10 - 24 December 2015 and 11 - 29 January 2016

Take a look at our fun and exciting Holiday Programs!

We operate two programs throughout the holidays:

A. Long Day Care held at the Early Learning Centre for all preschool/kindergarten students.

B. Outside of School Hours Care program for school aged students to be held at the Discovery House.

CCB and Child Care Tax Rebate of 50% are available to meet the out-of-pocket expenses to all students attending the two programs.

Come and join in the fun activities which include: P J day, Xmas Party, Beach Party, Kids in the Kitchen, Pirate Party, Aussie Day BBQ, Back to school and Party Day. Hands on Science, Stufflers, Wildlife Xposure, Surf Life Saving, Littlehoods Archery, Mr Slotcar racing and Footsteps are some of the incursions.

Other highlights include a trip to Edendale Farm, LaTrobe Mini Golf, Inflatable World, and Ten Pin Bowling.

- We ask that nut and nut products are not included in the children’s lunch boxes during the program.
- Children are asked to please bring their own hats, gumboots and jackets to wear at the program.
- At all times children are required for their own safety to wear appropriate footwear (no thongs etc).
- ELTHAM College Holiday Program reserves the right to change the program due to unforeseen circumstances. The activities on the timetable are only some of the activities the children can participate in on a daily basis.

REMEMBER: NO HAT, NO PLAY

Please note that an Enrolment Form only needs to be completed for the first program in attendance at the start of the new school year. A Registration Form must be completed for each Holiday Program.

Operation Times
- 7.30am – 6.30pm
- Prior to 7.30am by appointment only

Holiday Program Fee Schedule

Full day: $54.00 per child
Full day including incursion: $59.00 or $64.00 per child (depending on activity)
Full day including excursion: $74.00 per child
Full week (five days) includes all incursions and excursions: $290.00 per child
Excursion/incursion days incur extra costs to cover fee for activity
Late fee of $5.00 will apply for every 5 minutes or part thereof that a child requires care after 6.30pm
Medication

A medical authorisation form must be completed for children who require medication. Medication must be clearly labelled with the child's name and dosage required. Under our duty of care a child who arrives without medication or with "out of date" medication, will not be accepted into the program.

Please hand all medication to the coordinator on arrival.

Clothes

Children are required to have a suitable sun hat from the beginning of September to the end of April for outdoor play, and bathers and a towel for swimming days. During the colder months we advise children to bring a jacket and/or hat. At all times children are required for their own safety to wear appropriate footwear (no thongs etc.).

Food

Morning and afternoon tea are supplied in line with the healthy eating guidelines. Children are to bring their own lunch and drink bottle unless otherwise stated on the program, or if the menu is not suitable. Please advise staff of any dietary requirements.

Behaviour

It is very helpful if you discuss appropriate behaviour with your child before they attend the program. Any behaviour that is seen as unacceptable will be recorded and parents will be informed at pick up time. We do reserve the right to remove a child from the program if behaviour is deemed to be putting other children or staff at risk. In this case parents would be contacted by phone to come and collect their child immediately.

We prefer mobile phones, cameras, hand held games, toys and/or other games are not brought to the service. The service takes no responsibility for damage to these items.

Leaving and collecting children

Children must be signed in on arrival and signed out before leaving the service by a parent or authorised contact.

Children will only be allowed to leave the service with adults listed on their enrolment form. If you want someone not listed to collect your child you must notify the service by phone/e-mail. If a child is still at the service after closing time every effort will be made to contact parents or emergency carers listed on the enrolment form.

Enrolment procedures

An Enrolment and Registration form must be completed for the first program in attendance after the start of the new school year, and then only a Registration Form, listing the days required, needs to be completed for each program. Bookings will not be accepted without payment and a completed enrolment and/or registration form. Forms must be returned to the college by the closing date by mail or faxed to 9437 0728. EFTPOS payments may be made by contacting reception on 9437 1421.

