Billanook College

INFORMATION FORMS

This form must be completed by a parent or guardian who has parental responsibility in relation to your child. A brief explanation of 'parental responsibility' is contained at the end of this form.

The Education and Care Services National Regulations 2011 requires an approved provider to keep an enrolment record for each child containing the prescribed information in Regulations 160 to 162.

Questions marked with an asterisk * are not required by the Regulations, however, answers you provide to each question will assist the College in educating and caring for your child.

CHILD INFORMATION

Family Name

Given Name/s

*Preferred Name

Child's First Language

Languages used in your child's home

Cultural background of your child and, if applicable, your child's parents

Are there any special considerations for your child?
(eg. any cultural, religious or dietary requirements or additional needs)

*AGE AND GENDER OF CHILD'S SIBLINGS (IF APPLICABLE)

Name | Age | Gender F M | Current Student Y | Enrolled Student Y | Past Student Y

Name | Age | Gender F M | Current Student Y | Enrolled Student Y | Past Student Y

Name | Age | Gender F M | Current Student Y | Enrolled Student Y | Past Student Y

OTHER PERSON(S) LIVING IN YOUR CHILD'S HOME (EG. GRANDPARENTS)

Name | Known to your child as | Relationship to your child

Name | Known to your child as | Relationship to your child

Name | Known to your child as | Relationship to your child

Name | Known to your child as | Relationship to your child

INFORMATION FORMS

Please list below the details of those people who you have authorised as emergency contacts for your child. This list may be amended at any time. In the event that the parents or guardians cannot be contacted the person/s listed below with authority will be contacted regarding collecting your child, in the event of an emergency involving your child, consent to medical treatment or the administration of medication, or to authorise an Educator to take your child outside of Billanook College premises. Please tick the appropriate boxes for each contact to confirm authorisations.

OTHER PERSON/S AUTHORISATIONS

EMERGENCY CONTACT 1 (OTHER THAN PARENT)

Name

Address

Suburb | Post Code

Phone (Home) | Phone (Work) | Phone (Mobile)

Relationship to child

☐ FULL AUTHORISATION:

- Authorised to Collect (Authorised Nominee) *(Reg.160(3)(b)(iii))*
- Notified in the event of an Emergency *(Reg.160(3)(b)(ii))*
- Authorised to Consent to Medical Treatment *(Reg.160(3)(b)(iv))*
- Authorisation for the administration of medication *(Reg.160(3)(b)(iv))*
- Authorised to authorise an Educator to take your child outside of the premises *(Reg.160(3)(b)(iv) & (v))*

EMERGENCY CONTACT 2 (OTHER THAN PARENT)

Name

Address

Suburb | Post Code

Phone (Home) | Phone (Work) | Phone (Mobile)

Relationship to child

☐ FULL AUTHORISATION:

- Authorised to Collect (Authorised Nominee) *(Reg.160(3)(b)(iii))*
- Notified in the event of an Emergency *(Reg.160(3)(b)(ii))*
- Authorised to Consent to Medical Treatment *(Reg.160(3)(b)(iv))*
- Authorisation for the administration of medication *(Reg.160(3)(b)(iv))*
- Authorised to authorise an Educator to take your child outside of the premises *(Reg.160(3)(b)(iv) & (v))*

EMERGENCY CONTACT 3 (OTHER THAN PARENT)

Name

Address

Suburb | Post Code

Phone (Home) | Phone (Work) | Phone (Mobile)

Relationship to child

☐ Authorised to Collect (Authorised Nominee) *(Reg.160(3)(b)(iii))*

☐ Notified in the event of an Emergency *(Reg.160(3)(b)(ii))*

☐ Authorised to Consent to Medical Treatment *(Reg.160(3)(b)(iv))*

☐ Authorisation for the administration of medication *(Reg.160(3)(b)(iv))*

☐ Authorised to authorise an Educator to take your child outside of the premises *(Reg.160(3)(b)(iv) & (v))*

EMERGENCY CONTACT 4 (OTHER THAN PARENT)

Name

Address

Suburb | Post Code

Phone (Home) | Phone (Work) | Phone (Mobile)

Relationship to child

☐ Authorised to Collect (Authorised Nominee) *(Reg.160(3)(b)(iii))*

☐ Notified in the event of an Emergency *(Reg.160(3)(b)(ii))*

☐ Authorised to Consent to Medical Treatment *(Reg.160(3)(b)(iv))*

☐ Authorisation for the administration of medication *(Reg.160(3)(b)(iv))*

☐ Authorised to authorise an Educator to take your child outside of the premises *(Reg.160(3)(b)(iv) & (v))*

INFORMATION FORMS

COURT ORDERS/PARENTING PLAN IN RELATION TO YOUR CHILD

Are there any:

- court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to your child or access to your child?
- other court orders relating to your child's residence or your child's contact with a parent or other person?

