

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Please read this important information before completing this form:

This form must be completed by a parent or guardian who has lawful authority in relation to the child. A brief explanation of lawful authority is contained on page three of this form.

Fill in ALL sections of this form in full, or mark as n/a and DO NOT use abbreviated names or nicknames.

Child's name			
Session type	<input type="checkbox"/> Four-year-old (15 hours)	<input type="checkbox"/> Three-year-old (Three hours)	<input type="checkbox"/> Early start (15 hours)
Preferences	First preference preschool	Group/centre	Third preference preschool
	Second preference preschool	Group/centre	Fourth preference preschool
	Does your child have a sibling attending a Wodonga Council preschool in the same year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Has your child previously accessed an Early Start Kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Has your child accessed a four-year-old preschool program previously? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, has your child been approved for a second year of funded four-year-old preschool? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your child need assistance to attend preschool? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Information about the child	Family name:	Given name/s:
	Usually called:	Date of birth:
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X	
	Child's Medicare number:	
	Languages(s) spoken in the home:	
	Cultural background:	Country of birth:
	Siblings (names and ages):	
	Is the child of Aboriginal and/or Torres Strait Islander origin? (tick only one box)	
	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> No	
	Does the child have refugee or asylum seeker status? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Information about the child's parents or guardians: Please use full names.	Mother/guardian	Father/guardian
	Family name:	Family name:
	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 mother/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child live with the father/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cultural background:	Cultural background:
	Occupation:	Occupation:
	Email address:	Email address:
	Is the child in an out-of-home care arrangement including kinship care or foster care? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide the service with more information regarding the arrangement.	

Have you had other children attend Wodonga Council preschools?	Child's name	Year of attendance	Preschool attended

FEES Four-year-old (15 hours) exemption	Section one: Card holders only (see preschool information booklet for eligible cards)	
	Card type:	Card number:
	Card issue date:	
	Card expiry date:	
	Child's name on card:	

FEES Payment options Four-year-old (15 hours) and three-year-old (three hours)	Section two: Non card holders only	
	I agree to pay the appropriate term fees to the council by the due date:	Signature:
	My payment choice is: <input type="checkbox"/> Payment of term fees payable before commencement of each term; or <input type="checkbox"/> Direct debit - fortnightly (commencing January 2019 (or commencement date) until October 2019)	

CHILDCARE For children accessing childcare (including before and after preschool care) only:	Child's Centrelink Reference Number (CRN):	
	Family CRN:	
	Person registered: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other	
	Please tick the days you would like to make a permanent booking: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	Please specify starting date:	
	Will you be claiming the multiple child percentage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Sibling name:	Date of birth:

Authorised nominees Your consent is required for other people to collect the child from the children's service 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 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 children's service and the parents or guardians cannot be contacted, this list will be used to arrange someone to collect the child.

Family name:	Family name:
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"/> Authorise administration of medication	<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorise administration of medication
<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:
Family name:	Family name:
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"/> Authorise administration of medication	<input type="checkbox"/> Authorised to consent to medical treatment or <input type="checkbox"/> Authorise administration of medication
<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:

Court orders relating to the child and/or family plan	<p>Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick)</p> <p>1. Bring the original court order/s for staff to see and a copy to attach to this enrolment form.</p> <p>2. If these orders:</p> <p>a. Change the powers of a parent/guardian to:</p> <ul style="list-style-type: none"> • 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 <p>b. Give these powers to someone else. Please describe these changes and provide the contact details of any person given these powers:</p> <p>3. Family plan: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick)</p>
Lawful authority	<p>Parents 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 2016</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.</p> <p>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 <i>Education and Care Services National Regulations 2016</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.</p>
Declaration and consent to emergency medical treatment	<p>I,(Print full name)</p> <p>A person with lawful authority of the child referred to in this enrolment form:</p> <ul style="list-style-type: none"> • 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; and, • Consent to the staff of the children’s service seeking, or where appropriate, administering 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. <p>Signature</p>
Photographs	<p>I give permission for my child to be photographed or filmed by staff, students and/or the media. I understand that such photographs/footage may be used in displays and/or newspapers, pamphlets, communication journals and television advertisements. I understand that the co-ordinator/director, staff will, when able, notify me prior to the photographing/filming. Families, religious and cultural beliefs will be taken into consideration before photographing/filming.</p> <p>Signature</p> <p>Date.....</p>
Emergency procedures	<p>I give permission for my child to leave the centre with staff for nearby emergency/evacuation drills.</p> <p>Signature</p> <p>Date.....</p>
School (four-year-old preschool children only)	<p>What primary school will your child be attending after completion of the preschool year?</p>
Fees	<p>I(parent/guardian’s name) have read the centre handbook/fees brochure and understand that fees must be paid within given timelines. I also understand that if fees are not paid within this timeframe the service has the discretion to cancel my child’s position. I hereby agree to abide by the conditions as set out in the Preschool information booklet 2019.</p> <p>Signature</p> <p>Date.....</p>
Sunscreen	<p>I (parent/guardian’s name) authorise Wodonga Council staff to apply sunscreen to my child. In the event that my child is allergic to common sunscreen, I will provide sunscreen for my child.</p> <p>Signature</p> <p>Date.....</p>