Child care assistance

Child care benefit is available to all eligible parents. To register with the family assistance office/centrelink please contact them on 13 61 50 to obtain your Family and Child CRN. Then notify the service of these details along with your date of birth.
## Timetable

### Week 1

<table>
<thead>
<tr>
<th>Day</th>
<th>Thursday 10 December</th>
<th>Friday 11 December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Thursday 10 December</td>
<td>Friday 11 December</td>
</tr>
<tr>
<td>Morning Tea</td>
<td>10.00am</td>
<td>10.00am</td>
</tr>
<tr>
<td>R &amp; R</td>
<td></td>
<td>Pyjama and Movie Day</td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Tea</td>
<td>10.00am</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Come and help cook up some pancakes for snack. Lots of activities, it’s up to you to choose today.</td>
<td>Come in your PJ's, relax, play some fun indoor/outdoor games. Help pop some popcorn and watch a movie.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.30pm</td>
<td>12.30pm</td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
</tr>
<tr>
<td>Xmas Tree Putting</td>
<td>Help put up the Xmas tree and decorations.</td>
<td>Outdoor/Indoor Activities</td>
</tr>
<tr>
<td>Afternoon Tea</td>
<td>3.00pm</td>
<td>3.00pm</td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
</tr>
<tr>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
</tr>
<tr>
<td>Quiet Games</td>
<td>Quiet Games</td>
<td>Quiet Games</td>
</tr>
</tbody>
</table>

### Week 2

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday 14 December</th>
<th>Tuesday 15 December</th>
<th>Wednesday 16 December</th>
<th>Thursday 17 December</th>
<th>Friday 18 December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Monday 14 December</td>
<td>Tuesday 15 December</td>
<td>Wednesday 16 December</td>
<td>Thursday 17 December</td>
<td>Friday 18 December</td>
</tr>
<tr>
<td>Xmas Craft Day</td>
<td>Xmas Craft Day</td>
<td>Meet a Lifeguard</td>
<td>Xmas Cooking</td>
<td>Edendale Farm Excursion</td>
<td>Hands on Science</td>
</tr>
<tr>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
</tr>
<tr>
<td>Today we will be making lots of fun Xmas decorations and presents for your family.</td>
<td>Today we will be making lots of Xmas goodies to take home, from edible Xmas trees, cookies and reindeers.</td>
<td>The 'Sink or Swim' program is a fun interactive session that focuses on water safety in all aquatic environments.</td>
<td>Bus will be departing at 10.00am for Edendale Farm in Eltham for a farm tour and other activities based on sustainability. Weather permitting we might have a play in the Eltham North Adventure Playground before returning at approximately 3.00pm.</td>
<td>Children will be engaged in a variety of weird and whacky science experiments with a Xmas theme.</td>
<td></td>
</tr>
<tr>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
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</tr>
<tr>
<td>ELC lunch and drink</td>
<td>ELC lunch and drink</td>
<td>ELC lunch and drink</td>
<td>ELC lunch and drink</td>
<td>ELC lunch and drink</td>
<td></td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td></td>
</tr>
<tr>
<td>Outdoor play</td>
<td>Outdoor water play</td>
<td>Indoor play</td>
<td>Indoor play</td>
<td>Indoor activities</td>
<td></td>
</tr>
<tr>
<td>Xmas cards</td>
<td>Outdoor/Indoor Activities</td>
<td>Quiet Games</td>
<td>Outdoor/Indoor Activities</td>
<td>Quiet Games</td>
<td></td>
</tr>
<tr>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td></td>
</tr>
<tr>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
<td>Outdoor/Indoor Activities</td>
<td></td>
</tr>
<tr>
<td>Quiet Games</td>
<td>Quiet Games</td>
<td>Quiet Games</td>
<td>Quiet Games</td>
<td>Quiet Games</td>
<td></td>
</tr>
</tbody>
</table>
### Week 3

<table>
<thead>
<tr>
<th>Monday 21 December</th>
<th>Tuesday 22 December</th>
<th>Wednesday 23 December</th>
<th>Thursday 24 December</th>
<th>Friday 25 December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stufflers Incursion</td>
<td>Wildlife Xposure Marine Life Incursion</td>
<td>Xmas Party Day</td>
<td>Xmas Break Up</td>
<td>CLOSED - Christmas Day</td>
</tr>
<tr>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td></td>
</tr>
<tr>
<td>Build your own Xmas Stuffler - either a bear, reindeer, snowman or a gingerbread man to take home.</td>
<td>Live aquarium display and mobile touch tank presentation. Learn about coastal habitats and their rich biodiversity.</td>
<td>Come and help us decorate the room ready for a special lunch and a visit from Santa.</td>
<td>Last minute gifts and cooking, then wind down with a movie ready for the big day.</td>
<td></td>
</tr>
<tr>
<td>12.30pm Lunch BYO lunch and drink</td>
<td>12.30pm Lunch BYO lunch and drink</td>
<td>12.30pm Lunch Please bring a plate to share</td>
<td>12.30pm Lunch BYO lunch and drink</td>
<td></td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td></td>
</tr>
<tr>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td></td>
</tr>
<tr>
<td>Put on a Xmas puppet show using your Stufflers</td>
<td>Make your own mini aquarium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td></td>
</tr>
<tr>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
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</tbody>
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### Week 4

