



(03) 5728 1532

Boundary Road, Beechworth VIC 3747

beechworth.kin@kindergarten.vic.gov.au

[beechworthkinder.com.au](http://beechworthkinder.com.au)

## 2024 Enrolment & Personal Information Form

This form must be completed by a parent or guardian who has lawful authority in relation to the child:

<b>Lawful Authority</b>	<b>Parents</b> All parents have powers and responsibilities in relation to their children which can only be changed by a court order. The <i>Education and Care Services National Regulations 2011</i> 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 <i>Family Law Act</i> , may take away the authority of a parent to do something, or may give it to another person.
	<b>Guardians</b> 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 <i>Education and Care Services National Regulations 2011</i> 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.

### CHILD DETAILS:

<b>Child's Surname:</b>	<b>Child's Given Name/s:</b>
Usually called:	Date of Birth:
Gender:	
Residential Address:	
Is the child of Aboriginal and / or Torres Strait Islander origin? <input type="checkbox"/> Yes, Aboriginal and / or Torres Strait Islander <input type="checkbox"/> No	
Language(s) spoken in the home:	
Child's Medicare Number:	
Siblings (Names and Ages):	

**PROGRAM ENROLMENT:** Please nominate which age group your child fits into.

<input type="checkbox"/> <b>3 year old</b> <i>NB: To attend the 3 year old sessions, the child being enrolled must turn 3 by the 30<sup>th</sup> April, 2024. If their 3<sup>rd</sup> birthday is after the start of Term 1, they are not able to attend until they have turned 3.</i>	<b>OR</b>	<input type="checkbox"/> <b>4 year old</b> <i>NB: To attend the 4 year old sessions, the child being enrolled must turn 4 by the 30<sup>th</sup> April, 2024.</i>
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**SESSION PREFERENCE:** Please nominate your preferred session by marking a number 1 in the box, and your second preference by marking 2 (or NA if the days are not possible for your family). These hours are full funded by the 'Free Kinder' initiative.

<b>3 year old session options:</b>	<b>4 year old session options:</b>
<input type="checkbox"/> JOEY's: Tuesday 9.00am - 3.00pm and Thursday 9.00am - 3.00pm	<input type="checkbox"/> KOALA's: Monday 9am – 3pm, Tuesday 9am – 3pm, & Friday 9.00am - 12.00pm  <input type="checkbox"/> KANGAROO's: Monday 9.00am - 12.00pm, Thursday 9.00am - 3.00pm & Friday 9.00am - 3.00pm.

### ADDITIONAL HOURS:

In 2024 we are also offering our 4 year olds additional service hours beyond the 15 hours of fully funded 'Free Kinder' offered by the Victorian Government. Please tick any extra sessions you would like to receive more information about. **Please note these extra hours will incur a fee payable by families.**



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KOALA's:  Thursday 9.00am - 3.00pm

KANGAROO's:  Tuesday 9.00am - 3.00pm

Friday 12.00 - 3.00 (to make it a full day session)

Monday 12.00 - 3.00pm (to make it a full day session)

**PRIORITY OF ACCESS:**

In order to help determine priority of access, please indicate if you are eligible for any of the following concessions, and also include a copy of the relevant card with your form. Please tick all that apply.

- Commonwealth Health Care Card
- Pensioner Card
- Department Veterans' Affairs Gold Card
- Temporary Protection / Humanitarian Visas 447, 451, 785 or 786
- Asylum-seeker Bridging Visas A-F
- Refugee or Special Humanitarian Visas 200 - 217

**We will require a copy of the Australian Childhood Immunisation Register Certificate for your child in accordance with Victorian legislation.**

I have attached my child's current Certificate to this registration form

OR

I will forward my child's current Certificate at a later date (this must be received no later than 1<sup>st</sup> December 2023).

