Child’s Name:

PRESCHOOL ENROLMENT FORM

INFORMATION PRIVACY STATEMENT

The Department of Education and Children’s Services (DECS) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms. The information requested in this form is to enable DECS to:

• undertake administration and care responsibilities including maintaining emergency contact information
• communicate with you about important matters
• provide first aid and plan for child/student health support requirements
• provide all resource entitlements
• collect necessary statistical information and undertake analysis of the composition and performance of the child/student population
• meet reporting requirements, including to other government authorities and funding agencies.

If organisations are contracted on behalf of DECS to undertake tasks that require access to enrolment data, the contract(s) between DECS and those organisations will include strict confidentiality and disposal provisions.

It is an Australian Government requirement that all preschools across Australia ask the questions marked with an asterisk (*) on their enrolment forms. Only unidentifiable data is reported to the Australian Government. In accordance with State Government privacy principles (http://www.archives.sa.gov.au/privacy/principles.html), no personal information is reported publicly that could identify individuals.

The information provided in enrolment forms is stored securely in local school/preschool and DECS databases. While your child is enrolled in a DECS site, other information will be gathered relating to your child’s education and wellbeing, for example, records of learning progress, absences from preschool, behaviour, health and social development reports, observations and assessments. The management of this information is governed by State and DECS policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the information privacy principles (see reference above). Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the information sharing guidelines (see below), DECS will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

Information concerning you and/or your child/ren can and will be shared in DECS, which includes all preschools and schools. There will be occasions where sharing information with others outside DECS will be important to your child’s educational progress, safety or wellbeing. In these circumstances, DECS follows the SA Government’s Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG), www.gcyp.sa.gov.au

Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

• it is unsafe / impossible to gain consent or consent has been refused and
• without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/guardians and other agencies/services to achieve that aim. Parents/guardians are strongly encouraged to share all information relevant to their child’s capacity to enjoy and benefit from education:
Child personal details

<table>
<thead>
<tr>
<th>Surname/Family name:</th>
<th>Date of birth:</th>
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<tr>
<td></td>
<td>Date of birth estimated</td>
</tr>
<tr>
<td>First name:</td>
<td>CRN:</td>
</tr>
<tr>
<td>Middle name:</td>
<td>Customer Reference Number (CRN) Provided by Centrelink (9 numerals followed by 1 letter)</td>
</tr>
<tr>
<td>Preferred name:</td>
<td>eCHIMS:</td>
</tr>
</tbody>
</table>

Gender  
- Male □  
- Female □

Child's residential address 1  
- Address line 1:  
- Address line 2:  
- Suburb/Town:  
- Postcode:  

In which country was the child born?  
- Australia □  
- Other □ please specify  

If other, on what date did the child arrive in Australia? 

Does the child speak a language other than English at home?  
- No, English only □  
- Yes □  

If Yes, what languages (including English) does the child speak at home?  
- Main language  
- Other language/s  

What culture does this child identify with?  

What religion does this child identify with?  

Are there any cultural/religious dietary or other considerations?  
- No □  
- Yes □  

Details:  

Is the child of Aboriginal or Torres Strait Islander origin?  
- No □  
- Yes, Aboriginal □  
- Yes, Torres Strait Islander □

Parental status: Select one option that best describes the child’s family type  
- Two parents home □  
- Guardian(s) □  
- Sole Parent / Female □  
- Shared parenting □  
- Other □  
- Sole Parent / Male □  

Is the child under the guardianship of the Minister for Families and Communities (GoM) or in alternative care?  
- No □  
- Yes □

If Yes, further details must be obtained from the confidential Families SA-DECS Information sharing form as supplied to the preschool site leader by the child’s Families SA caseworker. This form will provide the necessary information for data input.
### School details

When will your child start school?  Month   Year  
What school do you intend to send your child to?  

