



**KYNETON COMMUNITY  
& LEARNING CENTRE INC**

34 MOLLISON STREET, KYNETON VIC 3444

ABN: 68 752 983 345

ASSOCIATION No.: A0019409X |

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# **Childcare Policy & Procedure Information Booklet 2019**

## **CHILDCARE SERVICE**

Our aim is to provide families with access to a range of quality children's services which complement and enhance wherever possible, the care and expectations of all parents and reflect family and cultural needs.

Occasional Care — 0 – 6 years

## **OBJECTIVES**

Learning through play. Much theory supports the view of play as an education tool.

An activity program that meets the individual developmental needs of the children. In particular for this age group Social and Emotional.

Respect for people around them as well as the environment.

A challenging, fun environment, which enhances children's existing skills and promotes new ones.

## **YOUR PRIVACY**

Your privacy is important to us. Any personal information collected from you is kept secure and confidential.

*For you, your family and the community*



## **WELCOME.... Kyneton Community & Learning Centre**

### **OUR PHILOSOPHY**

Kyneton Community & Learning Centre Occasional Care / Pre-Kinder Group centre is where children, families and staff are treated as equal and valued individuals. Children are encouraged to develop to their full potential within a safe, caring and supportive environment.

Our aim is to provide families with access to a range of quality services which complement and enhance wherever possible, the care and expectations of all parents.

We provide a program based on the developmental needs, interests and experiences of each child. We achieve this by using appropriate materials, a supportive environment and positive, friendly interactions. We base our practice on sound knowledge, research and theories, while at the same time recognizing the limitations and uncertainties of these.

We work as a team to encourage each child to build on existing skills and extend them in all developmental domains.

### **ABOUT Kyneton Community & Learning Centre**

We are run by a voluntary Committee of Management made up of community members. Our staff are experienced and have qualifications which meet Children's Services Victorian Regulations.

Under those regulations we are able to care for children for a period of up to 15 hours per week. A copy of the Children's Services Victoria Regulations 2009 and The Children's Services Act 1996 is on display at all times.

### **ARRANGEMENT FOR DELIVERY AND COLLECTION OF CHILDREN**

Children must be delivered to and collected from Child Care Staff personally. A child cannot be picked up by any other person unless written authorization has been given by the parent/guardian.

Parents are welcome at the centre at any time during a session.



## **ARRIVAL AND DISMISSAL PROCEDURE**

On arrival and departure it is necessary for each parent or guardian to record the time next to their child's full name in the attendance book and your full signature is required.

## **WHEN DROPPING CHILDREN OFF**

We cannot accept children into the room before session time (9AM) as staff need that time to set up the room and prepare activities.

For safety reasons, notification must be given if you have arranged for another person to collect your child.

## **DELAYED PICK UP**

If a child is not picked up within 15 minutes after a session and we have not been notified of your delay, staff will commence contacting Emergency numbers. If unsuccessful we will remain with the child for a period of one hour. If no one has contacted the centre, or we are unable to contact anyone, then the police will be contacted and asked to take responsibility of the child. A notice to this effect is posted on the centre's entrance with relevant contact numbers.

A late fee of \$8.00 will be charged at the discretion of management.

## **ATTENDANCE – Occasional Care Casual Use**

In the event that your child cannot attend a session that has been booked, we require 24hrs notice, so that the place can be filled. We often have people on the waiting list. ***If we are not notified a full fee will be incurred.***

## **PHONE CALLS**

The wellbeing and safety of your child/ren is paramount, and as such phone calls will not be put through to the Child Care room unless they are an **Emergency**. Phone messages can be left with the Administration staff. **All** other phone calls will be answered at the end of a session, time & staff numbers permitting or within 24 hours.



## **PROCEDURES FOR OCCASIONAL CARE BOOKINGS**

2 types of care:

- Permanent
- Casual

### **Childcare Staff to take bookings:**

- Waiting list will be kept in childcare room
- Child/ren names, age and the required day/s or
- In the case of a casual booking this is valid for one day only
- Cancellation fee of \$15.00 applies to casual booking without notice.

