



YMCA Bowen Hills Enrolment Form 2021

How did you hear about YMCA?

Internet Yellow Pages Word of Mouth School Previous Client Other _____

ACCOUNT INFORMATION

Account Holder Name:

Account Holder CRN: _ _ _ _ _

OSHC Location:

Email Address for Statements:

PARENT/GUARDIAN 1 (ACCOUNT CRN HOLDER) INFORMATION – PLEASE PROVIDE COPIES OF ID

Guardians are authorised to give permission for an Educator to take a child outside the education and care services premises as per YMCA policy.

Please ensure that Account Holder CRN (above) and Date of Birth (below) is correct to ensure prompt and accurate matching with Centrelink

Name: _____ DOB: _____ M F

Address (H): _____ Postcode: _____

Primary Language: _____ Cultural Background: _____ Relationship To Child/ren: _____

Mobile: _____ Phone (H): _____ Email: _____

Phone (W): _____ Occupation: _____ Employer: _____

Address (W): _____ Postcode: _____

Office use: Photo ID Sighted Copy Received

PARENT/GUARDIAN 2 INFORMATION – PLEASE PROVIDE COPIES OF ID

Guardians are authorised to give permission for an Educator to take a child outside the education and care services premises as per YMCA policy.

Authority to collect child

Y N

Name: _____ DOB: _____ M F

Address (H): _____ Postcode: _____

Primary Language: _____ Cultural Background: _____ Relationship To Child/ren: _____

Mobile: _____ Phone (H): _____ Email: _____

Phone (W): _____ Occupation: _____ Employer: _____

Address (W): _____ Postcode: _____

Office use: Photo ID Sighted Copy Received

MEDICAL INFORMATION

Family Doctor Name:

Surgery Name:

Address: _____ Phone: _____

SAFEGUARDING CHILDREN & YOUNG PEOPLE The YMCA is committed to Safeguarding children and young people and has a range of policies and procedures to keep children and young people safe. Details of these policies are available at: www.ymcabrisbane.org along with information on YMCA's obligation to report child safety concerns, and how you can report child safety concerns.

Office Use Only

Date received: _____ Date Registration Fee paid: _____

Date entered into QK: _____ Enrolment data entered into QK by: _____

Foster/Kinship Care: Was CSO Contacted? Yes No

Foster/Kinship Care: Were there any risks Identified we need to manage? Yes No

If Yes has RMP been Developed? Yes No

If not, why not: _____

AUTHORISED NOMINEES/EMERGENCY CONTACTS – Please provide copies of ID

Authorised Nominees/Emergency contacts are people over the age of 18. Emergency contacts are unable to authorise an educator to take a child outside the education and care service premises without written permission from the parent/guardian. By listing contacts below, you are providing authorisation for YMCA OSHC to contact contacts in the event of an Emergency. **Please place in specific call order, you must supply a minimum of 1;**

AUTHORISED NOMINEE/EMERGENCY CONTACT 3 Photo ID Sighted Copy Received

Name:	This person is authorised to provide the following authorisations for my child/ren: <i>(please tick appropriate boxes)</i> <input type="checkbox"/> Drop off or Collect child/ren to/from the service and authorised to use QikKids Kiosk <input type="checkbox"/> Medical treatment/Medical administration
Relationship:	
Address:	
Phone:	
Work Phone:	
Mobile:	

AUTHORISED NOMINEE/EMERGENCY CONTACT 4 Photo ID Sighted Copy Received

Name:	This person is authorised to provide the following authorisations for my child/ren: <i>(please tick appropriate boxes)</i> <input type="checkbox"/> Drop off or Collect child/ren to/from the service and authorised to use QikKids Kiosk <input type="checkbox"/> Medical treatment/Medical administration
Relationship:	
Address:	
Phone:	
Work Phone:	
Mobile:	

AUTHORISED NOMINEE/EMERGENCY CONTACT 5 Photo ID Sighted Copy Received

Name:	This person is authorised to provide the following authorisations for my child/ren: <i>(please tick appropriate boxes)</i> <input type="checkbox"/> Drop off or Collect child/ren to/from the service and authorised to use QikKids Kiosk <input type="checkbox"/> Medical treatment/Medical administration
Relationship:	
Address:	
Phone:	
Work Phone:	
Mobile:	

