entitlements
CCS	The Child Care Subsidy (CCS) is paid by the Federal Government to assist families with their child care fees. This can assist with care such as: routine or casual childcare and outside school hours care (includes before school, after school and vacation care)
CRN	Customer Reference Number obtained from Services Australia
DOB	Date of Birth
Eligible age child	A child who is turning 4 by 30 June in the year they attend kindergarten
Key Policies and Procedures	Key policies and procedures are available at our centre
Kindergarten	A centre that provides an educational program delivered by a qualified early childhood teacher for a minimum of 15 hours per week, 40 weeks per year. This program can be delivered in a childcare or kindergarten centre
Medical management plan	Developed and reviewed in consultation with families and registered medical professionals for a child with a specific health care need/allergy/relevant medical condition or who has been diagnosed as being at risk of anaphylaxis or asthma
Parent/Guardian	The parent/guardian and/or court-appointed individual/organisation granted parental responsibility. Includes biological, or as a result of adoption, court order or some other reason
Parental responsibility	All duties, powers, responsibilities and authority which, by law, parents have in relation to their children
Photo ID	Drivers licence, passport, or 18+ card
Proof of birth	Birth Certificate, passport, Medicare-issued immunisation history, other government issued document stating Date of Birth, Statutory Declaration stating full name and Date of Birth certified by a Justice of the Peace (JP) or documentation provided by either a community elder/s or other relevant community member citing full name and Date of Birth
QKFS	Queensland Kindergarten Funding Scheme
QKFS Plus Kindy Support	Queensland Government subsidy paid directly to the centre to reduce out-of-pocket expenses for eligible children and families who have a current approved concession card/have three or more children of the same age, enrolled in the same year/identify as Aboriginal or Torres Strait Islander or South Sea Islander
Routine Care	A routine care arrangement are the sessions (booked days) of care that will be provided on a permanent weekly basis
South Sea Islander person	A person of South Sea Islander descent who identifies as South Sea Islander and is accepted as such by the community in which they live

For centre/office use only:

Centre checklist:

- o Form complete
- o Signed and dated form

If applicable:

- o Eligible for QKFS Plus Kindy Support
- o Immunisation record
- o Medical management plan(s) signed and dated by a registered medical practitioner
- o Custodial orders that are in place
- o Letter from a registered medical practitioner outlining a diagnosis for an additional need
- o Additional needs care plans/behaviour guidance plans/ESP
- o Copy of concession card



The Creche and Kindergarten Association Limited

ABN: 59 150 737 849 • 257 Gympie Rd, Kedron, Qld 4031
1800 177 092 • info@candk.asn.au