<table>
<thead>
<tr>
<th>Monday 11 January</th>
<th>Tuesday 12 January</th>
<th>Wednesday 13 January</th>
<th>Thursday 14 January</th>
<th>Friday 15 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Back Recycle Craft Day</td>
<td>ELTHAM Grand Prix</td>
<td>Beach Party Day</td>
<td>Mini Golf Excursion</td>
<td>Kids in the Kitchen</td>
</tr>
<tr>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
</tr>
<tr>
<td>Today we will be making lots of fun, craft and garden art using recycled materials.</td>
<td>Come and show us your racing skills competing against your friends on the giant slot car track.</td>
<td>Come and join in some fun doing some sand art, giant sand castles and bubble blowing competitions.</td>
<td>Bus will be departing at 9.45am for LaTrobe Mini Golf and Bundoora park for a picnic lunch returning at approximately 3.30pm.</td>
<td>Today you will be making sausage rolls and fruit kebabs for lunch.</td>
</tr>
<tr>
<td>12.30pm Lunch BYO lunch and drink</td>
<td>12.30pm Lunch BYO lunch and drink</td>
<td>12.30pm Lunch BYO lunch and drink</td>
<td>12.30pm Lunch BYO snack, lunch and drink in a small backpack</td>
<td>12.30pm Lunch BYO lunch and drink if menu not suitable</td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
</tr>
<tr>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td>Indoor activities</td>
<td>Indoor activities</td>
</tr>
<tr>
<td>Make some edible slot cars for snack</td>
<td>Water play</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>On Return - Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
</tr>
<tr>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
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</tbody>
</table>
### Week 5

<table>
<thead>
<tr>
<th>Monday 18 January</th>
<th>Tuesday 19 January</th>
<th>Wednesday 20 January</th>
<th>Thursday 21 January</th>
<th>Friday 22 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modelling Day</td>
<td>Inflatable World Excursion</td>
<td>Pirate Party</td>
<td>Littlehoods Archery Incursion</td>
<td>Footsteps Around the World Incursion</td>
</tr>
<tr>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
</tr>
<tr>
<td>Create your own masterpieces using clay or plaster moulds.</td>
<td>Bus will be departing at 9.30am for Inflatable World Bundoora, returning at approximately 2.00pm.</td>
<td>Come dressed up for some swashbuckling fun and games. First we'll design and make the ship, then we'll fly the flag, go in search for treasure and try not to walk the plank.</td>
<td>Scott Walker will be teaching you the skills of this sport.</td>
<td>Come dressed in multi-cultural garb for some fun round the world moves.</td>
</tr>
<tr>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
</tr>
<tr>
<td>BYO lunch and drink</td>
<td>BYO lunch and drink</td>
<td>$2 for fish and chips or BYO lunch and drink if menu not suitable</td>
<td>BYO lunch and drink</td>
<td></td>
</tr>
<tr>
<td>ELC rest time</td>
<td>Quiet time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
</tr>
<tr>
<td>Then paint and decorate the finished pieces to take home.</td>
<td>Movie on return</td>
<td>Water play</td>
<td>Indoor activities</td>
<td>Help make some pizzas for afternoon tea.</td>
</tr>
<tr>
<td>3.00pm Afternoon Tea</td>
<td>On Return - Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
</tr>
<tr>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
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<td>Outdoor/Indoor Activities Quiet Games</td>
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</tbody>
</table>