AUTHORISED NOMINEE/EMERGENCY CONTACT 6 Photo ID Sighted Copy Received

Name:	This person is authorised to provide the following authorisations for my child/ren: <i>(please tick appropriate boxes)</i> <input type="checkbox"/> Drop off or Collect child/ren to/from the service and authorised to use QikKids Kiosk <input type="checkbox"/> Medical treatment/Medical administration
Relationship:	
Address:	
Phone:	
Work Phone:	
Mobile:	

If any of the above Authorised Persons have not collected my child at the service closing time, I give permission for the Responsible Person in Charge to make necessary provisions to secure the care of my child. I also agree to pay a late pick up fee if I collect my child past licensed closing time of the service:

Signature: _____ Date: _____

CHILD 1 DETAILS*Please ensure that child CRN and Date of Birth is correct to ensure prompt and accurate matching with Centrelink*Health Record Sighted Copy Received

Name:		Preferred Name:	
Child CRN: _ _ _ _ _	DOB:	<input type="checkbox"/> M	<input type="checkbox"/> F
Cultural background:			
Child's Address:		Postcode:	
Year Level in 2021:	School child attends:	Language Spoken at home:	
Child's Medicare Number:	Reference Number:	Expiry Date:	

Booking Type:

Complying Written Arrangement - Registered with Centrelink, wanting to claim CCS now. Care Agreement needs to be confirmed by parent in myGov account. FULL FEES WILL APPLY UNTIL CCS IS GRANTED BY CENTRELINK AND PARENT CONFIRMS BOOKING THROUGH MY GOV ACCOUNT.

Relevant Arrangement - Does not wish to claim CCS now or at a later date. No confirmation needed in myGov. FULL FEES WILL APPLY FOR ENTIRE PERIOD OF ENROLMENT

Arrangement with Organisation - Fees being paid by third party (i.e. Austim Qld, Charity group, Employer) and the external party will be responsible for FULL FEES to be paid with no CCS able to be applied.

Is child of Aboriginal (A) or Torres Strait Islander (T) Origin? No Yes (A) Yes (T)

Disabilities, allergies, anaphylaxis or medical conditions and details:

Details of Parental Custody/Court Orders: Documentation attached: Yes No

Is there anyone legally denied access to child? Yes No

Name: Yes No

Is the child in foster/kinship care? Yes No

Do you have a Risk Management Plan for the child? Yes No

If yes, please be advised we will contact the Child Safety Officer to confirm if there are any matters we need to be aware of that may impact the care arrangement, and if necessary we will work with you and Child Safety to develop a Risk Management Plan.

Please provide contact details of the Child Safety Officer:

Has child received the relevant immunisations for their age? No Yes

**If YES please provide copy of child's Health Record to Coordinator*

Does child have any additional needs? No Yes

**Please discuss with your coordinator*

Does child require staff to administer medication? No Yes

**Please discuss with your coordinator*

Has child had a history of ill health or been hospitalised? No Yes

Does your child have any fears? No Yes

**If YES please provide details:*

Are there any behavioural issues that you would like the service staff to be made aware of? No Yes

**Please discuss with your coordinator*

Are there any particular food or drink preferences for your child? No Yes

Does your family participate in any particular religious or cultural practises that are significant for your child? No Yes

**If YES please provide details:*

CHILD 2 DETAILS*Please ensure that child CRN and Date of Birth is correct to ensure prompt and accurate matching with Centrelink*Health Record Sighted Copy Received

Name:	Preferred Name:	
Child CRN: _ _ _ _ _	DOB: <input type="checkbox"/> M <input type="checkbox"/> F	
Cultural background:		
Child's Address:	Postcode:	
Year Level in 2021:	School child attends:	Language Spoken at home:
Child's Medicare Number:	Reference Number:	Expiry Date:

Booking Type:

Complying Written Arrangement - Registered with Centrelink, wanting to claim CCS now. Care Agreement needs to be confirmed by parent in myGov account. FULL FEES WILL APPLY UNTIL CCS IS GRANTED BY CENTRELINK AND PARENT CONFIRMS BOOKING THROUGH MY GOV ACCOUNT.

Relevant Arrangement - Does not wish to claim CCS now or at a later date. No confirmation needed in myGov. FULL FEES WILL APPLY FOR ENTIRE PERIOD OF ENROLMENT

Arrangement with Organisation - Fees being paid by third party (i.e. Austim Qld, Charity group, Employer) and the external party will be responsible for FULL FEES to be paid with no CCS able to be applied.