*Please note, this can be downloaded from the MyGov website.*

**PARENT / GUARDIAN DETAILS:**

Parent / Guardian 1	Parent / Guardian 2
Parent <input type="checkbox"/> or Guardian <input type="checkbox"/>	Parent <input type="checkbox"/> or Guardian <input type="checkbox"/>
Surname:	Surname:
Given name/s:	Given name/s:
Date of birth:	Date of birth:
Address:	Address:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Mobile:	Mobile:
Does the child live with the parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child live with the parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	Occupation:
Email address:	Email address:
Please state which of the above email addresses you wish to be used for communication from the Kindergarten:	
Is the family a single parent family? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please use this section if you wish to provide any further details regarding your child and family that you think may be of interest to the Kindergarten staff, i.e. cultural or religious background.	

**COURT ORDERS RELATING TO THE CHILD AND / OR FAMILY PLAN:**

Is the child in an out-of-home care arrangement, including Kinship Care or Foster Care?

Yes  No

If yes, please provide the Kindergarten with more information regarding the arrangement:



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Is your child known to Child Protection or Child FIRST?

*A child known to Child Protection means: a child who has a current, or a history of, involvement with Child Protection or a child who has been referred by Child Protection to Child FIRST.*

No    Yes (Child Protection)    Yes (Child FIRST)

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?

Yes    No

If you answered yes, please see below:

1. Provide 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;
- Consent to the medical treatment of the child; and/or
- Request or permit the administration of medication to the child;
- Collect the child; and /or

b. Give these powers to someone else.

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

3. Do you have a Family Plan:

Yes    No

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#### **CHILD'S HEALTH AND MEDICAL INFORMATION:**

Has your child been diagnosed with a medical condition (e.g. anaphylaxis, asthma, diabetes, allergies, etc).

Yes    No

If yes, have you attached a copy of your child's medical management plan, signed by your doctor?

Yes    No

Please provide any additional details if required:

Does your child have any dietary restrictions or intolerances that do not require a medical management plan?

Yes    No

If yes, please provide further details:

Is your child known to have a reaction to a bee or wasp sting or to any other insects?

Yes    No

If yes, please provide details including how severe and what treatment is most effective:



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Does your child have a developmental delay / disability or special needs?

- Yes  No

If yes, please describe and attach any assessment reports:

Does your child receive support from any of the following services?

- Paediatrician  
 Occupational Therapy  
 Speech Therapy  
 Early Childhood Intervention Service (ECIS)  
 Other:

If yes, please advise if any of these support services intend to visit / join in on the kindergarten sessions, as well as any relevant contact details. Any visits must be confirmed with the teaching team in advance.

**Name of doctor / medical service:**

Phone:

Address:

**Name of maternal child health centre:**

Has your child completed a 3.5 year old health check?  Yes  No

Does your child have a child health record?

- Yes  No

If yes, please provide this to the Kindergarten for sighting.

Is your child fully toilet trained?

- Yes  No

If no, please provide further details of what stage they are at:

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**AUTHORISED NOMINEES:**

Your consent is required for other people to collect the child from the Kindergarten on your behalf. In the table below, please list the details of those people you have authorised to collect the child in the event that as the parent or



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guardian, you are unable to do so. There may be times when the child has an accident, injury, trauma or illness and the parents or guardians cannot be contacted. In the event that the child is not collected from the Kindergarten and the parents or guardians cannot be contacted, this list will be used to arrange someone to collect the child.

Please provide a minimum of 2 nominees:

Nominee 1	Nominee 2
Surname:	Surname:
Given name/s:	Given name/s:
<input type="checkbox"/> Authorised to collect child	<input type="checkbox"/> Authorised to collect child
<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorised to consent to administration of medication <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service	<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorised to consent to administration of medication <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service
To provide authorisation for the Kindergarten to seek <input type="checkbox"/> Medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service	To provide authorisation for the Kindergarten to seek <input type="checkbox"/> Medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service
<input type="checkbox"/> Authorise staff to take child off premises if required	<input type="checkbox"/> Authorise staff to take child off premises if required
Address:	Address:
Phone (home):	Phone (home):
Mobile:	Mobile:
Relationship to child:	Relationship to child:
Date of birth:	Date of birth:
Nominee 3	Nominee 4
Surname:	Surname:
Given name/s:	Given name/s:
<input type="checkbox"/> Authorised to collect child:	<input type="checkbox"/> Authorised to collect child:
<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorised to consent to administration of medication <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service	<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorised to consent to administration of medication <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service
To provide authorisation for the Kindergarten to seek <input type="checkbox"/> Medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service	To provide authorisation for the Kindergarten to seek <input type="checkbox"/> Medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorised to consent to transportation of child by ambulance service
<input type="checkbox"/> Authorise staff to take child off premises if required	<input type="checkbox"/> Authorise staff to take child off premises if required
Address:	Address:
Phone (home):	Phone (home):
Mobile:	Mobile:



