

Gunnedah Preschool Enrolment Form

Please attach a passport size photo of your child here. Name: Date of Birth:	
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This form must be completed by a parent or a guardian who has lawful authority in relation to the child. This person will be deemed as the enrolling Guardian.

ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission

Child's birth certificate	Child Customer Reference Number (CRN)	
AIR Immunisation History Statement	ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma)	
Parent Customer Reference Number (CRN) and Date of Birth	Medical documents	
Court Orders and/or legal documents	Photo identification of all emergency contacts	

Preferred days of attendance – please note 3-4 year old 2 days and 4-5 old 3 days

Days of attendance (Please circle):	Mon	Tues	Wed	Thurs	Fri	(8.30am to 4.00pm)
Session Start Time						
Session End Time						
Year Going to Kindergarten						

0	FFICE USE ONLY
Date Entered	Entered By



1. Child Details									
Child's First Name		•			Prefe	rred Name/	'Alias		
Child's Surname					Child'	s Sex (pleas	se circle)	Male / Female	2
Date of Birth					Child	CRN			
Home Address									
Home Telephone									
Child lives with	Mother	Father	. (Sister E	Brother	Grandpai	rent Und	cle Aunty	
(please circle)	Other							•	
Language (s) spoken			Reli	gion			Co	untry of Birth	
at home			ricing	51011				artery or Birth	
	□ Abo	riginal							
Cultural Background		es Strait	+ Iclan	dor					
(please tick)					Islandar				
(piease tick)		-		es Strait					
2. Parent 1 / Guardian 1				al & Torre	es Strait	isiander			
2. Falciil 1 / Guardian 1	. & Lillergenc	y Conta	CL						
First name & Surname					Other	/Former			
		1	ı		Name				
Relationship to Child		DOB			Home	Phone			
Work Phone			Мо	bile					
			Pho	ne					
Home Address									
Occupation					Email	Address			
Cultural Background				Drivers	Licence	Number			
Concession/Health Care	YES/NO			Photoco	any nrov	idad	YES/NO		
card holder? Expiry Date	113/110			FIIOLOCC	эру ргоч	riueu	113/110		
Parent 2 / Guardian 2 &	Emergency (Contact							
					Othor	/Former			
First name & Surname					Name				
			Ι						
Relationship to Child		DOB			Home	Phone			
Work Phone			Mol	oile					
Work Friorie			Pho	ne					
Home Address									
Occupation					Email	Address			
Cultural Background				Drivers	Licence	Number			
Concession/Health Care	YES/NO			Photoco	nny prov	/ided	YES/NO		
card holder? Expiry Date	2 125/140			1 1101000	SPY PIO	riaca	1.23/140		



3. Court Orders

Are there any Court Orders, parent orders or parent relating to the powers and responsibilities of the parelation to the child or access to the child?			
If YES, please provide a copy of this order to the Service ORDER to verify custody in the child's file. Please provide responsibilities:	•		
All Educators will be made aware of the existence of such documento	ntion.		
4. Family Status			
Both Parents at Home	Sole	Parent	
Shared Custody	Oth	er	



5. Emergency Con	tact / Authorised Nominee		
First name & Surname		Other/Former Name/Alias	
Relationship to Child		Home Phone	
Work Phone		Mobile Phone	
Home Address		Does the child live with this Parent/Guardian?	Yes / No
Cultural Background		Occupation	
Authorisations (Please Circle)	 Collect/Deliver your child to/from the Give permission to authorise an eduservice premises YES / NO Consent to medical treatment for your child to Permit transportation of your child to Give permission to authorise the eduarrange transportation of the child Request/Permit medication to be given in the parent/guardians cannot be conscident, injury, trauma or illness into Parent/Guardian Signature: 	cator to take the child out our child YES / NO by an ambulance service ucation and care service to YES / NO wen to your child YES / No ontacted, this person show volving your child YES / I	YES / NO To transport the child or NO Uld be notified of any NO



