



Enrolment Date: _____

Days of Attendance	M	T	W	Th	F
Office Use Only					

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.

Questions marked with an asterisk * are not required by the Regulations, but you are encouraged to answer these to assist the service in caring for your child.

Information about the child

Family Name: _____ Date of Birth: _____ *Sex: M F

Given Names: _____ Child CRN: _____ Other:

Home Address: _____

Language(s) spoken in the home: _____ Cultural Background: _____

*Is the child of Aboriginal and/or Torres Strait Islander origin? (please tick)

No, not Aboriginal or Torres Strait Islander Yes, Aboriginal

Yes, Aboriginal and Torres Strait Islander Yes, Torres Strait Islander

*Does the child have a developmental delay or disability including intellectual, sensory or physical impairment? No Yes (please tick)

Information about the child's parents or guardians

Parent One		Parent Two	
Name -		Name -	
Address -		Address -	
CRN -		CRN -	
Telephone/s (H) _____ M _____ W _____		Telephone/s (H) _____ M _____ W _____	
Does the child live with the mother? No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick)		Does the child live with the father? No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick)	
Date of Birth -		Date of Birth -	
Cultural Background -		Cultural Background -	
Email -		Email -	
Guardian (if applicable)		Guardian (if applicable)	
Name		Name	
Address - as per child or:		Address - as per child or:	
Telephone/s (H) _____ (W) _____		Telephone/s (H) _____ (W) _____	
Does the child live with this guardian? No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick)		Does the child live with this guardian? No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick)	

Other persons to be notified

There may be times when the child has an accident, injury, trauma or illness and the parents or guardians cannot be contacted. To deal with these situations the children's service should notify one of the following people who are authorized to collect and care for the child after accident, injury, trauma, or illness. You are also authorising these people to consent to medical treatment of the child and to authorize an educator to take the child outside of the education and care service premises in the event you are unable to be contacted.

Name	Name
Address	Address
Telephone/s (H) _____ (Mobile) _____ (W) _____	Telephone/s (H) _____ (Mobile) _____ (W) _____
Relationship to child	Relationship to child

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Child's health information

Name Doctor/Medical Service: Telephone:.....

Address Doctor/Medical Service:

Medicare Number:

Ambulance Fund and Identification Number:

Does your child have a child health record? No Yes (please tick)
If yes, please provide the service for sighting.

Name and position of person at the children's service who has sighted the child's health record.

Name:..... Position:

Child's medical information

Does your child have any special needs? No Yes (please tick)

If yes, please provide details of any special needs and any management procedure to be followed with respect to the special need. Please add a page of information regarding these procedures & needs.

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Does your child have any allergies or sensitivity? No Yes (please tick)

If yes, please provide details of any allergies and any management procedure to be followed with respect to the allergy.

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Anaphylaxis

Has your child been diagnosed at risk of anaphylaxis? No Yes

Does your child have an auto injection device (e.g. EpiPen®)? No Yes

Has the anaphylaxis medical management plan been provided to the service? No Yes

Has a risk management plan been completed by the service in consultation with you? No Yes

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 is available at www.education.vic.gov.au/anaphylaxis

Does your child have any other medical conditions? (e.g. asthma, epilepsy, diabetes etc. that are relevant to the care of your child) No Yes (please tick)

If yes, please provide details of any medical condition and any management procedure to be followed with respect to the medical condition need to be attached. **(Management Plans MUST be attached to form)**

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Does the child have any dietary restrictions? No Yes (please tick)

If yes, the following restrictions apply:

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Child's Immunisation Record

Has the child been immunised? No Yes (please tick)

*If yes, you **MUST** provide the details by:

- attaching a copy of the Immunisation Record printout from local government OR
- attaching the Child History Statement from the Australian Childhood Immunisation Register

Immunisation (valid from March 2008)	Birth	2months	4months	6 months	12 months	18 months	4 years
Hepatitis B							
Diphtheria, tetanus and acellular pertussis (DTPa)							
Haemophilus influenza (Type b)							
Inactivated poliomyelitis (IPV)							
Pneumococcal conjugate (7vPCV)							
Rotavirus							
Measles, mumps and rubella (MMR)							
Meningococcal C							
Varicella (VZC)							
Additional immunisations for Aboriginal and Torres Strait Islander children (if required)							
					12-24 months		18-24 months
Hepatitis A							
Pneumococcal polysaccharide (23vPPV)							

Due to the 'No Jab No Play' legislation we can only accept Medicare Statements for our records. Immunisation History Statements can be requested at any time by contacting Medicare:

- Phone: 1800 653 809
- Email: acir@medicareaustralia.gov.au
- Visit: www.medicareaustralia.gov.au/online
- Visit your local Medicare office.