### Court orders

Are there any current court-sanctioned residency, parental responsibility or contact orders relating to this child?  Yes  No  
If Yes, please attach a copy of the order for the preschool’s records.  
On what date was the order issued?  
Details:  

### Health information

Has your child received all scheduled immunisations?  Yes  No  
If No, your child may need to be excluded from the site during outbreaks of some infectious diseases.  
Does your child have a diagnosed medical condition that may require support?  Yes  No  
(eg. inhaler for asthma, blood glucose monitoring for diabetes, Adrenaline auto-injector for anaphylaxis)  
If Yes, please tick relevant condition/s:  
- Asthma  
- Diabetes  
- Medication  
- Continence  
- Oral drinking/eating  
- Severe allergy - Anaphylaxis  
Other (specify):  
Are there any health related dietary restrictions?  No  Yes  Details:  
If your child has any individual emergency or routine health care needs (e.g. seizure management, toilet support, diabetes management, supervision of medication, anaphylaxis first aid) the preschool will need a health care plan from the treating doctor/health professional.  
Is plan attached?  Yes  No  
Details of child’s doctor/clinic  
Doctor/Clinic name:  
Address line 1:  
Address line 2:  
Suburb/Town:  
Postcode:  
Phone number:  

### Health cover details

# Enrolling parent or guardian may elect to NOT answer this section  
Medicare number (that child is recorded on):  
Is there private health insurance cover for this child?  Yes  No  
If Yes, with which private health insurance fund?  

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Preschool Enrolment Form version 2.0 (EYS)  
September 2010  
Page 3
Ambulance cover with:

Health Care Card number

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### Additional needs

- **Does your child have a diagnosed disability?**
  - Yes [ ]
  - No [ ]
  (eg, physical / hearing / vision impairment, autistic disorder, global developmental delay, speech and language impairment)
  
  If Yes, please provide details:

---

- Agencies involved:
- Address:
- Suburb/Town:  
  Postcode:  

- Support received:

- Contact person:
- Phone number:

- **Do you have any concerns about your child’s development?**
  - Yes [ ]
  - No [ ]
  (eg, behaviour, personal care needs, language skills)
  
  If yes, please provide details:

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### Any other information/comments
Parent 1 / Guardian 1
(Birth or Adoptive parent)

<table>
<thead>
<tr>
<th>Emergency contact</th>
<th>Collection authority</th>
<th>Account payee</th>
<th>Main caregiver</th>
<th>Contact priority:</th>
</tr>
</thead>
</table>

If someone other than parent 1 / guardian 1 or parent 2 / guardian 2 is the account payee, please complete the section on page 7

<table>
<thead>
<tr>
<th>Relationship to child:</th>
<th>Gender: Male</th>
<th>Female</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

Surname:

Given names:

Mr/Mrs/Ms/Other

Residential address

- Same as child’s residential address 1 recorded on page 2
- Same as child’s residential address 2 recorded on page 2

If parent 1 / guardian 1 does not reside with the child please provide residential address

<table>
<thead>
<tr>
<th>Address line 1:</th>
<th>Address line 1:</th>
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<tbody>
<tr>
<td>Address line 2:</td>
<td>Address line 2:</td>
</tr>
<tr>
<td>Suburb/Town:</td>
<td>Suburb/Town:</td>
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<tr>
<td>Postcode:</td>
<td>Postcode:</td>
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Mailing address (if different from residential address)

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<th>Address line 1:</th>
<th>Address line 1:</th>
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<td>Address line 2:</td>
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<td>Suburb/Town:</td>
<td>Suburb/Town:</td>
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<tr>
<td>Postcode:</td>
<td>Postcode:</td>
</tr>
</tbody>
</table>

Email address:

Phone number:

Area: Silent:  

Mobile phone:

Work location: Work phone number:

Employment

- Employed (full-time)
- Student
- Homemaker (not employed in paid workforce)
- Other
- Employed (part-time)
- Self-employed
- Employed (parental leave)
- Unemployed
- Pension or benefit recipient

What is the occupation group of parent 1 / guardian 1?
Please select the appropriate parental occupation group from the list on page 8.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation. If the person has not been in paid work in the last 12 months, enter 8 above.

What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed?
(For persons who have never attended school, select ‘Year 9 or equivalent or below’)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification the parent 1 / guardian 1 has completed?

- Bachelor Degree or above
- Advanced Diploma / Diploma
- Certificate I to IV
- No non-school qualification

(including trade certificate)

In which country was parent 1 / guardian 1 born?

If not born in Australia, what was the date parent 1 / guardian 1 arrived in Australia?

Does parent 1 / guardian 1 speak a language other than English at home?