### Week 6

<table>
<thead>
<tr>
<th>Monday 25 January</th>
<th>Tuesday 26 January</th>
<th>Wednesday 27 January</th>
<th>Thursday 28 January</th>
<th>Friday 29 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aussie Day BBQ</td>
<td>CLOSED - Australia Day</td>
<td>Ten Pin Bowling Excursion</td>
<td>Back to School</td>
<td>Party Day</td>
</tr>
<tr>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
<td>10.00am Morning Tea</td>
</tr>
<tr>
<td>Help us celebrate Australia Day by making some lamingtons to have with our snags for lunch.</td>
<td>Bus will depart at 10.00am for Greensborough Lanes Bundoora, bus returning at approximately 1.00pm.</td>
<td>Decorate your own library bag and pencil toppers ready for school.</td>
<td>Come dressed up for lots of fun party games such as pass the parcel, musical chairs, limbo etc.</td>
<td></td>
</tr>
<tr>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
<td>12.30pm Lunch</td>
</tr>
<tr>
<td>BYO lunch and drink</td>
<td>BYO lunch and drink</td>
<td>BYO lunch and drink</td>
<td>BYO lunch and drink</td>
<td>BYO lunch and drink</td>
</tr>
<tr>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
<td>ELC rest time</td>
</tr>
<tr>
<td>Backyard cricket</td>
<td>Indoor activities</td>
<td>A Road Safety session with a visit from our local Police.</td>
<td>Face painting, coloured hair spray etc.</td>
<td></td>
</tr>
<tr>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
<td>3.00pm Afternoon Tea</td>
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<tr>
<td>Outdoor/Indoor Activities Quiet Games</td>
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<td>Outdoor/Indoor Activities Quiet Games</td>
<td>Outdoor/Indoor Activities Quiet Games</td>
</tr>
</tbody>
</table>
ELC Holiday Program

REGISTRATION FORM 2015

Closing date for applications: 9 December 2015
Please complete one Registration Form for EACH child.
Registration cannot be accepted without payment: EFTPOS payments may be made by contacting Reception on 9437 1421.
FORMS may be faxed to Reception on 9437 0728.

Child
Surname: ..................................................  Given Name: ..........................................................
Year Level:  

My child will be attending on the following days (please check the appropriate boxes):

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 14 December $54</td>
<td>□ 15 December $64</td>
<td>□ 16 December $54</td>
<td>□ 10 December $54</td>
<td>□ 11 December $54</td>
</tr>
<tr>
<td>□ 21 December $64</td>
<td>□ 22 December $64</td>
<td>□ 23 December $54</td>
<td>□ 17 December $74</td>
<td>□ 18 December $64</td>
</tr>
<tr>
<td>□ 11 January $54</td>
<td>□ 12 January $59</td>
<td>□ 13 January $54</td>
<td>□ 24 December $54</td>
<td>25 CLOSED</td>
</tr>
<tr>
<td>□ 18 January $54</td>
<td>□ 19 January $74</td>
<td>□ 20 January $54</td>
<td>□ 14 January $74</td>
<td>□ 15 January $59</td>
</tr>
<tr>
<td>□ 25 January $59</td>
<td>26 CLOSED</td>
<td>□ 27 January $74</td>
<td>□ 21 January $64</td>
<td>□ 22 January $59</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ 28 January $54</td>
<td>□ 29 January $54</td>
</tr>
</tbody>
</table>

I give permission for my child to attend all activities and experiences, which require children and Educators to leave the perimeter of the ELC and access all facilities of ELTHAM College Research Campus contained within the College grounds.

Medical authorisation for all children:
In the case of an emergency, I authorise the Holiday Program Coordinator and/or assistant to contact the family doctor, if available, or the nearest doctor, and to arrange for any hospital treatment. I accept responsibility for any cost involved.

Absences:
• Full refund or transfer of booking to a future program may be made for any cancellation made before the closing date of registration.
• Given the extended period for which the Term 4 holiday program runs, any changes made for December bookings must be made before the closing date of registration, and January bookings must be made before the Christmas break.
• No refund will be issued after the closing date of enrolments for absences.

Parent/Guardian Signature
__________________________  /__/___/
Signature of Parent/Guardian  Date

For Office Use Only

<table>
<thead>
<tr>
<th>Paid</th>
<th>Amount</th>
<th>Date</th>
<th>Extra Day</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
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<tr>
<td>Extras</td>
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</tr>
</tbody>
</table>

