

FAMILY & CHILDREN'S SERVICES ENROLMENT FORM



CORANGAMITE
SHIRE

Welcome to Corangamite Shire, Family & Children's Services!

Please complete all of the following pages to enroll your child/children in the services of your choice.

This year we are also trialling a single enrolment form for all services to make it simpler for families to complete. Please feel welcome to provide any feedback so we can improve our services.

We are also working to communicate with families via text and email as much as possible following feedback. If electronic messages don't suit and you still need to receive information via the post, please tick here otherwise we will email and text and call.

We look forward to working with you and your children.

Register online

You can complete an enrolment online at www.corangamite.vic.gov.au

A paper based enrolment is not required if applying online.

Please return paper-based enrolments to:

Family & Children's Services Team
PO Box 84, Camperdown, VIC, 3260

If returning via post, please ensure that you receive confirmation of registration within three weeks.

Corangamite Shire Council administers:

- Family Day Care
- Mobile Child Care [Ecklin, Glenormiston, Port Campbell & The Sisters]
- Long Day Care [Skipton and Western Plains [Lismore & Derrinallum]]
- Kindergartens [Simpson, Timboon, Cobden, Terang, Western Plains [Lismore & Derrinallum] and Skipton]
- After Kindergarten and School Care [Timboon & Terang]

CONFIDENTIALITY OF ENROLMENT RECORDS

The personal/health information collected by the Corangamite Shire Family & Children's Services under the State and Federal Legislation is for enrolment and administration purposes only. This information may be disclosed to Council's Family and Children's Services and where required by legislation.

If all information is not completed, your Enrolment may not be processed. If you need help enrolling please get in touch and we can assist.

You may apply to the Corangamite Shire Council for access to and/or for amendment of the information.

Requests for access and or correction should be made to the Manager, Community Services, Corangamite Shire Council. The Corangamite Shire Council's policies and procedures comply with the *Privacy and Data Protection Act 2014*.

CONTACT US

181 Manifold Street
PO Box 84
Camperdown Vic 3260

T: 5593 7100

E: shire@corangamite.vic.gov.au

Share your feedback about your experience with our service

We welcome your feedback whether it's a compliment, suggestion or a complaint. Please give us a call, email: children.services@corangamite.vic.gov.au, or make a time to visit our team at the Civic Centre.

You can also complete an online form which will be forwarded to an appropriate Council officer for action:

www.corangamite.vic.gov.au/contact

FORM 2: CHILD ENROLMENT FORM

FAMILY & CHILDREN'S SERVICES



CORANGAMITE
SHIRE

CHILD DETAILS

Given Name/s (as stated on birth certificate):

Family Name/Surname:

Usually called:

Date of birth: Male Female Other

Country of birth: Cultural background:

Residential address:

Language/s spoken at home:

Child Centrelink Customer Reference Number: Medicare Number:

Is your child of Aboriginal or Torres Strait Islander origin? Yes No

Does your child have refugee or asylum seeker status? Yes No

Multiple birth: twin triplet

Has your child been funded for an Early Start Kindergarten Program? Yes No
[Must be Aboriginal and/or Torres Strait Islander or known to Child Protection]

Is your child currently in an Out of Home Care arrangement including kinship care?

Or are they known to Child Protection? Yes No

Out of home care is a term used to describe the placement of children away from parents, due to concern that they are at risk of significant harm. Kinship care means in the care of relatives or close friends. If yes, please provide details:

EDUCATION PROGRAMS

Does your child attend any of the following:

Primary School Kindergarten After Kinder Care Child Care

CHILD HEALTH INFORMATION

Is your child fully immunised? Yes No

Under the legislation 'No Jab, No Play' your child needs to be fully immunised for their age. A current Immunisation History Statement from the Australian Immunisation Register [AIR] needs to be provided to the service on enrolment. Statement available from www.my.gov.au or phoning 1800 653 809.

I consent to Corangamite Shire Council accessing statements/updates for my child's immunisation records electronically Yes No **OR** I have attached and will provide updates

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CORANGAMITE
SHIRE

CHILD HEALTH INFORMATION

Does your child have any of the following:

- Special or additional needs Allergy or sensitivity Dietary restrictions Diagnosed anaphylaxis
 Developmental delay Medical condition e.g. asthma, diabetes etc

Please provide additional information and medical management plan to be followed with respect to a specific healthcare need, medical condition, allergy or dietary restriction.

In the case of anaphylaxis or asthma you will be provided with a copy of the management policy. You will be required to provide the service with an individual medical management plan for your child signed by a medical practitioner before they can commence. Medication must accompany the child at all times.

Allergy and anaphylaxis action plan:

<https://allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Asthma action plan:

<https://www.nationalasthma.org.au/health-professionals/asthma-action-plans>

- Educator has sighted a Child Health Record

Are you accessing or on the waiting list for any specialist services?

- Yes No If yes, please provide details:

Is there any further information you would like the service to know?

- Yes No If yes, please provide details:

Does your child have any cultural restrictions or preferences, particular likes or dislikes?

- Yes No If yes, please provide details:

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CORANGAMITE
SHIRE

PERMISSIONS

I give permission for:

- Photographs/videos of my child to be taken and used within the service Yes No
- Photographs/videos and first name of my child to be included in other children's documentation Yes No
- Photographs/videos of my child to be taken and used in the promotional and information display outside of the services Yes No
- Photographs/video footage use for student training purposes (images may leave the centre for the purpose of training and assessment) Yes No
- Sunscreen that is supplied by the service to be applied to my child, as per SunSmart Policy Yes No
- Band-aids and sticking plasters applied as necessary Yes No
- Insect repellent applied Yes No
- My email address to be used in communication Yes No
- Text messages to be used in communication Yes No
- Corangamite Shire Council Family & Children's Services to share information to support my child Yes No
- My child to participate in regular emergency evacuation procedures walking with Council staff to the nominated evacuation points displayed on the Emergency Management Plan during scheduled session times Yes No

CHECKLIST

- Copy of birth certificate (attached if applicable to kindergarten enrolments)
- Copy of proof of eligible concession/exemption attached if applicable to kindergarten enrolments
- Copy of immunisation status
- Copy of medical management plan attached as required
- Copy of supporting documents e.g. court order
- Child Care subsidy applied for through Centrelink for Child Care
- Customer Reference Number

I declare that all information provided by me is true and correct and agree to pay in-line with the Family & Children's Services Policy. Please sign or upload photo of signature.

Name of parent/legal guardian: _____

Signature: _____

PLEASE SELECT WHICH SERVICE/S YOU ARE APPLYING FOR:

Mobile Child Care:

- Ecklin Glenormiston Port Campbell The Sisters

Long Day Care: Skipton Western Plains (Lismore and Derrinallum)

Kindergarten: 3yr old 4yr old

- Cobden Simpson Skipton Terang Timboon Western Plains (Lismore and Derrinallum)

Family Day Care: Educator/Town: _____

After Kindergarten and School Care: Timboon Terang