



SpringDale Vacation Program Enrolment Form

ENROLMENT DETAILS

Enrolment Date: _____

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE ENROLMENT FORM

This confidential enrolment form asks for personal information about the child enrolling in the Program. The main purpose for collecting this information is so that SpringDale and Getting Active staff can provide for their needs. 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 at the end of this form. Questions marked with an asterisk * are not required by the Children's Services Regulations 1998, but you are encouraged to answer these to assist in providing relevant children services.

Health information is asked for so that staff can properly care for your child. This includes information about any medical condition or disability your child may have, medication they may rely on while participating in the program, any known allergies and contact details of your child's doctor. SpringDale and Getting Active staff depend on all relevant health information being provided because withholding some health information may put your child's health at risk.

SpringDale and Getting Active staff require information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to SpringDale. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the SpringDale Co-ordinator of the Program Mercedes Drummond, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

EMERGENCY CONTACTS

These are people (other than parents/guardians) that SpringDale and Getting Active staff may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided.

UPDATING YOUR RECORDS

Please inform SpringDale in writing if any information needs to be changed.

Please complete information below to assist with enrolment process

The Child Care Management System (CCMS) is the way Child Care benefit (CCB) is now calculated and reported to Centrelink.

All families are asked to provide:

- Date of Birth information for child and the primary (adult) contact.
- CRN for child and the primary (adult) contact

If this information is not provided it will have an impact in the manner in which you may be able to access reimbursement.

Parent's Full Name:	DOB:	CRN:
Child's Full Name:	DOB:	CRN:
Child's Full Name:	DOB:	CRN:
Child's Full Name:	DOB:	CRN:

Please read attached sheet if you require more information than the brief explanation provided

Option 1 Paying only the Gap	Option 2 Paying full amount but will claim lump Sum from Centrelink	Option 3 Will pay in full and may claim after Tax has been lodged
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SpringDale Office use only

Formal (Opt.2)	Gap	Informal	DEEWR (Info.)	Child's Name:	ID:
	1 Per. %			Child's Name:	ID:
	2 Per. %			Child's Name:	ID:
	3 Per. %				

Collecting the child from the children's service

Your consent is required for other people to collect the child from the children's service on your behalf. Please list the details of those people who can collect the child in the table below.

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 also be used to arrange someone to collect the child.

Details of people who can collect the child. (This list may be added to or changed throughout the program.)

Name:	Name:
Address:	Address:
Telephone/s (H) (W) (Mobile)	Telephone/s (H) (W) (Mobile)
Name:	Name:
Address:	Address:
Telephone/s (H) (W) (Mobile)	Telephone/s (H) (W) (Mobile)
Name:	Name:
Address:	Address:
Telephone/s (H) (W) (Mobile)	Telephone/s (H) (W) (Mobile)

Other information

If there is anything else that SpringDale Vacation Program staff should know about the child (e.g. excessive fears, favourite activities, etc) this is as follows:

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GEELONG AREA EXCURSIONS / ACCIDENT DECLARATION

- I hereby give permission for my son/daughter named hereon to attend any SpringDale Vacation Program excursion within the Greater Geelong area between the hours of 8.30 am and 5.30pm. In the event of illness or injury to my child whilst at SpringDale, on an excursion, or travelling to or from venues, I authorise the staff member in charge of my child, if he/she is unable to contact me, to call an ambulance (any costs to be paid by parents), to consent to first aid and/or emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anesthetics, blood transfusions and surgical operations.

ENROLMENT UNDERTAKING

- In seeking to enroll I agree to abide by the Programs policies and procedures and to pay in full before the start of the Program. Timeline of deposits and final payments will be posted when enrolment details have been received. We have limited spaces so it is imperative that payments be made within the required timeline.
- 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 SpringDale Vacation Program.

CONSENT FOR USE OF IMAGES

There are times when the SpringDale Vacation Program may use the names and images of children involved in the Program and their work for published material, video promotions, newspaper articles, the SpringDale Messenger, and other Program publications. As such, we require parental permission to use these images.

- I hereby give permission for SpringDale and Getting Active to use the name and images of my son/daughter.

SIGNATURES OF BOTH PARENTS/GUARDIANS (IF APPLICABLE)

- We have completed this Confidential Information Form to the best of our ability and we have read and agree with the Excursions / Accident, Enrolment Undertaking and Consent for Use of Images Declarations. I/We certify that the information contained within this form is correct and that the information provided is confidential and will be treated as such.

.....
Signature

.....
Date

.....
Signature

.....
Date

**Lawful Authority
Parents**

All parents have powers and responsibilities in relation to their children which can only be changed by a court order. The *Children’s Services Regulations 1998*, 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.