- No, English only
- Yes

If yes, what is the main language parent 1 / guardian 1 speaks at home?

Does parent 1 / guardian 1 require an interpreter?

- No
- Yes
What culture does parent 1/guardian 1 identify with?  
What religion does parent 1/guardian 1 identify with?  

Please indicate the type of correspondence this person wishes to receive:  Child reports  [ ] Site information (e.g. newsletters)  [ ]

Preferred method of receiving this correspondence Email  [ ] In writing  [ ]

**Parent 2 / Guardian 2**  
(Birth or adoptive parent)

Emergency contact [ ] Collection authority [ ] Account payee [ ] Main caregiver [ ] Contact priority [ ]  
**If someone other than parent 1/guardian 1 or parent 2/guardian 2 is the account payee, please complete the section on page 7**

Relationship to child: [ ]

Gender:  Male  [ ] Female  [ ] Date of Birth: [ ] [ ] [ ]

Surname:  
Given names:  
Mr/Mrs/Ms/Other:  

Residential address  
[ ] Same as child’s residential address 1 recorded on page 2  
[ ] Same as child’s residential address 2 recorded on page 2  

If parent 2 / guardian 2 does not reside with the child please provide residential address

Address line 1:  
Address line 2:  
Suburb/Town:  
Postcode:  

Email address:  
Phone number:  
Mobile Phone:  

[ ] Employment  
Employed (full-time)  [ ] Student  [ ] Homemaker (not employed in paid workforce)  [ ] Other  [ ]
Employed (part-time)  [ ] Self-employed  [ ] Employed (parental leave)  [ ]
Employed (casual)  [ ] Unemployed  [ ] Pension or benefit recipient  [ ]

What is the occupation group of parent 2 / guardian 2?  
Please select the appropriate parental occupation group from the list on page 8.

[ ]

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation. If the person has not been in paid work in the last 12 months, enter 8 above.

What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed?  
(For persons who never attended school, select ‘Year 9 or equivalent or below’)

Year 12 or equivalent  [ ] Year 11 or equivalent  [ ] Year 10 or equivalent  [ ] Year 9 or equivalent or below  [ ]

What is the level of the highest qualification the parent 2 / guardian 2 has completed?  

Bachelor Degree or above  [ ] Advanced Diploma / Diploma  [ ] Certificate I to IV  [ ] No non-school qualification  [ ] (including trade certificate)

In which country was parent 2 / guardian 2 born?  

If not born in Australia, what was the date parent 2 / guardian 2 arrived in Australia?  [ ] [ ] [ ] [ ]

Does parent 2 / guardian 2 speak a language other than English at home?  
No, English only  [ ] Yes  [ ]

If yes, what is the main language parent 2 / guardian 2 speaks at home?  

Does parent 2 / guardian 2 require an interpreter?  
No  [ ] Yes  [ ]
**Brothers and sisters**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Attends this centre?</th>
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<td>Yes</td>
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**Account payee**

If other than parent 1 / guardian 1 or parent 2 / guardian 2

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<tr>
<th>Name:</th>
<th>Home phone:</th>
<th>Mobile phone:</th>
<th>Silent:</th>
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<th>Address line 2:</th>
<th>Suburb/Town:</th>
<th>Postcode:</th>
<th>Email address:</th>
<th>Relationship:</th>
<th>Is this person also an emergency contact?</th>
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<td>Yes</td>
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**Emergency contacts if parent or guardian cannot be contacted**

Note: Includes authority to collect the child and permission to provide overnight care

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<th>Silent:</th>
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<th>Relationship:</th>
<th>Contact priority:</th>
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**Parent/Guardian signatures**

by signing this form you certify that all information given is true and accurate

Signature of parent 1 / guardian 1: ______________________________ Date: __________

Signature of parent 2 / guardian 2: ______________________________ Date: __________
List of parental occupation groups
Group 4: Other occupations

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants. Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces other ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenerkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group 3: Trades and advanced / intermediate clerical, sales and service staff

Tradesmen/women generally have completed a four-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff Office [secretary, personal assistant, desktop publishing operator, switchboard operator] Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Business/administration [recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces [senior Non-Commissioned officer]

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/departement head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator.
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller]