



## Enrolment Form

Information provided in this enrolment form is strictly confidential.

### CHILD'S DETAILS

Child's Given Name/s

Child's Family Name

Date of Birth  Gender  Male  Female

Residential Address

Preferred Phone No.

Email Address

### ABORIGINALITY

Is your child of Aboriginal or Torres Strait Islander origin?

No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

### MEDICAL INFORMATION

Medicare Number  Exp

Does your child have any diagnosed conditions  Yes  No  
(e.g. asthma, anaphylaxis, autism)

If yes, please elaborate

Diagnosing physician

Additional Information



# Gunnedah Pre-School

35 Elgin Street  
PO Box 161  
Gunnedah NSW 2380  
02 6742 1002  
info@gunnedahpreschool.org.au

## FAMILY DETAILS

### PARENT/CARER 1 with whom this child normally lives

Full Name

Relationship

Preferred Number

Alternate Number

Occupation

Aboriginality  No  Aboriginal  Torres Strait Islander  Both

### PARENT/CARER 2 with whom this child normally lives

Full Name

Relationship

Preferred Number

Alternate Number

Occupation

Aboriginality  No  Aboriginal  Torres Strait Islander  Both

### SIBLINGS/CHILDREN with whom this child normally lives

Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## FAMILY DETAILS CONT.

### PARENT/CARER 1 NOT living with child

Full Name

Relationship

Preferred Number

Address

Does the child sometimes reside at this address  Yes  No

### PARENT/CARER 2 NOT living with child

Full Name

Relationship

Preferred Number

Address

Does the child sometimes reside at this address  Yes  No

### SPECIAL CIRCUMSTANCES

Is there any special circumstances about your child seeking to be enrolled that the preschool should know prior to enrolment. (e.g. living apart from parents, out of home care, subject of a court order)

Yes  No



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## ADDITIONAL INFORMATION

### Authorisations

Please list at least 2 people, other than regular parents/carers, who you authorise to collect from preschool, consent to medical treatment or give permission for excursions.

Additional authorised people must live in a 20km radius of the preschool. These people can be changed or added to at any time.

Name  Number

I authorise to  Collect my child from preschool  
(please check  Consent to medical treatment and administration of medication to my child  
all that apply)  Consent to my child being taken outside the preschool by preschool staff

Address

Name  Number

I authorise to  Collect my child from preschool  
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## PERMISSION

### Emergency Medication and First Aid

Gunnedah Preschool has children's Panadol, Epipen Jr, ventolin and first aid kits available in case of emergency.

I give permission for staff to administer medication and/or first aid to my child in the case of an emergency.  Yes  No

I give permission for staff to arrange medical treatment from a medical professional, hospital service or ambulance, including transportation, in the event that such action appears to be necessary.  Yes  No

In the event of an emergency, every attempt will be made to contact the parents/primary care givers.

### FOOD AND BEVERAGES

Gunnedah Preschool has seasonal fruit, vegetables, tasty cheese, Salada biscuits, multigrain bread, margarine, jam (varying flavours), honey, vegemite and low fat milk on premises to supply breakfast and healthy snacks to children. In addition to this, we allow children to bring birthday cake to celebrate their birthday.

I give permission for my child to consume these foods and beverages.  Yes  No

I give permission for my child to consume birthday cake from peers  Yes  No

If no, please list the foods you don't wish your child to consume:

### SUN SCREEN

Gunnedah Preschool encourage sun safe practices and supply SPF 50+ sun screen to children, staff and visitors.

I give permission for staff to assist my child in applying sun screen supplied by the preschool.

Yes  No

If no, are you able to supply your own sun screen.  Yes  No

### TRANSITION TO SCHOOL

I give permission for Gunnedah Preschool to share information with the school my child will be attending for Transition to School purposes.

Yes  No



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## PERMISSION CONT.

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the Gunnedah Preschool will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department of Education to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting the preschool. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the preschool.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the preschool or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a Gunnedah Preschool, and how we protect your privacy, is available on the Department's website or from the preschool.

### **Publishing child information**

The Gunnedah Preschool may publish information about your child for the purposes of sharing his/her experiences with other children, informing the preschool and broader community about preschool activities and recording child participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at preschool such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include, but are not limited to: Public websites of the Department including the preschool website, the Department's intranet (staff only), blogs and wikis Departmental publications including the preschool newsletter, annual preschool magazine and preschool report, promotional material published in print and electronically including on the Department websites, Official departmental and preschool social media accounts on networks such as the preschool's Facebook and website.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.



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## PERMISSION CONT.

### Permission to Publish

I have read the information about publishing children's information and photographs

I give permission       I do not give permission

For Gunnedah Preschool to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

## ADDITIONAL CARE INFORMATION

Is or has your child be in non-parental care on a regular basis and/or attended any other educational programs?       Yes       No

If yes, please indicate any of the following that apply.

- Preschool
- Long-day care
- Family Day Care
- Grandparents
- Other (e.g. play groups, nanny)

What year do you indent on sending your child to kindergarten?

*(Children are eligible for school if they turn 5 before July 31st)*

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Which primary school do you intend to enrol?

- Gunnedah South Public School
- Gunnedah Public School
- St Xavier's Primary School
- Carinya Christian School
- Carroll Public School
- Curlewis Public School
- Other

Please specify



## BILLING INFORMATION

Fees to be billed to

I would like my statements and receipts emailed to me  Yes  No

Email Address

### Preferred Payment Method

- Cash  EFTPOS  Direct Deposit  
 Centrepay (free direct bill paying service to customers who receive a Centrelink payment)

## CENTREPAY DEDUCTIONS

I authorise Centrelink to make the nominated deduction.

I understand that if I transfer to another eligible Centrelink payment in the future that my deductions will continue, it is my choice to have this amount deducted from my Centrelink payments and I can change my Centrelink deductions at any time, if I stop using the service provider but do not stop my Centrelink deduction, the service provider may instruct Centrelink to stop the deduction, if I change service providers, I may also need to advise Centrelink to stop my previous deduction.

Customer Reference Number

Date of Birth

Payment deduction is to be taken?

Amount to be deducted each fortnight?

Authorising Signature and date





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## BOARD AND ASSOCIATION

### Association Membership

Gunnedah Preschool is a not-for-profit community based preschool governed by a board. Association members are eligible to become members of this board, and allows you the right to vote on issues relating to Gunnedah Preschool. Association membership incurs an annual fee of \$2.

Carer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

How would you like to pay the \$2 membership fee?

Add to my account

Cash

### Declaration of accuracy and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I have read and understand the information in this application including about the collection of personal information, publishing student information, online services and consent. I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

### Signature of Parent/Carer

(at least one of the child's parents/carers must sign)

Print

Date

### Signature of Second Parent/Carer

(at least one of the child's parents/carers must sign)

Print

Date



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### OFFICE USE ONLY

- |  |                           |                                      |
|--|---------------------------|--------------------------------------|
| Current Immunisation form sighted and photocopied                  | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |
| Low Income Health Care Card  | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |
| Medical/emergency plan sighted and photocopied                     | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |
| Family Law, AVO's or relevant court orders sighted and photocopied | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |
| Family Planning Meeting Required                                   | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |
| Medical Conditions   | <input type="radio"/> Yes | <input type="radio"/> Not Applicable |

For parent not living with child       Sharing parental responsibility       Receive academic report

Enrolment Notes