We **cannot** accept a child into our service that is not up to date with their immunisation vaccination schedule unless a medical exemption form is completed by your GP. 'Conscientious objections' is now re-termed as 'vaccination objections' and is no longer an accepted exemption and does not apply.

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered tentative places will be asked to provide immunisation documentation to Little Groms Early Learning 2 weeks prior to commencement that shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16-week grace period.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

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Kindergarten Fee Subsidy

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

- Health Care Card Pensioner Concession Card
DVA Gold Card Bridging Visas A–F
Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
Resolution of Status Visa (Ros) Visa Class CD, Subclass 851
Refugee and Special Humanitarian Visas 200–217
Triplets or Quadruplets Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Little Groms Early Learning by the Director **except if Aboriginal and Torres Strait Islander identification is selected.**

NOTE: THE ELIGIBILITY OF CONCESSIONS MAY VARY FROM TIME-TO-TIME. UP-TO-DATE INFORMATION CAN BE FOUND AT: [HTTPS://WWW.EDUCATION.VIC.GOV.AU/PARENTS/CHILD-CARE-KINDERGARTEN/PAGES/HOW-MUCH-KINDERGARTEN-COST.ASPX](https://www.education.vic.gov.au/parents/child-care-kindergarten/pages/how-much-kindergarten-cost.aspx)

Cultural & Religious Considerations

Please include any details below outlining child and parent cultural and religious special considerations

Permissions

I, _____ (Print full name)

give the management / educators at Little Groms Early Learning the authority to:

- Use the name and/or photo of my child for centre website Yes No
- Post photo of my child on social media Yes No
- To share group photos that my child is in, with families that use the service; such as on Storypark, newsletter and displays in the centre Yes No
- To apply sunscreen for outdoor play Yes No
- To be observed by educators and students for developmental purposes Yes No

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_____	_____
Signature	Date

Payment Requirements

I, _____ (Print full name)

Understand that.

- Fees are payable 2 weeks in advance & agree to the terms of the CWA and acknowledge the fee structure outlined on the centre's Prescribed Information.
- If my fees are in arrears for more than 1 week and no arrangements have been made with management my child's place may be withdrawn.
- Fees will be charged for booked days that my child does not attend due to illness and public holidays.
- I need to provide 2 weeks' notice prior to withdrawing from the centre and understand that all outstanding fees must be paid prior to my departure.
- Full fees are payable until Child Care Benefit confirmation is received by the service
- Full fees are payable if you don't attend the first or last day of booked care
- Fees are paid into the provided bank account via direct deposit

Signature **Date**

Declaration and consent to emergency medical treatment

I, _____ (Print full name)

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

- declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service 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 s/he becomes unwell at the service.
- consent for the child referred to in this enrolment form to be administered paracetamol in the event of a fever or medical condition.
- consent to the proprietor to seek medical treatment for the child from a medical practitioner, hospital or ambulance service.

Signature **Date**



Completion Checklist.

- Parent & Family Details are complete in **FULL**
- You have registered with the Family Assistance Office and have provided parent and child details (including CRN's).
- A copy of your child's Immunisation History Statement has been attached
- A copy of your child's birth certificate has been attached
- Completed allergies section in full and attached any Allergy Plans
- If your child has Asthma or Anaphylaxis or serious allergies, they will require an Action plan from your GP **prior** to enrolment
- Child Health Information section is completed in **FULL**
- You have provided a **minimum of 2** emergency contacts (Not including parents or guardians) in the event that parents / guardians are unable to be contacted.

Please note: Your child's enrolment will not be secure until all of the above information is supplied to the service.

Confidentiality of Enrolment Records

The proprietor of the children's service 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 Education & Care Services National Regulations

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-to-day care and control of the child.

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Dear parent/guardian

Important information regarding your child’s kindergarten year

The Victorian Government provides funding to support children to access a high quality kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

Your child can only be funded for a kindergarten place at one service at any one time and only for one year (unless your child is assessed as being eligible for a second funded year by your child’s kindergarten teacher).

In 2026 your child is enrolled to attend our kindergarten program and we will be claiming funding for your child on your behalf. **Please sign below and return this form to acknowledge that your child is accessing their funded kindergarten place at our service in 2026.**

If your child will be attending another children’s service that offers a funded kindergarten program, you must tell that service we will be claiming funding for your child.

The Kindergarten Fee Subsidy (KFS) is available for some children to attend kindergarten for free or at low cost. Your child is eligible if they are Aboriginal and/or Torres Strait Islander, are a triplet or quadruplet, or if you (or your child) hold an eligible concession card. Please notify us if you believe your child may be eligible for the KFS.

Kind regards,

Kristie,
Little Groms Early Learning.

I confirm that my child will be accessing their funded kindergarten place at this service in 2026.

Name of service: Little Groms Early Learning	
Date:	Child name:
Parent name:	Signature: