




Providing for your most precious gifts, Today's Children, Tomorrow's Leaders

Enrolment Checklist		 Director
Element 7.3.1	Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.	
Nominated Supervisor's Name		Date:
Nominated Supervisor's Signature:		

All parts of the Enrolment Form completed and signed.	
All relevant information attached– court orders, parenting orders, parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child, the child's residence or child's contacts with parents or other person.	
All relevant information provided as required – cultural, religious, dietary requirements or additional needs.	
All authorisations are noted and signed by parents– authority for medical treatment, dental treatment, and ambulance transportation.	
Authorised Nominees and/or alternate emergency contacts provided and authorised by parents.	
Relevant health information is included and attached if required – medical practitioner or medical service, Medicare number, dental practitioner or service, healthcare needs including medical conditions, allergies, anaphylaxis or at risk of anaphylaxis, Medical Management Plan.	
Evidence of immunisation status provided.	
Photography policy explained and signed.	
Parent Information Pack discussed including relevant service policies and procedures.	
Bond and Administration Fee paid in full.	

Parents 1, 2 and 3 DOB and CRN provided.	
Child's DOB and CRN provided.	
Child's Birth Certificate or equivalent cited.	
All indemnity and permission notes signed.	
Authorisation signed for the service for child to participate in incursions.	
Sign in/out procedure explained.	
Tour of service and introduction to educators.	
Medication and Illness procedures explained.	
Guiding Children's Behaviour Policy explained and discussed.	
Credit reference check permission form signed.	
Direct Debit form completed/method of payment for fees established.	