Child's health and medical information form	Medical conditions
	Has your child been diagnosed with a medical condition (anaphylaxis/asthma/diabetes/allergies)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please describe:
	<i>Please note: If your child has a medical condition, please provide a copy of the child's medical management plan signed by your doctor. The preschool service will then provide you with the medical conditions policy outlining the requirements and procedures required for medical conditions.</i>
	Does your child have any dietary restrictions or intolerances that do not require a medical management plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:
	Name of doctor/medical service:
	Phone:
	Address:
	Name of maternal child health centre:
	Has your child completed a 3.5-year-old health check? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, we encourage you to attend the 3.5-year-old maternal and child health visit with your child.
	Wodonga Council preschools work in collaboration with Maternal and Child Health, do you have any objections to the sharing of information? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does your child have a child health record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide this to your preschool service for sighting.
	Was there any issues or conditions during your child's early years (including pre birth and birth) that may have impacted on your child's learning ability and development?
	Does your child have a development delay/disability or special needs? If yes, please describe and attach any assessment reports:
Do you have any concerns relating to your child's behaviour or development?	
Does your child receive support from any of these services: <input type="checkbox"/> Child FIRST/Child protection <input type="checkbox"/> Paediatrician <input type="checkbox"/> Occupational therapy <input type="checkbox"/> Speech therapy <input type="checkbox"/> Early Childhood Intervention Service (ECIS) <input type="checkbox"/> Other.....	
Other information	Is there anything else that the children's service should know about the child (for example excessive fears, favourite activities) or attending other early childhood service or early intervention 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 <i>Education and Care Services National Regulations 2016 (regulation 181 (a-e))</i> .

Privacy collection statement	<p>Personal and/or health Information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and/or health information will be used solely by the council for these purposes and/or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and/or health information provided is for the above purpose and that he or she may apply to the council for access to, and/or amendment of, the information. Requests for access and/or correction should be made to the council's privacy officer. The centre has a privacy policy on display for parents to read at all times.</p> <p>I (parent/guardian's name) have read and understand the above statement and am aware that the privacy policy is available for viewing or a copy can be obtained on request.</p> <p>Signature</p> <p>Date.....</p>
Child's immunisation record	<p>The 'No Jab, No Play' legislation: From January 1, 2016, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is:</p> <ul style="list-style-type: none"> • Fully immunised for their age; or • On a vaccination catch-up program; or, • Unable to be fully immunised for medical reasons. <p>Your enrolment cannot be processed without the following:</p> <ul style="list-style-type: none"> • A Department of Human Services Medicare immunisation history statement indicating status is up-to-date. <p>The above statement is available from the Australian Immunisation Register (AIR). If unsure contact AIR online or on 1800 653 809 or Wodonga Council's immunisation department on (02) 6022 9300.</p> <p>If your child is unable to be fully immunised for medical reasons, you must provide the AIR Immunisation Medical Exemption form.</p>
Declaration	<p>I hereby declare all information provided is true and correct. I understand that if the information is incorrect, my application will be withdrawn.</p> <p>Signature of legal parent/guardian:</p> <p>Date.....</p>

INTRODUCING SCHOOL READINESS FUNDING

From 2018, the Department of Education and Training are requesting the following information from parents to support additional funding to preschools.

WHAT IS SCHOOL READINESS FUNDING?

School readiness funding is part of the Victorian Government's Education State Early Childhood Reform Plan. In an Australian first, it will introduce an additional \$55.3 million to services with a funded preschool. School readiness funding will give more support to children to help them start school on track.

With school readiness funding, services with a funded preschool program will be able to invest in benefits for children, such as a speech therapist or child psychologist to work with kids, community outreach, parenting support or more time for one-on-one learning.

WHEN WILL THE FUNDING START?

School readiness funding will be progressively introduced across the state from 2019 and will reach all preschool services by 2021.

HOW MUCH WILL EACH PRESCHOOL RECEIVE?