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Relationship to child:	Relationship to child:
Date of birth:	Date of birth:

<b>Parent / Guardian agreement on Nominates Authorisers</b>	<p>I,..... (Print full name)  A person with lawful authority of the child referred to in this form, give permission to the persons named as Authorised Nominees to carry out the indicated tasks.</p> <p>Signature .....</p> <p>Date.....</p>
<b>Consent to emergency medical treatment</b>	<p>I,..... (Print full name)  A person with lawful authority of the child referred to in this form:</p> <ul style="list-style-type: none"> <li>• Agree to collect or make arrangements for the collection of the child referred to in this form if s/he becomes unwell at the Kindergarten;</li> <li>• Consent to the staff of the Kindergarten seeking, or where appropriate, administering or seeking such emergency medical treatment as is reasonably necessary, which includes transport by ambulance if necessary, and that I will reimburse any necessary expenses incurred by the children's service.</li> <li>• Consent to any medical files/records relating to my child being provided to medical staff in the case of an emergency, e.g. paramedics.</li> </ul> <p>Signature .....</p> <p>Date.....</p>
<b>Photographs and filming</b>	<p>Permission is required for your child to be photographed or filmed by staff, students and/or the media. Such photographs/footage may be used in communication pamphlets, displays and/or newspapers.</p> <p>I give permission for my child to be:</p> <p><input type="checkbox"/> Photographed by Beechworth Kindergarten staff for use in records and displays in the Kindergarten.</p> <p><input type="checkbox"/> Photographed by Beechworth Kindergarten staff for use on the Kindergarten Facebook page, Kindergarten Web site or in Kindergarten newsletters/pamphlets</p> <p><input type="checkbox"/> Photographed by Students on Early Childhood courses who are on placement at Beechworth Kindergarten. Students may take photographs for use in their course work.</p> <p><input type="checkbox"/> Photographed by external media for such things as local newspaper articles.</p> <p>Signature.....</p> <p>Date.....</p>
<b>Emergency procedures</b>	<p>I give permission for my child to leave the Kindergarten with staff for nearby emergency/evacuation drills.</p> <p>Signature .....</p> <p>Date.....</p>
<b>Display of details for child with medical condition</b>	<p>I give permission for the centre to display a picture of my child and/or their name and relevant emergency or medical details. This is for the purpose of staff awareness and my child's safety.</p> <p>Signature .....</p> <p>Date.....</p>
<b>Sunscreen</b>	<p>I authorise Beechworth Kindergarten staff to apply sunscreen to my child. In the event that my child is allergic to common sunscreen, I will provide suitable sunscreen for my child.</p> <p>Signature .....</p> <p>Date.....</p>



<b>Mosquito Bite Prevention</b>	<p>The Department of Health has recently detected mosquitoes carrying Murray Valley Encephalitis Virus (MVE) and Japanese Encephalitis Virus (JEV) in some parts of Victoria, including the Indigo Shire. In line with community health advice from the government, the best way to prevent mosquito-borne diseases is to avoid mosquito bites. To that end, we would like to confirm the preferred methods of mosquito bite prevention for your child.</p> <p>Four options are available as per below. Please review and authorise the appropriate option(s) that best meets your family's preference:</p> <p><b>1. No prevention</b> I do not authorise Beechworth Kindergarten staff to apply any form of mosquito repellent to my child, nor will I/we (the family) be applying any to my child.</p> <p>Signature ..... Date.....</p> <p><b>2. Family to undertake prevention prior to kinder session start</b> I do not authorise Beechworth Kindergarten staff to apply any form of mosquito repellent to my child, I/we (the family) will apply our own mosquito repellent to my child prior the start of each kinder session.</p> <p>Signature ..... Date.....</p> <p><b>3. Mosquito Repellent Stickers</b> I authorise Beechworth Kindergarten staff to apply 'Buzz Patch' Mosquito Repellent Stickers to my child's clothing, as per the below information:</p> <ul style="list-style-type: none"> <li>- Buzz Patch stickers are made with scientifically formulated and tested essential oils (citronella and geraniol oils) that are chemical free and safe for children.</li> <li>- The Royal Children's Hospital (RCH) Melbourne advises that products such as these may deter mosquitos. Duration of protection is 12hrs per application, with children aged 3-5 requiring 2x patches per application (1x patch of top/jumper and 1x patch on shorts/pants)</li> </ul> <p>Signature ..... Date.....</p> <p><b>4. Insect Repellent Spray</b> I authorise Beechworth Kindergarten staff to apply Insect Repellent (containing DEET) to my child, as per the below information:</p> <ul style="list-style-type: none"> <li>- For high-risk areas, The Royal Children's Hospital (RCH) Melbourne advises that RID Medicated Insect Repellent Tropical Strength (DEET 19.5%) or Aeroguard Tropical Strength (DEET 19.1%) are suitable for children.</li> <li>- Kinder teaching staff would apply such products, after sunscreen, to the children's exposed skin at the beginning of the session. Protection periods are between 6-8hours.</li> <li>- In the event that my child is allergic to either product noted above, I will provide a suitable insect repellent for my child which I authorise Beechworth Kindergarten staff to apply.</li> </ul> <p>Signature ..... Date.....</p>
<b>Obtain and release information</b>	<p>Teaching staff may need to obtain and release information about your child with other educational, health and protection organisations such as Primary Schools, Maternal Health and Child Care Nurse, Early Years Development Advisor, Occupational and Speech Therapists, etc.</p> <p>I authorise the Kindergarten Director/Teacher to obtain and release information regarding my child</p> <p>Signature ..... Date.....</p>



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<b>Activities in Mayday Hills</b>	<p>There may be times that the staff want to carry out activities in the local areas of Mayday Hills that involves leaving the Kindergarten premises. We need your permission to do this.</p> <p>I give permission for my child to leave the Kindergarten with staff for nearby activities in Mayday Hills.</p> <p>Signature .....</p> <p>Date.....</p>
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**OTHER EDUCATIONAL ESTABLISHMENTS:**

Will your child also be attending Beechworth Community Child Care Centre?

Yes  No

If yes, are you planning for them to be attending Child Care:

- On the same days that they will attend Kindergarten
- On the days they will not attend Kindergarten

If your child is to attend Beechworth Community Child Care Centre on the same days that they attend Kindergarten, permission is required for Kindergarten staff to escort children to the Child Care Centre.

I authorise the staff of Beechworth Kindergarten to take my child to and from Beechworth Community Child Care Centre:

Signature .....

Date.....

Has your child attended Child Care or Kindergarten prior to starting at Beechworth Kindergarten?

Yes  No

If yes, please provide details of what establishments they have attended:

There may be times when the Kindergarten and Child Care carry out joint activities. We need your permission to allow us to take your child from the Kindergarten to Child Care facilities which are situated in the same building. I give permission for my child to leave the Kindergarten with staff for activities at Beechworth Child Care.

Signature .....

Date.....

**PRIMARY SCHOOL:** Please specify where you plan to send your child to after completing Kindergarten:





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<b>Other Information</b>	<p>Is there anything else that the Kindergarten should know about the child? For example, excessive fears, favourite activities, or attending other early childhood services or early intervention services?</p>
<b>Declaration</b>	<p>I hereby declare that the information in this form is true and correct, and undertake to immediately inform the Kindergarten in the event of any change to this information.</p> <p>Signature of legal parent / guardian: .....</p> <p>Date.....</p>