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Cultural Background		Occupation	
Authorisations (Please Circle)	 This person has authority to Collect/Deliver your child to/from the Give permission to authorise an eduservice premises YES / NO Consent to medical treatment for your child be Give permission to authorise the eduarrange transportation of the child Request/Permit medication to be given in the parent/guardians cannot be contacted accident, injury, trauma or illness involved. Parent/Guardian Signature: Date:	cator to take the child out our child YES / NO by an ambulance service to ucation and care service to YES / NO wen to your child YES / No ontacted, this person show volving your child YES / I	YES / NO o transport the child or O uld be notified of any NO



or roar clina stream, incarcar and oth	er Information				
Does your child have any special consi	derations – cultural, religious				
dietary, disabilities or any o	•				
Does your child have any other known					
conditions that we should be a	ware of? (i.e. Asthma)				
Has your child been diagnosed with Ana or medication	• • • • • • • • • • • • • • • • • • • •	en			
Please list any previous serious injuries	or illnesses related to your chi	ld			
that may affect their time	e at the Preschool				
Is your child on any LONG TERM med	lication (i.e. for Asthma etc)?				
Has your child been diagnosed with or	being assessed for a physical				
disability or delay, including intelle	ectual, sensory or physical				
impairment? Please provide a	any reports available.				
If you answered YES to any of the above	ve questions you will need to	complete a	and provide a Me	dical Act	tion Plan and a
If you answered YES to any of the above Medical Conditions Risk Minimisation	•	-	•		
Medical Conditions Risk Minimisation	•	n. This action	on plan will be red	quired to	
Medical Conditions Risk Minimisation the child's medical p	Plan and Asthma Action Plan	n. This action	on plan will be red for more informa	quired to	
Medical Conditions Risk Minimisation	Plan and Asthma Action Plan	n. This action the Director Medicare	on plan will be red	quired to	
Medical Conditions Risk Minimisation the child's medical p	Plan and Asthma Action Plan ractitioner. Please speak to t	n. This action the Director Medicare date a	on plan will be red for more informa Number, Expiry	quired to	
Medical Conditions Risk Minimisation the child's medical p	Plan and Asthma Action Plan ractitioner. Please speak to t	n. This action the Director Medicare date a	on plan will be red for more informa e Number, Expiry and reference	quired to	
Medical Conditions Risk Minimisation the child's medical po	Plan and Asthma Action Plan ractitioner. Please speak to t Yes / No	n. This action the Director Medicare date a	on plan will be red for more informa e Number, Expiry and reference number	quired to	
Medical Conditions Risk Minimisation the child's medical process Ambulance Cover Child Health card	Plan and Asthma Action Plan ractitioner. Please speak to t Yes / No Yes / No	Medicare date a	on plan will be red for more informa e Number, Expiry and reference number xpiry Date	quired to	
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In case of an accident or illness requiring emergency treatment, the Service will contact an Ambulance as a priority and then every effort will be made to contact the parents/guardians and those listed as emergency contact persons. However, if contact cannot be made, do you give the Service the authority to give permission for transport by ambulance to the casualty department and to be treated as per hospital protocol? YES / NO



8. Policy & Enrolment Information Confirmation

- I agree to inform the Service in writing immediately of any changes to the above information. YES/NO
- I agree to keep my fees paid up to date and understand that my child's position at the Service will be in jeopardy if my fees are not kept up-to-date. I understand that all booked days are paid for even when my child is absent due to sickness or on holidays. YES / NO
- If I am unable to collect my child by closing time, I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and if I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child. YES / NO
- I agree to pay a late fee of \$15.00 for every 15mins after 4:00pm. Please note \$15.00 will be charged for any time between 1-15mins. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, we will notify The Department of Family and Community Services and may be required to take the child to the local Police Station to await your arrival. A note will be left detailing the child's whereabouts. YES / NO
- I agree to pay an early fee of \$5.00 if my child is signed into the service prior to 8:30am. YES / NO
- I agree to giving two weeks written notice to withdraw my child or reduce booked days. YES / NO
- I authorise the staff to administer a single dose of paracetamol (Panadol) appropriate to the child's age and or weight in the event of a high temperature in an emergency after staff have attempted to organise someone to collect my child and have exhausted every other option. Please note that this does not mean your child can stay at the Service, they still need to be collected. YES / NO
- I understand and accept that the Nominated supervisor or other designated educators can only administer
 medication when a Medication Form has been completed by myself or an authorised person on the day the
 medication is required. If the medication is prescription, antibiotic or any other medication that can only be
 purchased from a Pharmacy (ie. Panadol, Nurofen, etc) it must have a chemist label showing; child's name, date
 of birth and dosage as per centre policy. YES / NO
- In the case of an outbreak of Head Lice at the Service, I give consent for the Educators to check my child's hair and will abide by the Service's Head Lice Policy. If NO, you will be required to collect your child if they appear to have symptoms of head lice. YES / NO
- Do you give consent to have your child photographed and this material displayed in the Service and various media publications for example newspaper, flyers, videos & various Service displays, room journals and other where required by the Service? YES / NO
- Do you give permission for your child to be photographed for our public Facebook Page? YES / NO
- Do you give consent for your child's name to be displayed in the Service? It may be displayed in the following ways birthday lists, allergy list, excursions sheets and other where required by the Service? YES / NO.
 If NO, please note that this excludes attendance rolls/sign-in sheets as this is a DEEWR requirement.



