

ENROLMENT RECORDS CHECKLIST



The approved provider (nominated supervisor - teacher) of an education and care service must ensure that an enrolment record is kept for each child that includes;

REGULATION 160, 161, 162

<input type="checkbox"/>	Enrolment Date
<input type="checkbox"/>	Name of the Service and Child's Group (i.e. 3yo or 4yo)
	<u>Child Information</u>
<input type="checkbox"/>	Family Name
<input type="checkbox"/>	Given Name
<input type="checkbox"/>	Home Address
<input type="checkbox"/>	D.O.B
<input type="checkbox"/>	Gender:
<input type="checkbox"/>	Country of Birth (not mandatory)
<input type="checkbox"/>	Religion (not mandatory)
<input type="checkbox"/>	Any other person living in the child's home (not mandatory)
<input type="checkbox"/>	Language used in the child's home
<input type="checkbox"/>	Child CRN (child care only)
<input type="checkbox"/>	Is the Child of Aboriginal &/or Torres Strait Islander origin?
<input type="checkbox"/>	Cultural background of the child and if applicable, the parents
	<u>Parent / Guardian Information</u>
<input type="checkbox"/>	The address and contact details of each known parent / guardian of the child
	<u>Other Person/s Authorisations</u>
<input type="checkbox"/>	The address and contact details of any person who the parent/guardian has authorized as an emergency contact for the child.
<input type="checkbox"/>	Authorised to collect
<input type="checkbox"/>	Notify in the event of an emergency
<input type="checkbox"/>	Authorised to consent to medical treatment
<input type="checkbox"/>	Authorised to consent to the administration of medication
<input type="checkbox"/>	Authorised to authorise an Educator to take the child outside of the premises
	<u>Court Orders In relation to the Child</u>
<input type="checkbox"/>	Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child
<input type="checkbox"/>	Details of any court orders provided relating to the child's residence or the child's contact with a parent or other person
<input type="checkbox"/>	Has a copy of the court orders, parenting orders or plans been received ?

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<input type="checkbox"/> <input type="checkbox"/>	<p><u>Child's Immunisation Status</u></p> <p>Child immunisation as per Australian Schedule</p> <p>Has the Child History Statement been received at the service</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Child's Health Information</u></p> <p>Medical Practitioner</p> <p>Medicare No.</p> <p>Ambulance Subscription No.</p> <p>Developmental Delay or Disability</p> <p>Attending specialist services</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Child's Medical information</u></p> <p>If the child has Anaphylaxis, has the service:</p> <p>Received an auto injection device,</p> <p>Received a medical management plan,</p> <p>Completed a risk minimization plan and communication plan</p> <p>Special Health Care Needs</p> <p>If the child has any Allergies, has the service:</p> <p>Received a medical management plan,</p> <p>Completed a risk minimization plan and communication plan</p> <p>Specific Health Care Needs -Details and Medication if required</p> <p>Dietary restrictions</p>
<input type="checkbox"/>	<p><u>Additional Information</u></p> <p>Authority to allow sunscreen to be applied to the child.</p>
<input type="checkbox"/>	<p><u>Authoriastion and Declaration</u></p> <p>Authority for ECKA, Nominated Supervisor, or an educator to seek;</p> <ul style="list-style-type: none"> o medical treatment for the child o authority to transport the child by an ambulance; and o if relevant, an authorisation to take the child on regular outings <p>Responsible for any expenses incurred during a medical emergency agreement</p> <p>Collection or arrange for the collection of the child if he or she becomes unwell agreement</p> <p>Understand that in an emergency situation or where evacuation is necessary that the child may need to leave the Education and Care service under the direction and supervision of the approved provider, nominated supervisor or educator;</p> <p>Have read & understood the Education and Care Service's policies including the 'Payment of Fees';</p> <p>Declare that the information in the enrolment form is true and correct and undertake to immediately inform the Education and Care Service in the event of any change to this information;</p> <p>Give permission to contact Maternal Child Health if needed.</p>

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STORAGE OF RECORDS AND OTHER DOCUMENTS	
The approved provider of an education and care service must ensure that records and documents set out in REGULATION 177	
<input type="checkbox"/>	All documents are stored in a safe and secure place and for the relevant period set out in sub regulation (2) - (Listed below)
<input type="checkbox"/>	If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, the records must be kept until the child is aged 25 years
<input type="checkbox"/>	If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, the records must be kept until the child is aged 25 years
<input type="checkbox"/>	If the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, the records must be kept until the end of 7 years after the death.
<input type="checkbox"/>	<p>In the case of any other record relating to a child enrolled at the education and care service;</p> <ul style="list-style-type: none">(a) The documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74(b) Assessments of the child's developmental needs, interests, experiences and participation in the educational program; and(c) Assessments of the child's progress against the outcomes of the educational program. <p>The record must be kept until the end of 3 years after the last date on which the child was educated and cared for by the service</p>