Is child of Aboriginal (A) or Torres Strait Islander (T) Origin? No Yes (A) Yes (T)

Disabilities, allergies, anaphylaxis or medical conditions and details:

Details of Parental Custody/Court Orders: Documentation attached: Yes No

Is there anyone legally denied access to child? Yes No

Name: _____

Is the child in foster/kinship care? Yes No

Do you have a Risk Management Plan for the child? Yes No

If yes, please be advised we will contact the Child Safety Officer to confirm if there are any matters we need to be aware of that may impact the care arrangement, and if necessary we will work with you and Child Safety to develop a Risk Management Plan.

Please provide contact details of the Child Safety Officer:

Has child received the relevant immunisations for their age? No Yes

**If YES please provide copy of child's Health Record to Coordinator*

Does child have any additional needs? No Yes

**Please discuss with your coordinator*

Does child require staff to administer medication? No Yes

**Please discuss with your coordinator*

Has child had a history of ill health or been hospitalised? No Yes

Does your child have any fears? No Yes

**If YES please provide details:*

Are there any behavioural issues that you would like the service staff to be made aware of? No Yes

**Please discuss with your coordinator*

Are there any particular food or drink preferences for your child? No Yes

Does your family participate in any particular religious or cultural practises that are significant for your child? No Yes

**If YES please provide details:*

CHILD 3 DETAILS*Please ensure that child CRN and Date of Birth is correct to ensure prompt and accurate matching with Centrelink*Health Record Sighted Copy Received

Name:		Preferred Name:	
Child CRN: _ _ _ _ _	DOB:	<input type="checkbox"/> M	<input type="checkbox"/> F
Cultural background:			
Child's Address:		Postcode:	
Year Level in 2021:	School child attends:	Language Spoken at home:	
Child's Medicare Number:	Reference Number:	Expiry Date:	

Booking Type:

Complying Written Arrangement - Registered with Centrelink, wanting to claim CCS now. Care Agreement needs to be confirmed by parent in myGov account. FULL FEES WILL APPLY UNTIL CCS IS GRANTED BY CENTRELINK AND PARENT CONFIRMS BOOKING THROUGH MY GOV ACCOUNT.

Relevant Arrangement - Does not wish to claim CCS now or at a later date. No confirmation needed in myGov. FULL FEES WILL APPLY FOR ENTIRE PERIOD OF ENROLMENT

Arrangement with Organisation - Fees being paid by third party (i.e. Austim Qld, Charity group, Employer) and the external party will be responsible for FULL FEES to be paid with no CCS able to be applied.

Is child of Aboriginal (A) or Torres Strait Islander (T) Origin? No Yes (A) Yes (T)

Disabilities, allergies, anaphylaxis or medical conditions and details:

Details of Parental Custody/Court Orders: Documentation attached: Yes No

Is there anyone legally denied access to child? Yes No

Name: _____

Is the child in foster/kinship care? Yes No

Do you have a Risk Management Plan for the child? Yes No

If yes, please be advised we will contact the Child Safety Officer to confirm if there are any matters we need to be aware of that may impact the care arrangement, and if necessary we will work with you and Child Safety to develop a Risk Management Plan.

Please provide contact details of the Child Safety Officer:

Has child received the relevant immunisations for their age?* No Yes

**If YES please provide copy of child's Health Record to Coordinator*

Does child have any additional needs? No Yes

**Please discuss with your coordinator*

Does child require staff to administer medication?* No Yes

**Please discuss with your coordinator*

Has child had a history of ill health or been hospitalised? No Yes

Does your child have any fears? No Yes

**If YES please provide details:*

Are there any behavioural issues that you would like the service staff to be made aware of? No Yes

**Please discuss with your coordinator*

Are there any particular food or drink preferences for your child? No Yes

Does your family participate in any particular religious or cultural practises that are significant for your child? No Yes

**If YES please provide details:*

ENROLMENT AGREEMENT

- I/We agree that fees must remain paid as per the YMCA OSHC Fee Policy. I/We agree that it is my/our responsibility to ensure all Centrelink requirements are fulfilled and that I/We must provide relevant Date of Birth and CRN's to link with Centrelink. I/We agree that failing to provide relevant information or fail to communicate with Centrelink regarding my/our circumstances I/we will be required to pay full fees. I/We understand that fee's may change during the time of my enrolment and I will be notified of these by YMCA OSHC Educators.
- I/We agree to pay any relevant additional charges including, but not limited to, Late Fees, Cessation of Care and Incursion and Excursion fees.