Please circle and provide detail

8. Policy & Enrolment Information Confirmation continued	Please circle and provide detail where required
Do you give consent for your child to have sunscreen applied by Ec	ducators? YES / NO
 Do you give consent for your child to have non-prescription insect deem necessary? YES / NO 	repellent, applied by educators as they
I give permission for to my child to take part in incursions throughout	out the year. YES / NO
 I am interested in being a part of a Parent Committee that meets of feedback, assist with activities, fundraising and social events. Pleas fee. YES / NO 	
I give permission for my child to take part in the tooth brushing pro	ogram at preschool. YES / NO
 Please provide detail of any cultural/ religious events that the Educ of to assist in the care of your child whilst attending the Service: 	cators in the Service need to be aware
Please provide detail of any celebrations, traditions that your family	ly DOES NOT celebrate that Educators
need to be aware of to assist in the care of your child whilst attend	•
 Do you or any members of your family have any special skills or tal the Service YES / NO Please comment below; 	lents that you would like to share with

"We ensure the children have had the best day possible, with lots of fun and enjoyment, and they go home dirty at the end of the day!"



8. Maintaining Fees					
-		bsent or sick hild's place at	as well as public holida	ays, and that if	fees fall
Signed:		D	ate:		
I declare that the information I lenrolment form.	nave provided is correc	ct and true an	d adhere to all the info	ormation stated	d on this
Parent/Guardian Name		Wit	ness Name		
Signature		Sign	ature		
Date		Date	2		
Nominated Supervisor		Date	2		
9. How did you find out about o	our Service? (please tid	ck)			
Facebook / Social Media		Ad	lvertisement in local p	aper	
Driving by the centre Referred by a family member or					
Other (please specify):					

Privacy Disclaimer

We acknowledge and respect the privacy of its clients. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.



Special informa	ation about n	ne	Date Co	ompleted:	_/	_/
My name is:			The name/s that I prefer to be called are:			
I have allergies/intole Please list eg. Sunscre wipes, food, etc.						
The special name I ca	all my mother:					
The special name I ca	all my father:					
Other special people	in my life:					
My best friends name	e is:					
My pet/s is (type of a their name is:	nimal) and					
Things I enjoy doing a	are:					
Things I do well are:						
My favourite songs a	re:					
My favourite toy is:						
My favourite book is:						
My favourite foods a	re:					
Foods I really don't li	ke are:					
Things that scare me	:					
The most special thin	ng about me is:					
I am used to being w children:	ith other	Yes / No (Please	circle)			
I am used to being w	ith other adults:	Yes / No (Please	circle)			
This is the first time I cared for by someone		Yes / No (Please	circle)			



My Home Routine		
Number of sleeps per day:		
The best way to help me sleep is: OR I prefer to rest only.		
I wear nappies all day:	Yes / No (Please cir	cle)
When I use the toilet I need help:	Yes / No (Please cir	cle)
My personal routine:		
Time	Routine / Comments	
Other important information:	☐ Special occasions☐ Cultural backgrounds	□ Do you have a talent you would like to share□ Other languages spoken at home



ORIENTATION EVALUATION

Quality Area 6.1.1 | Families are supported from enrolment to be involved in the Service and contribute to Service decisions

NAME:			D	ATE:			
How would y (Please Circle	you rate the orientationprocess?	Very Dissatisfied	Dissatisfie	d	Satisfied	Very Sa	tisfied
QUESTION:						YES	NO
Did the super	rvisor familiarise you and your child with t	he daily routine and	activities?				
Did the super	rvisor discuss with you how children settle	e into a new environ	ment?				
	inated Supervisor arrange for you and you become familiar with the environment be						
If your child visited the Service before their first day, did the educators indicate yourchild could participate in the activities if they wished?							
Did the supervisor discuss any special requirements for your child?							
Were you encouraged to send any special comfort items (teddy etc.) to help your childsettle into care?							
Were you invited to ring and check on your child at any time?							
Were you told what to bring? (E.g. birth certificate, immunisation record and Medicare number)							
Did the supervisor explain fee payment, bond and administration fee and communication methods (newsletters, pockets, communication box etc.)?							
Did the supervisor explain the importance of labelling personal items and also shown the parent library where they can access the Service policies and other resources?							
Did the supervisor encourage you to say goodbye when dropping off – and reassure you that if your child remains distressed over a period of time they will contact you?							
Were you able to stay as long as needed to reassure your child?							
Were you tol	d you would be kept informed when you care?	collect your child ab	out how he	or sh	e is		
Were you adv	vised you are welcome to discuss any issu time?	ues with the Nomina	ted Supervis	or at			
Was the Enro	olment Form explained and filled in compl hild?	letely with all releva	nt informati	on			



STORY PARK

Storypark – New way of keeping families updated on their child's day and progress at Gunnedah Preschool!

Dear Families/Guardians,

Gunnedah Community Preschool is excited to announce that we will be implementing Storypark – a secure, private online space to ensure your child receives the best support possible and that you are involved and up-to-date with your child's development.

Storypark provides each child with an online community which you (their parent/guardian) own and control who has access to, at no cost, for as long as you wish.

Storypark helps educators, children and families:

- improve understanding of each child's interests and abilities so they receive even better support
- deepen relationships and strengthen communication
- share videos, photos and text capturing children's learning and development
- create a portfolio of your child's learning that travels with your child and can be accessed by you forever
- reinforce experiences and deepen children's learning
- capture family culture and heritage
- involve the children in their portfolio
- interact quickly and effectively through iPhone, Android and tablets
- Create smooth transitions when your child moves from one educator/centre to another.

You can choose to add your own stories or leave comments and feedback for children and our teaching team. You can also choose to share these stories with family members if you wish. We hope that you will invite your extended family so that the children have an authentic audience who are genuinely interested in their learning.

Obviously we have considered the aspects of cybersafety and made sure our teaching team have the knowledge and skills to ensure we are cybersafe. Storypark takes security very seriously. Storypark is not open for anyone to read, it is a password-protected private space for you, your child's teachers and your family. Content we add will only be shared with our teachers and the family members you choose to invite. No personal information is shared with any third party.

Can I share information and content outside of Storypark?

When it comes to your own children, it is your choice what you share outside of Storypark. Remember though that young children cannot make their own decisions about what gets published online so you have a responsibility to make sure whatever is shared is in your children's best interests.

Sometimes other children in the centre may feature in the same photos, videos and stories as your children. In these cases, **never** duplicate or upload them to the internet/social networking sites or share them with anyone other than family members without those children's parents' permission.

So that we can make a set up the Storypark accounts for each child, can you please complete the form below and return it to the preschool. Please do not hesitate to contact your centre director if you have any questions. If you would like help setting up your account, please see Miss Gemma or Miss Kate.

Thank you for your cooperation.

Yours sincerely,

Gemma Lennox

Director, Gunnedah Preschool



Child's Name: _______ Group: _______ (administrator) understand and agree to the terms and conditions of using story park. I agree not to share or copy photos of other children. If this is done I understand that this can end up in termination of my child's position. With Story Park each child can have one family member who is the administrator of their Child's account. This person is able to invite other family members to join in on Storypark and view their child's learning. Who would you like to be administrator of your child's story park account?

Name _____

Email Address (Please print clearly)

Signature: ______ Date: _____

Story Park Parent Agreement



I give permission for my child to take part in excursions outside the preschool that involve walking or bus transportation. Yes / No
I give permission for my child to take part in incursions within the preschool grounds involving visitors performing. Yes / No
I give permission for my child to be involved in emergency evacuation drills that may require exiting preschool grounds and gathering outside the premises. Yes / No
Child's Name:
Parent/Guardian Name:
Parent/Guardian signature:
Date:

NB: A parent or legal guardian must sign and return a copy of this form.

Information about the consent form

Dear Parent/Legal Guardian

As part of your child's enrolment in this Service, we are required to seek consent to collect and share Personal Information with the NSW Department of Education (the Department) where required for funding and support purposes. The consent form below provides information about what information is collected and how it is used.

Consent for the use and disclosure of child's personal information

Collecting Personal Information about you and your Child

You agree that _____ (the Early Childhood Education Service – 'Service') may collect Personal Information about you and your child or legal ward (Child) for the purposes described in this consent form.

What Personal Information is collected?

'Personal Information' (including information or an opinion) may include information that you have provided (or someone has provided on your behalf) as part of your Child's enrolment application or otherwise in connection with your Child's attendance at the Service.

This information may include your Child's name, date of birth, address, languages spoken at home and other information about you, your family or household. If relevant, this may also include information relating to your Child's health, including any disability, medical records and reports.

How is Personal Information used?

The Service is required to disclose Personal Information to the NSW Department of Education (**Department**) to receive funding and other support in order to deliver an early childhood education program to your Child. The purpose of this form is to obtain your consent for the Service to disclose your and your Child's Personal Information to the Department.

The Department may disclose your or your Child's Personal Information to its personnel and third parties engaged by the Department (**Third Parties**) for the purposes listed below. The Department will only disclose as much Personal Information as is required for those purposes. If information is disclosed to Third Parties, the Department will require its Third Parties to only use Personal Information to provide support to the Service and reporting to the Department.

The Department is required to meet the legislative obligations under the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002* which establish safeguards to protect all personal and health information held by NSW government agencies

The Department may use your or your Child's Personal Information for the following purposes:

- administering funding programs including the assessment and eligibility of support or funding to your Child;
- administering development or capacity building programs offered by the Department for services. This may include the Department engaging a Third Party to support

educational outcomes for the Service including potentially for your Child. In these circumstances, you also consent to Service disclosing Personal Information directly to the Department's Third Parties assisting with these programs;

- as part of the Department's audit activities of the Service including in relation to use of Department funding; and
- any purpose relating to the exercise of the Department's governmental functions. This
 may include disclosure of de-identified data to other Australian Government agencies,
 including the Commonwealth and other States and Territories.

Under the *Privacy and Personal Information Protection Act 1998* (NSW), you have a right of access to, and correction or amendment of, your Personal Information. To access your Personal Information please contact the Service or the Department.

If you would like further information on funded programs available through the Department, please visit: https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs

What if you do not give your consent?

If you do not agree to your or your Child's Personal Information being provided to the Department then this could impact the funding and support made available to the Service in relation to your Child.

Your consent

By completing the details below and signing this consent form, you consent to the collection, use and disclosure of your, your Child's, your family's and your household's Personal Information in the manner outlined in this form. It is your responsibility to obtain the consent of other members of your household or your Child's family, if you think it is required.

Once provided, you may also withdraw your consent at any time and no further Personal Information will be disclosed. However, this may impact the funding and support made available to the Service for your child.

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Fee Relief Declaration - Start Strong, NSW Government

Community Preschool

Families with children who are at least 3 years old on or before 31 July 2023, and who are accessing a preschool program in a community preschool setting may save up to \$4,220 in 2023. This fee relief is provided through the NSW Government's Start Strong Affordable Preschool initiative.

It's important you complete this form so your service knows whether they should apply fee relief to your child's invoices.

- Please complete this 2023 fee relief declaration form
- · Please fill out a separate form for each child in your family attending this service
- You can only access fee relief at one early childhood education service at any one time for each child.

Child details	
Child name	
_	
Date of Birth	
Your child must be at least 3	
years old on or before 31 July 2023 to be eligible for fee relief	
Home address	
Home address	
Gender of child	
Preschool details	
Name of preschool	
Address of preschool	
Other service/s your c	hild attends
	other community preschool or long day care service?
☐ Yes	the community presonation or long any once service.
I No	
If you answered 'yes',	
please provide the name	
of the service/s	
of the services	

Parent/Carer/Guardian Declaration						
	I understand that this information about my child is being collected on behalf of the NSW Department of Education in accordance with the privacy notice below					
Please	Please tick the box for the fee relief option that applies to you: I wish to access fee relief at (insert service name) My child is not receiving Start Strong fee relief from another community preschool or long day care service					
	My child will be long day care se	•	ng fee relief from another o	community preschool or		
Pare	ent/carer/guar	dian details				
Name	•					
Signa	ture					
Date						
PRIVACY NOTICE The personal information provided to us in accordance with this declaration is being collected by NSW Department of Education ("we" and "us"). You do not have to provide this personal information but if you don't then we cannot provide you with fee relief. We are collecting this personal information about you and your child in connection with the administration of the Start Strong Fee Relief program ("the program") including (but not limited to) assessing eligibility, managing payments, auditing compliance and evaluating the program. The NSW Department of Education's Privacy Policy contains information about how to make a complaint, and how to access and correct your personal information.						
Privacy Policy link: https://education.nsw.gov.au/about-us/rights-and-accountability/privacy/privacy-information-and-forms						
Office	use only					
Service Staff M Date			Child enrolment ID Signature			