The amount of additional funding each preschool receives will be based on the needs of the children enrolled – in the same way that needs-based funding is applied in schools.

WHY ARE WE COLLECTING INFORMATION ABOUT PARENTS' EDUCATION AND OCCUPATION?

WHY AM I BEING ASKED TO PROVIDE THIS INFORMATION NOW?

School readiness funding will provide preschools with additional support for children, based on the needs of the children enrolled. In order to better understand what these needs are, the Department of Education and Training is requesting information on the level of education and occupation of parents/guardians during the preschool enrolment process. This will help guide the allocation of school readiness funds. We need this information from 2018, so we can allocate funding for some preschool services from 2019. This is the same information collected and the same approach that is used to allocate needs based funding across government schools.

WHAT DOES THIS MEAN FOR MY PRESCHOOL?

All services with a funded preschool program will be required to collect occupation and education information from the parents/guardians of children enrolled – starting with all children enrolled for the 2018 preschool year.

WHAT IF I DON'T WANT TO GIVE THIS INFORMATION?

You will not be compelled to give information if you don't want to, but it will help us make the right decisions about how much additional funding each preschool should receive. The information you provide will help to ensure that all children are supported to be ready to thrive at school. As with all information provided during the preschool enrolment process, your privacy will be respected.

FOR MORE INFORMATION

More information is available at www.education.vic.gov.au/ecreform

	Adult A (Primary Carer)	Adult B (leave blank if not applicable)
Education		
What is the <i>highest</i> year of primary or secondary school the parent/guardian has completed? (tick one) <i>For persons who have never attended school, mark 'Year 9 or equivalent or below'.</i>	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
What is the level of the <i>highest</i> qualification the parent/guardian has completed? (tick one)	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification
	<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Advanced diploma / Diploma
	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
Occupation		
What is the occupation of the parent/guardian?		
What is the occupation group of the parent/guardian? <i>Please tick the appropriate parental occupation group from the attached list (See Parental Occupation Group Codes).</i> <i>If the person has not been in <u>paid</u> work for the last 12 months, tick 'N'.</i> <i>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</i>	<input type="checkbox"/> A	<input type="checkbox"/> A
	<input type="checkbox"/> B	<input type="checkbox"/> B
	<input type="checkbox"/> C	<input type="checkbox"/> C
	<input type="checkbox"/> D	<input type="checkbox"/> D
	<input type="checkbox"/> N	<input type="checkbox"/> N

Parental Occupation Index

Please see the register available at <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/occupationcoderegister.aspx>

MANAGERS		
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament	A
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers	A
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers	A
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers	B
PROFESSIONALS <i>generally with a bachelors degree or above</i>		
Arts and Media Professionals	Music Professionals, Photographers, Journalists and Other Writers	A
Business, Human Resource and Marketing Professionals	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals	A
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals	A
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers	A
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals	A
ICT Professionals	Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists	A
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion	A
TECHNICIANS AND TRADES WORKERS		
Engineering, ICT and Science Technicians	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians	B
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters	C
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers	C
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers	C
Food Trades Workers	Chefs	B
	Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks	C
Skilled Animal and Horticultural Workers	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers	C
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers	C
COMMUNITY AND PERSONAL SERVICE WORKERS		
Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists	B
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants	D
Hospitality Workers	Bar Attendants and Baristas, Cafe Workers, Gaming Workers	D
Protective Service Workers	Police	B
	Defence Force Members - Other Ranks, Fire and Emergency Workers	C
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants	D
Sports	Sports Coaches, Instructors and Officials, Sportspersons	C
	Fitness Instructors, Outdoor Adventure Guides	D
CLERICAL AND ADMINISTRATIVE WORKERS		
Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers	B
Personal Assistants and Secretaries	Personal Assistants, Secretaries, Legal Secretaries	C
General Clerical Workers	General Clerks, Keyboard Operators	D
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists	D
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers	D
Clerical and Office Support Workers	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers	D
	Conveyancers and Legal Executives	B
Other Clerical and Administrative Workers	Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors	C
	Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers	D
SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS		
Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents	C
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator	D
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers	D

Please return your completed **enrolment application form, immunisation record** and any **supporting documentation** to the early years co-ordinator at the address below.

Enquiries: Early Years unit on (02) 6022 9300 or
info@wodonga.vic.gov.au

Deliver to: Early Years unit,
104 Hovell St,
Wodonga,
VIC 3690

Check list (Please tick)

- Application and enrolment form completed
- Immunisation record attached
- Other supporting documentation attached
- Completed the parent education and occupation details