Parent/Guardian Name:

Signature:

Date:

Parent/Guardian Name:

Signature:

Date:

- I/We agree to notify the Coordinator of any change to information provided on the enrolment form. No Yes
- I/We have read the Access for Families Policy and understand that if necessary I/we may lose my/our bookings. No Yes
- I/We understand that it is necessary to personally sign child/ren out as required for the various care sessions. If any person apart from those listed on the enrolment form is to collect and sign out my/our child/ren, I/we agree to notify the Coordinator in advance and in writing to this effect. No Yes
- I/We understand that management and/or staff **can only** enforce Family Court Orders or Domestic Violence Orders to the extent that there is no risk or harm to children/staff at the service. No Yes
- I/We understand that, in the case of a Foster Care arrangement, management can contact the Case Worker to obtain strategies to work with the child/ren. No Yes
- I/We agree to keep my/our child/ren from attending the Program should he/she be suffering from any infectious or contagious disease as recognised by the National Health and Medical Research Council (NHMRC). I/We accept that the Coordinator will enforce the NHMRC "Recommended Minimum Exclusion Periods from School, of Infectious Disease Cases". No Yes
- I/We understand that if do not provide a current Health Record my child will be considered as "Not-up-to-date" or not Immunised until such time as I/We provide the Health Record. No Yes
- I/We authorise all YMCA staff to provide any required first aid and further to ensure that appropriate medical attention is provided in an emergency. I/We give permission for YMCA to obtain at my/our cost medical, hospital and ambulance service in the case of an accident or emergency involving my/our child/ren. No Yes
- I/We give permission for staff and students to observe my/our child/ren to assist in developing activity programs. No Yes
- I/We give permission for staff to apply sunscreen to my/our child/ren prior to outdoor play. No Yes
- I/We give permission for my/our child/ren's name and/or photograph to be used for promotional purposes and service displays. No Yes
- I/We give permission for YMCA to use the email address provided to contact me/us regarding account issues and keep me/us updated with service newsletters and information. No Yes
- I/We declare that our child/ren has or will commence formal schooling this calendar year No Yes
- I/We understand that copies of all of the parents, guardians and emergency contacts ID need to be attached in order to allow YMCA staff to relinquish care of my child/ren to any of the named No Yes

Parent/Guardian Name:

Signature:

Date:

Parent/Guardian Name:

Signature:

Date:

Standard Image Release Form (To be completed and signed by persons 18 years and over)



PERMISSION TO USE PHOTOGRAPHS, VIDEO, AUDIO, IMAGES AND/OR ARTWORK

May we use your, or your children/s, photo/s, audio, video, images and/or artwork in our YMCA social media sites, newsletters, website, or any other promotional material including, but not limited to, posters, flyers or banners?

- Yes, I give permission
- No, I do not give permission

I understand that I can withdraw my consent at any time but I must do so in writing and forward it to the YMCA. I understand that if I withdraw permission to use the images, the YMCA will cease any future new publication or use of the images, but for several years the images may appear in printed and electronic material which has already been produced or disseminated.*

COPYRIGHT RELEASE

I, _____, agree to and provide permission for the photographic, video, written and audio or any other form of electronic recording of me and/or my child/ren (whose names are listed below) to be used for and on behalf of the YMCA. I acknowledge that ownership of any photographic, video, audio or any other form of electronic recording or artwork will be retained by the YMCA.

I authorise the use or reproduction of any recording referred to above for the purposes of publishing information materials and resources which promote the initiatives of the YMCA across Australia and could include national campaigns without acknowledgment and without being entitled to remuneration or compensation. Any photos, videos, artwork or audio may be used on website or social media pages available to the wider community.

I understand the nature and the consequences of what is being proposed above. If there has been any matter of uncertainty, I confirm that I have sought clarification from a staff member of the YMCA who has explained any such uncertainty to my satisfaction.

CHILD DETAILS (If applicable)

Child name/s:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

AUTHORISING PERSONS DETAILS

NAME:	
SIGNATURE:	
DATE:	CONTACT NUMBER:

*The term 'YMCA' refers to YMCA's across Australia and Y-Care (South East Queensland) Inc.
#Person signing this form must be over 18 years of age.

OFFICE USE ONLY	
YMCA Location:	
Photo, image, video details	