Limited places available for under 3's for a permanent booking.

## **COST Per Session**

**Occasional Care Cost:** \$55 per session

## **METHOD OF PAYMENT**

Occasional Childcare fees are to be paid **2 weeks in advance**. Once the subsidy is has been activated for the service as we have be newly approved our fee's will be charged 2 weeks in advance.

## **ENROLMENTS**

Please bring a photocopy of your child's Birth Certificate and Immunisation Record for our files. All enrolment forms must be completed before your child can attend the program. **No** child will be accepted unless the form is **fully completed** with an attached copy of your child's records.



## **PROCEDURE FOR DEALING WITH ILLNESS/EMERGENCY CARE**

Parents are asked not to bring their child to our centre if he/she is unwell. The notice board has a list of diseases and their period of exclusion. Please ring and ask if you are not sure. It is your responsibility to inform Childcare Staff about your child's Asthma plan.

Should your child become unwell whilst at the centre the parent/guardian will be notified and asked to take the child home. The child will be made comfortable and separated from the other children until the parent/guardian arrives.

Children and staff with an infectious disease will be excluded from the centre in accordance with the National Health and Medical Research Council Guidelines.

All illness at the centre must be recorded in the accident/illness record. Should an infectious disease become apparent, parents will be notified by way of a notice displayed on the notice board.

For guidelines of the recommended minimum periods of exclusion, please check the notice board.

Should an accident occur at the centre an accident form must be completed and signed by the parent.



**Procedure:** Anaphylaxis Management Procedure

**Issue:** October 2014

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## AIM

This procedure describes guidelines for the management of Allergies and Anaphylaxis at Kyneton Community & Learning Centre Inc.

## SCOPE

This procedure applies to the care of a person/child enrolled at the Centre who is diagnosed as being at risk of anaphylaxis by a qualified medical practitioner.

## RESPONSIBLE PARTIES

This procedure is relevant to the duties and functions of Program Co-ordinators, the First Aid Personnel, Childcare and designated teaching staff.

## RELEVANT POLICIES

OH&S Policy

## DEFINITIONS

**Allergen:** A substance that can cause an allergic reaction.

**Allergy:** An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

**Allergic reaction:** A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

**Anaphylaxis:** A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

**Anaphylaxis action plan:** a medical management plan prepared and signed by a Doctor providing the child/person's name and allergies, a photograph and clear instructions on treating an anaphylactic episode. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Anaphylaxis management training:** Comprehensive training provided by allergy nurse educators or other qualified professionals such as doctors or first aid trainers, which includes strategies for anaphylaxis management, recognition of allergic reactions, emergency treatment and practice with an EpiPen® trainer, and is reinforced at yearly intervals.

**People at risk of anaphylaxis:** those whose allergies have been medically diagnosed and who are at risk of anaphylaxis.

**EpiPen®:** A device containing a single dose of adrenaline, delivered via a spring-activated needle, which is concealed until administered. Two strengths are available, an EpiPen® and an EpiPen Jr®, and are prescribed according to the person or child's weight. The EpiPen Jr® is recommended for a child weighing 10-20kg. An EpiPen® is recommended for use when a child is in excess of 20kg.

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**EpiPen® kit:** An insulated container, for example an insulated lunch pack containing a current EpiPen®, a copy of the person/child's anaphylaxis action plan, and telephone contact details for the child's parents/guardians, the doctor/medical service and the person to be notified in the event of a reaction. If prescribed, an antihistamine may be included in the kit.

**Intolerance:** Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system.

**No food sharing:** The practice where the person/child at risk of anaphylaxis eats only that food that is supplied by them or permitted by the parent/guardian, and does not share food with, or accept other food from any other person.

**Nominated staff member:** A staff member nominated to be the liaison between parents/guardians of a child at risk of anaphylaxis and the licensee. This person also checks the EpiPen® is current, the EpiPen® kit is complete and leads staff practice sessions after all nominated staff have undertaken anaphylaxis management training.