Methods of Payment
Mail: Cheque/Money Order to P.O. Box 40, Eltham 3095
Phone: Credit Card payments 9437 1421
In person: Cash or debit card only
Internet Banking: Account Name: Eltham College  BSB: 633 000 Account Number 149876260
Reference: Your surname and Holiday Program: [i.e. Smith Holiday Prg]
Or return this slip to Reception: Card type: □ Visa  □ MasterCard  □ BankCard
Card No.:  □□□□□□□□ / □□□□□□□□ / □□□□□□□□  Expiry Date: □□/□□
Cardholder Name: __________________________  Amount: $________
## Child
- **Surname:** __________________________  **Given Names:** __________________________
- **Usually called:** __________________________
- **D.O.B.:** __________  **Grade:** __________  ■ Male  ■ Female
- **Languages spoken in the home:** __________________________
- **Is the child of Aboriginal and/or Torres Strait Islander descent?**
  - No, not Aboriginal or Torres Strait Islander: ■
  - Yes, Aboriginal: ■
  - Yes, Aboriginal and Torres Strait Islander: ■
  - Yes, Torres Strait Islander: ■
- **Cultural background of the child and, if applicable, the child’s parents:** __________________________
- **Child's CRN:** __________________________

### Parent 1
- **Surname:** __________________________  **Given Name:** __________________________
- **Address (as per child):** __________________________
- **Occupation:** __________________________  **D.O.B.:** __________
- **Mobile Phone:** __________________________  **Home Phone:** __________________________  **Work Phone:** __________________________
- **Email:** __________________________
- **Does the child live with this parent?** ■ Yes  ■ No
- **Parent 1 CRN:** __________________________

### Parent 2
- **Surname:** __________________________  **Given Name:** __________________________
- **Address (as per child):** __________________________
- **Occupation:** __________________________  **D.O.B.:** __________
- **Mobile Phone:** __________________________  **Home Phone:** __________________________  **Work Phone:** __________________________
- **Email:** __________________________
- **Does the child live with this parent?** ■ Yes  ■ No
- **Parent 2 CRN:** __________________________

### Guardian 1 (if applicable)
- **Surname:** __________________________  **Given Name:** __________________________
- **Address (as per child):** __________________________
- **Occupation:** __________________________  **D.O.B.:** __________
- **Mobile Phone:** __________________________  **Home Phone:** __________________________  **Work Phone:** __________________________
- **Email:** __________________________
- **Does the child live with this guardian?** ■ Yes  ■ No
- **Guardian 1 CRN:** __________________________

### Guardian 2 (if applicable)
- **Surname:** __________________________  **Given Name:** __________________________
- **Address (as per child):** __________________________
- **Occupation:** __________________________  **D.O.B.:** __________
- **Mobile Phone:** __________________________  **Home Phone:** __________________________  **Work Phone:** __________________________
- **Email:** __________________________
- **Does the child live with this guardian?** ■ Yes  ■ No
- **Guardian 2 CRN:** __________________________
Other Persons Authorisations

Name: ____________________________ Relationship to child: ____________________________

Address: ____________________________

Mobile Phone: ____________________________ Home Phone: ____________________________ Work Phone: ____________________________

☐ Authorised to collect (Authorised Nominee) ☐ Notification in the event of an emergency
☐ Authorised to consent medical treatment ☐ Authorisation for administration of medication
☐ Authorised to authorise an educator to take the child off the premises

Name: ____________________________ Relationship to child: ____________________________

Address: ____________________________

Mobile Phone: ____________________________ Home Phone: ____________________________ Work Phone: ____________________________

☐ Authorised to collect (Authorised Nominee) ☐ Notification in the event of an emergency
☐ Authorised to consent medical treatment ☐ Authorisation for administration of medication
☐ Authorised to authorise an educator to take the child off the premises

Name: ____________________________ Relationship to child: ____________________________

Address: ____________________________

Mobile Phone: ____________________________ Home Phone: ____________________________ Work Phone: ____________________________

☐ Authorised to collect (Authorised Nominee) ☐ Notification in the event of an emergency
☐ Authorised to consent medical treatment ☐ Authorisation for administration of medication
☐ Authorised to authorise an educator to take the child off the premises

Emergency Contacts (Maximum 30 minutes from the service)

In case of accident or injury, trauma or illness when parents/guardians are not available, please nominate above two people who could pick up the child and take care of them for the day. In the event that the child is not collected from the children’s service and the parent or guardians cannot be contacted, this list will also be used to arrange someone to collect the child.

Court orders in relation to the child

Are there any:

• Court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?
• Other court orders relating to the child’s residence or the child’s contact with a parent or other person?