N go to the next section Y please complete the following:

1. Bring the original order/s for educators to sight and attach a copy to this enrolment form;
2. Please describe the orders and provide the contact details of any person given powers, duties, responsibilities or authorities:

*INFORMATION FOR BODIES WHICH PROVIDE FUNDING TO EDUCATIONAL AND CARE SERVICES

From time to time Government Regulatory Authorities seek information on the characteristics of your children and their families who use an Education and Care Service. This is used in planning new policies, programs and resources to support services. To help provide accurate information please answer the following questions by ticking the appropriate box indicating YES or NO:

- Does your child have a developmental delay or disability including intellectual, sensory or physical impairment? Y N
  If yes - please include all relevant documentation, diagnostic assessments and/or reports to support diagnosis.
- Does either parent have a disability? Y N
- Is the family a single parent family? Y N

ADDITIONAL INFORMATION

*Please provide any other relevant information about your child eg. abilities, interests, likes, dislikes, family traditions, home routines, parenting strategies etc.

*Please indicate festivals/celebrations your family recognises and/or list below any cultural/religious beliefs you wish Billanook College Staff to be aware of:

*Is your child currently attending or have they previously attended:

Kindergarten ☐ Playgroup ☐ Long Day Care ☐ Family Day Care ☐ Early Intervention Service ☐ Other ☐

If yes - please provide details

CONFIDENTIALITY OF ENROLMENT RECORDS

The approved provider of the Education and Care Service must ensure that the information in your child's enrolment record is not divulged or communicated, directly or indirectly, to another person other than as prescribed under Regulations 181 and 182 of the Education and Care Services National Regulations 2011.
This includes, to the extent necessary for the education and care of your child or medical treatment of your child; or where expressly authorised, permitted or required to be given by or under any Act or law; or with the written consent of the person who provided the information.

Billanook College

MEDICAL FORMS

MEDICAL INFORMATION AND AUTHORISATIONS

*Is your child currently attending or has previously attended:

☐ Counsellor/ Psychologist ☐ Occupational Therapy ☐ Paediatrician ☐ Specialist ☐ Speech Therapy ☐ Dietitian ☐ Other

If YES, please include any assessment or letters from external specialists or NDIS plans.

AUTHORITY

I/We, (Print Full Names)

☐ authorise the staff member in charge, contracted employees or agents of the school, who are with my child, to give consent, where it is impractical to communicate with me, and agree to my child receiving such medical treatment by a registered medical practitioner, hospital or ambulance service; as may be deemed necessary.

☐ give permission for same to pass this information to a third party, eg. Doctor, Hospital, to facilitate the medical treatment of my child.

☐ agree that any costs incurred for medical treatment are to be paid by the Parent/Guardian.

☐ agree to collect or make arrangements for the collection of my child if they becomes unwell;

☐ understand that in an emergency situation or where evacuation is necessary that my child may need to leave the College grounds and/or Early Learning Program room under the direction and supervision of the approved provider, nominated supervisor or educator.

☐ give permission for Billanook College and its agents to retain this form for statutory archival requirements, noting that I can access it as per the Billanook College Privacy Policy.

Signature (Parent 1/Guardian) Date

Signature (Parent 2/Guardian) Date

If applicable the signatures of both parents/guardians are required

All health records are kept in accordance with the Billanook College Privacy Policy.
If you would like further information about the way the College manages the personal information it holds, please contact the Principal or email privacy@billanook.vic.edu.au
Wellness Centre Administration - Phone: 9724 1115 or 9725 5388

DEFINITIONS

Authorised Nominee/s
Authorised Nominee means a person who has been granted permission by a family member* to collect your child from Billanook College (Education and Care Services Nation Law - Section 170(5)).
Family Member/s
'Family Member' as defined in the Education and Care Services National Law 2010; Section 5 'family member' in relation to a child, means -
(a) a parent, grandparent, brother, sister, uncle, aunt or cousin of your child, whether of the whole blood or half-blood and whether that relationship arises by marriage (including a de facto relationship) or by adoption or otherwise; or
(b) a relative of your child according to Aboriginal or Torres Strait Islander tradition; or
(c) a person with whom your child resides in a family-like relationship; or
(d) a person who is recognised in your child's community as having a familial role in respect of your child.
Parental Responsibility
The term 'parental responsibility' is defined in the Family Law Act 1975 as "all duties, powers, responsibilities and authority which, by law, parents have in relation to children".
All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. These powers and responsibilities are referred to as "parental responsibility". 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.