**Risk minimisation:** A practice of reducing risks to a person/child at risk of anaphylaxis by removing, as far as is practicable, major sources of the allergen from the Centre and developing strategies to help reduce risk of an anaphylactic reaction.

**Risk minimisation plan:** A plan specific to the Centre that specifies each child's allergies, the ways that each person at risk of anaphylaxis could be accidentally exposed to the allergen while in the care of the Centre, practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by family/guardian of children at risk of anaphylaxis and staff at the service and should be reviewed at least annually, but always upon the enrolment or diagnosis of each child who is at risk of anaphylaxis. A sample risk minimisation plan is outlined in Schedule 3.

**Service community:** all adults who are connected to the Centre.

**Segregated Food eg Treat box:** A container provided by the parent/guardian that contains food or treats such as foods which are safe for the child at risk of anaphylaxis and used at times when other children are having their treats. Non-food rewards, for example stickers, stamps and so on are to be encouraged for all children as one strategy to help reduce the risk of an allergic reaction.

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## PROCEDURES

### 1. Resources and Support Information

- Australasian Society of Clinical Immunology and Allergy (ASCIA), at [www.allergy.org.au](http://www.allergy.org.au) provides information on allergies. The Anaphylaxis Action Plan can be downloaded from this site. Contact details for Allergists may also be provided. Telephone 0425 216 402.
- Anaphylaxis Australia Inc, at [www.allergyfacts.org.au](http://www.allergyfacts.org.au) is a non-profit support organisation for families with food anaphylactic children. Items such as storybooks, tapes, EpiPen® trainers and so on are available for sale from the Product Catalogue on this site. Anaphylaxis Australia Inc provides a telephone support line for information and support to help manage anaphylaxis. Telephone 1300 728 000.
- Royal Children's Hospital, Department of Allergy, at [www.rch.org.au](http://www.rch.org.au) provides information about allergies and the services provided by the hospital. Contact may be made with the Department of Allergy to evaluate a child's allergies and if necessary, provide an EpiPen® prescription, as well as to purchase EpiPen® trainers. Telephone (03) 9345 5701.

### 2. Training

#### Program Co-ordinators/Managers

- See responsibilities of program co-ordinators/managers in **Procedure 1.** re annual First Aid training in Anaphylaxis for staff.
- There is a range of providers offering anaphylaxis training, including Royal Children's Hospital Department of Allergy, first aid providers and Registered Training Organisations. Ensure that the anaphylaxis management training provided is comprehensive, as described in this procedure.

#### Child Care Co-ordinator

- conduct 'anaphylaxis scenarios' and supervise practice sessions in EpiPen® administration procedures to determine the levels of staff competence and confidence in locating and using the EpiPen® kit. (An EpiPen® trainer can be purchased for these practice sessions but it should be labelled as a 'trainer' and be stored separately from all other EpiPens®, for example in a file with anaphylaxis resources, so that the EpiPen® trainer is not confused with an actual EpiPen®.)

### 3. Evaluation

#### The Centre Program Co-ordinators/Managers shall:

- discuss with staff their knowledge of issues following staff participation in anaphylaxis management training.
- selectively audit enrolment checklists (e.g. annually) to ensure that documentation is current and complete.
- discuss this policy and its implementation with people and parents/guardians of children at risk of anaphylaxis to gauge their satisfaction with both the policy and its implementation in relation to their child.
- respond to complaints.
  
- review the adequacy of the response of the service if a person/child has an anaphylactic reaction and consider the need for additional training and other corrective action.

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**Schedule 1 Risk Minimisation Procedures**

The following procedures should be implemented to help protect the person/child at risk of anaphylaxis from accidental exposure to food allergens:

**In relation to the child at risk:**

- This child should only eat food that has been specifically prepared for him/her.
  - Where the service is preparing food for the child, ensure that it has been prepared according to the parent’s instructions.
  - Some parents will choose to provide all food for their child.
  - All food for this child should be checked and approved by the child’s parent/guardian and be in accordance with the risk minimisation plan.
- Bottles, other drinks and lunch boxes, including any treats, provided by the parents/guardians for this child should be clearly labeled with the child’s name.
- There should be no trading or sharing of food, food utensils and containers with this child.
- In some circumstances it may be appropriate that a highly allergic child does not sit at the same table when others consume food or drink containing or potentially containing the allergen. However, children with allergies should not be separated from all children and should be socially included in all activities.
- Parents/guardians should provide a safe food/treat box for this child.
- Where this child is very young, provide his/her own high chair to minimise the risk of cross-contamination.
- When the at risk child is allergic to milk, ensure non-allergic babies are held when they drink formula/milk.
- Increase supervision of this child on special occasions such as excursions, incursions or family days.

**In relation to other practices at the Centre:**

- Ensure tables and bench tops are washed down after eating.
- Ensure hand washing for all children upon arrival at the service, before and after eating.
- Restrict use of food and food containers, boxes and packaging in all activities such as crafts, cooking and science experiments, outdoor activities depending on the allergies of particular participants/children. Staff should discuss the use of foods in such activities with parents/guardians of this child and these foods should be consistent with the risk minimisation plan.
- All children need to be closely supervised at meal and snack times and consume food in specified areas. To minimise risk children should not ‘wander around’ the Centre with food.
- Staff should use non-food rewards, for example stickers, for all children.
- The risk minimisation plan will inform the children’s service’s food purchases and menu planning where relevant.
- Food preparation personnel (as relevant) should be instructed about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.
- Where food is brought from home to the Centre, all participants, parents/guardians will be asked not to send food containing specified allergens or ingredients as determined in the risk minimisation plan.

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**Schedule 2 Enrolment Checklist for Children at Risk of Anaphylaxis**

- A risk minimisation plan is completed, which includes strategies to address the particular needs of each child at risk of anaphylaxis, and this plan is implemented
- Parents of a child at risk of anaphylaxis have been provided a copy of the service's Anaphylaxis policy
- All parents/guardians are made aware of the Anaphylaxis policy
- Anaphylaxis action plan for the child is signed by the child's Doctor and is visible to all staff
- EpiPen® (within expiry date) is available for use at any time the child is in the care of the service
- EpiPen® is not locked away but inaccessible to children and away from direct sources of heat
- All staff, including relief staff, are aware of each EpiPen® kit location
- Staff responsible for the child/ren at risk of anaphylaxis undertake anaphylaxis management training, which includes strategies for anaphylaxis management, recognition of allergic reactions,
- emergency treatment and practice with an EpiPen® trainer, and is reinforced at yearly intervals
- The service's emergency action plan for the management of anaphylaxis is in place and all staff understand the plan

A snack/treat box is available for special occasions (if relevant) and is clearly marked as belonging to the child at risk of anaphylaxis

Parent/guardian's current contact details are available

Information regarding any other medications or medical conditions (for example asthma) is available to staff

If food is prepared/provided at the service, measures are in place to prevent contamination of the food given to the child at risk of anaphylaxis

Please speak to staff for schedules 3 and 4

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## EMERGENCY EVACUATION PROCEDURE

Please read the Kyneton Community & Learning Centre **Fire Policy**. This is displayed on the notice board near the entrance.

In the event of an emergency the person in charge of the child care area must ensure that all children are accounted for and the emergency procedure is adhered to.

This procedure must be practiced regularly to familiarize staff and children.

**The Kyneton Community & Learning Centre will be closed on days declared Code Red. So please listen for media releases during extreme heat conditions.**

## SUNSMART Policy

Our **SunSmart** policy has been developed to ensure that ALL children attending this centre are protected from the skin damage caused by harmful UV rays.

It is to be implemented throughout the year, 1<sup>st</sup> September through till April.

- Children will be required to wear hats that protect their face, neck and ears whenever they are outside.
- Clothing that covers as much skin as possible.
- Children who **do not have their hats with them will be asked to play indoors. No hat, no outdoor play.**
- Enclosed TOE and HEEL shoes ***only*** to be worn.
- **Parents must apply SPF 30+ to your child/children before they are brought to Kyneton Community & Learning Centre.**
- By adhering to the above, the child will be able to enjoy the activities of the day, as it is **not the policy of the Childcare to administer sun screen protection.**
- Outdoor activities will be minimised between 11.00 am and 3.00 pm on extreme hot weather days.

### When enrolling your child, parents will be:-

- a) Informed of the SunSmart Policy
- b) Asked to supply SPF 30+ (or higher), broad spectrum, water-resistant sunscreen for their child's use.
- c) Asked to provide a suitable hat for their child's use.
- d) Required to apply 4 hour sunscreen on their children prior to leaving their child at the centre.
- e) Encouraged to practice SunSmart behaviours themselves.

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## PROGRAM

Programs are designed to meet the individual needs and skills of the children in our care. They are reviewed monthly and displayed on the notice board. Children’s developments are observed and anecdotal evidence is recorded to help design our program. Children learn through play and we therefore provide experiences that enable children to practice their existing skills and build new ones. We achieve this through experiences like:

Art	Painting, collage, clay, drawing etc.
Gross/fine motor skills	Climbing, jumping, ball throwing, pull along toys.
Dramatic play	Home corner, dress ups, dolls etc.
Sensory play	Playdough, slime, water play, sand play etc.
Cognitive play	Building blocks, puzzles, games
Social skills	Interactions through routines or play, positive role modelling etc.

Our programs will reflect the cultural differences of all families using this service. The service will celebrate special events with the children that reflect the cultural heritage and ethnic origins of children attending the services.

## BEHAVIOUR GUIDANCE

We provide a secure, loving, stimulating environment and acknowledge children’s feelings, accepting that children need to express their emotions appropriately. Children need to feel safe, protected and have their cultural, religious and racial diversity respected.

We encourage children to cooperate by role modelling appropriate behaviours. We will use voice intonations, facial expressions and explanations as methods of discipline. Positive behaviours will be encouraged by diverting children to more appropriate activities showing appreciation for appropriate behaviour and building on each child’s strengths and achievements. If a child displays extreme behaviour then staff will work with the parent on a behaviour management plan.

## WHAT YOU NEED TO BRING

- A carry bag clearly labelled with your child’s name and **all items clearly identified belonging to your child.**
- **A nutritious snack and a refillable drink bottle clearly labelled with your child’s name. Please ensure that your child is NOT disappointed and goes without. No nuts please.**
- Spare clothes (shorts/underwear/jumper) labelled with your Child’s name.
- A sun hat – legionnaire hat, broad brim hat or bucket hat.
- **Sunblock will need to be applied by the parent prior to the session.**
- A jacket in cold weather.
- ***Nappies and wipes a must.***



## CLOTHES

As we will be using materials such as paint, clay, finger paints, sand, etc. please make sure your child is wearing sensible, washable play clothes. Even though the children wear smocks, they still manage to get paint on their clothes. Some of the paints will stain their clothes! Remember to bring spare clothes, in case your child gets wet. **Clothing needs to be labelled for easy identification.**

**If your child wears nappies, please include extra nappies and packet of nappy wipes.**

## PARKING

Free all day parking is available on Mollison & surrounding streets adjacent to Kyneton Community and Learning Centre. Observe any & all parking signs as a council officer conducts regular parking checks.

The Centre also has one Disabled parking bay and four parking bays in the Rear carpark, accessible via the driveway on Mollison Street. Exit from the rear car park ONLY via the laneway.

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## OCCASIONAL CARE

We provide quality care, learning and development opportunities for pre-school children in a happy and safe environment.

We provide 2 types of care – Permanent and Casual.

### Session Times

- **Occasional Care** (please note: **not before 9:00 am**)

Monday	5 hr	9.00 am to 2.00 pm
Tuesday	5 hr	9.00 am to 2.00 pm
Wednesday	5 hr	9.00 am to 2.00 pm
Thursday	5 hr	9.00 am to 2.00 pm
Friday	5 hr	9.00 am to 2.00 pm

### Fees

- **Occasional Care**

Monday, Tuesday, Wednesday, Thursday & Friday

**Fees:** Full fee \$55

Fees are subject to change. Should anyone be facing financial difficulties, please make arrangements to speak to the coordinator.

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## **TERM DATES 2019**

**Due to the transition to the Childcare Subsidy we will be close during the Easter Break. We will be CLOSED 8<sup>th</sup> April- 22<sup>nd</sup> April. After this close down period we will be OPEN for the duration of the year until the Christmas break.**

*No sessions are held on Public Holidays.*

*Labour Day 13<sup>th</sup> March; Good Friday 19<sup>th</sup> April; Easter Monday 23<sup>rd</sup> April; ANZAC Day 25<sup>th</sup> April; Queens Birthday 10<sup>th</sup> June; Friday before AFL Grand Final 27<sup>th</sup> September; Kyneton Cup 6<sup>th</sup> November.*

## **COMPLAINTS**

If you have complaints please address and mark CONFIDENTIAL to:

Childcare Coordinator or the Centre Manager  
Kyneton Community & Learning Centre  
34 Mollison St  
KYNETON 3444

Or alternatively you may wish to contact the Board of Management at the same address.

## **QUALIFICATIONS**

The policy of Kyneton Community & Learning Centre is to employ qualified staff members as per the Children's Services Regulations.

**Casey Sowula**

Childcare Centre Coordinator

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**KYNETON COMMUNITY  
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## **CHILDCARE ENROLMENT RECORD**

### **Privacy Consent Form**

In December 2000 an amendment act was passed through the Federal Parliament relating to the Privacy Act. This amendment came into effect on 21<sup>st</sup> December 2001.

We require your consent to collect personal information about you and your child/children. Please read the following information carefully and sign where indicated below.

The Kyneton and Community Learning Centre Inc. collects information from you for the primary purpose of providing quality child care. We require you to provide us with details so that we may properly attend to your child/children's needs. This means we will use the information you provide in the following ways:

- Administrative purposes in running our Child Care Centre
- Billing Purposes,
- Disclosure to others involved in child care including the Commonwealth Department of Family Services and the Department of Family and Community Services
- Emergency situations whereby staff/hospitals require access to a child/children's records for appropriate purpose.

I have read the information above and understand the reasons why my and my children's information must be collected. I am also aware that the Kyneton Community and Learning Centre has a privacy policy on handling information.

I understand that I am not obliged to provide any information requested of me, but that my failure to do so might compromise the quality of the care and treatment given to my child/children.

I am aware of my right to access the information collected about my child/children, except in some circumstances where access might legitimately be withheld. I understand I will be given an explanation in these circumstances.

I consent to the handling of information by the Kyneton and Community Learning Centre Inc. for the purposes set out above, subject to any limitation on access or disclosure that I notify this Centre of.

Parent's Name: \_\_\_\_\_

(Please print)

Signed: \_\_\_\_\_





**PERSONAL DETAILS:**

Child's Legal First Name: \_\_\_\_\_

Child's Legal Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Centrelink Reference Number (CRN): \_\_\_\_\_

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

\_\_\_\_\_

Home Phone No: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Child's Cultural background: \_\_\_\_\_

Special considerations for the child \_\_\_\_\_  
(i.e. cultural, religious, dietary)

**Parent 1 Name:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

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

\_\_\_\_\_

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

Home Phone No: \_\_\_\_\_ Mobile/Business: \_\_\_\_\_

Parent 1 Cultural background: \_\_\_\_\_

Parent Centrelink Reference Number - CRN (The Centerlink Account attached to child) \_\_\_\_\_

**Parent 2 Name:** \_\_\_\_\_ **DOB**

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

\_\_\_\_\_

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

Home Phone No: \_\_\_\_\_ Mobile/Business: \_\_\_\_\_

Parent 2 background: \_\_\_\_\_

Centrelink Reference Number: \_\_\_\_\_

Are there custody orders in place: YES / NO *If yes please provide a copy of court orders to the Co-ordinator*

Additional Parent/Guardian's Name: \_\_\_\_\_



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

Home Phone No: \_\_\_\_\_ Mobile/Business: \_\_\_\_\_

Details of Child's Siblings: \_\_\_\_\_

Details of any Pets at home: \_\_\_\_\_



**AUTHORITY TO COLLECT (must differ from parent/guardian):**

Please list the name and phone number of any other person authorised to collect the child:

**Person 1:** \_\_\_\_\_ **Person 2:** \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**Person 3:** \_\_\_\_\_ **Person 4:** \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_



**MEDICAL/EMERGENCY DETAILS:**

There may be times when your child has an accident, injury, trauma or illness and you (the parent or guardian) cannot be contacted. To deal with this situation please list people who you authorise to collect and care for your child should an accident, injury, trauma or illness occur.

**Emergency Contact (additional to parents):**

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name of Child's Doctor: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

Ambulance Membership No.: \_\_\_\_\_ Medicare No/Ref Number: \_\_\_\_\_ Exp:

Health Card Holder: YES / NO

Does your child have any allergies, medical conditions or medications? YES / NO

If yes, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any dietary restrictions: YES / NO

If yes, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note only a **legal guardian** or **parent** has authority to consent to medical treatment or administration of medication for the child.

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**CHILD'S IMMUNISATION RECORD:**

Has your child been immunised: YES / NO

If yes, please attach a copy of your child's Immunisation Record.

Maternal Child & Health Book Sighted: YES / NO

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MEDICAL AUTHORITY:**

I \_\_\_\_\_ a person with lawful authority of the child referred to in this enrolment form,

Declare that the information in this enrolment for is true and correct and undertake to immediately inform the Kyneton and Community Learning Centre 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 he/she becomes unwell at the Centre;

Consent to the staff of the Kyneton and Community Learning Centre seeking, or where appropriate, administering, such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Centre

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Schedule 3 – Enrolment addendum for children under 18 years.

Child's Name: \_\_\_\_\_ Child's Date of Birth:     /     /

A parent or guardian who has lawful authority in relation to the child must complete this form. A brief explanation of lawful authority is found at the end of this form. Licensed children's services may use this form to collect the child's enrolment information as required in regulations 31 to 35.

#### Health information

Does your child have any special needs?	
<i>If yes please provide details of any special needs and any management procedure to be followed with respect to the special need.</i>	
<b>Anaphylaxis</b>	
Has your child been diagnosed at risk of anaphylaxis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have an auto injection device (eg EpiPen®)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the anaphylaxis medical management plan been provided to the service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has a risk management plan been completed by the service in consultation with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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 can be found at <a href="http://www.education.vic.gov.au/anaphylaxis">www.education.vic.gov.au/anaphylaxis</a>.</i>	
Does your child have a health record?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please provide to the service for sighting.</i>	
<i>Child health record means a record that documents a child's health and development assessments and immunisations.</i>	
Name and position of person at the children's service who has sighted the child's health record.	
_____	

#### Confidentiality of enrolment records

The proprietor of the children's service and/ or the Program Co-ordinator, 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))

I \_\_\_\_\_ (name) declare as the person with lawful authority of the child referred to in this enrolment form that the information provided is true and correct and undertake to immediately inform the service in the event of any change to this information.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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-today care and control of the child.



**KYNETON COMMUNITY  
& LEARNING CENTRE INC**

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## PHOTOGRAPH CONSENT FORM

I give permission for \_\_\_\_\_

to have his/her photograph taken with the full knowledge that it may appear in print.

Parent/Guardian: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_