☐ No (go to the next section) ☐ Yes (please complete the following)

1. Bring the original order/s for educators to sight and attach a copy to this enrolment form.

2. Please describe the orders and provide the contact details of any person given powers, duties, responsibilities or authorities: ____________________________
Child’s Health Information

Registered Medical Practitioner: _____________________________ Phone: _____________________________

Medical Service Name: _____________________________________________

Address: _________________________________________________________

Medicare Number: _____________________________ Expiry Date: ___/___/___

Ambulance Subscription Number: _____________________________ Expiry Date: ___/___/___

Pension Number: _________________________________________________

Healthcare Number: _____________________________ Expiry Date: ___/___/___

Anaphylaxis:

Has your child been diagnosed as at risk of anaphylaxis? □ Yes □ No

Does your child have an auto injection device (eg. EpiPen or Anapen)? □ Yes □ No

If your child has an auto injection device, have you supplied to the service a device with a valid expiry date? □ Yes □ No

Has the anaphylaxis medical management plan been provided to the service? □ Yes □ No

Has a risk management plan been completed by the service in consultation with you? □ Yes □ No

Specific Healthcare Needs:

Does your child have any specific healthcare needs or medical conditions that are relevant to the care and education of the child? (eg. asthma, epilepsy, diabetes etc.) □ Yes □ No

If necessary, has medication been supplied to the service? □ Yes □ No

Allergies:

Does your child have allergies? □ Yes □ No

If necessary, has medication been supplied to the service? □ Yes □ No

Dietary Restrictions:

Does your child have any dietary restrictions? □ Yes □ No

If the service is aware that the child has a specific healthcare need, allergy or other relevant medical condition as identified above, has a copy of the service’s Medical conditions policy been provided to the parent or guardian of the child?

□ Yes □ No □ N/A

Has a communication plan been developed to ensure that: (a) relevant staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child and (b) the child’s parent can communicate any changes to the medical management plan and risk minimisation plan for the child?

□ Yes □ No □ N/A

Child’s Immunisation Status

Has your child been immunised? □ Yes □ No

If yes, please provide a copy of your child’s immunisation certificate/record with this form.

Immunisation record sighted by:

Name: _____________________________ Position: _____________________________ Date: ___/___/___

If no, provide a letter from a registered medical practitioner stating the parent/guardian is a conscientious objector to immunisation.
Additional Information

Please provide any other relevant information about your child eg. abilities, likes, dislikes, family traditions, religions etc.

Do you give permission for your child to watch PG movies? □ Yes □ No

Are you willing to have the child photographed for service use only? □ Yes □ No

Are you willing to have the child photographed to appear in videos, newspapers and other publications? □ Yes □ No

Do you allow sunscreen to be applied to the child while in the care of the service? □ Yes □ No

Please indicate festivals/celebrations your family recognises and/or list below any cultural/religious beliefs you wish the educators to be aware of:

Australia Day □ Birthdays □ Christmas □ Diwali □ Eid Al-Adha □ Mother’s Day □ Father’s Day □
New Year □ Hanukkah □ Moon Festival □ NAIDOC Week □ Ramadan □

Please list others and attach any specific information related to the above:

Do you have any specific skills or trade you would be prepared to share with the service?

Authorisation and Declaration

I, a person with parental responsibility of the child referred to in this enrolment form:

• authorise the Approved Provider, Nominated Supervisor, or an educator to seek:
  - medical treatment for the child from a registered practitioner, hospital or ambulance service
  - transportation of the child by an ambulance service
  - if relevant, an authorisation given for the service to take the child on regular outings
• agree that I am responsible for any expenses incurred during any medical emergency in relation to the child
• agree to collect or make arrangements for the collection of the child if he or she becomes unwell
• understand that in an emergency situation or where evacuation is necessary that the child may need to leave the service under the direction and supervision of the approved provider, nominated supervisor or educator
• have read and understood the service policies including the ‘Payment of Fees’
• declare that the information in this enrolment form is true and undertake to immediately inform the service in the event of any change to this information.

________________________________________  ____/____/____
Signature of person with parental responsibility of child  Date

Privacy Notification

The ELTHAM College OSHC uses the enrolment form to collect personal information for the purposes of service enrolment and statistical recording. The information may be shared with funding agencies and administrators for operational purposes only. The information will not be disclosed to any other party except as required by law. You are able to amend or correct information on request, by contacting the service coordinator.

If you have questions when filling out this form, please contact the service.