

# Supplementary Preschool Enrolment Form

Under the Education and Care Services (National Uniform Legislation) Act (NT) and the Education and Care Services National Regulations, preschool records must include other prescribed information and authorisations in addition to the information currently collected on the standard student enrolment form. The below information must be collected for all children enrolling in preschool.

1. Student details		
Surname		
Given name (First name)		
Preferred name (if different from above)		
2. Authorised nominees (a person who is given permission to collect the child from preschool)		
I would like to provide authorised nominees for my child. (If no, go to question 4)	Yes / No	
	Authorised nominee 1	Authorised nominee 2
Relationship to child		
Name in full		
Mobile		
Home phone		
Work phone		
Residential address		
Suburb/town/community		
Postcode		
3. Authorisations for authorised nominees		
I authorise the above listed authorised nominees to give permission for my child in the following circumstances if a parent or guardian cannot be contacted:		
a. Consent to medical treatment of, or the administration of medication to, my child.	Yes / No	
b. Authorise an educator to take my child outside the education and care service premises.	Yes / No	
c. Authorise the preschool to transport, or arrange for transportation of, my child.	Yes / No	

4. Authorisations for Department of Education, principal or school staff	
I authorise the Department of Education, principal or school staff to:	
a. Seek medical treatment for my child from a registered medical practitioner, hospital or ambulance in an event that such action is deemed necessary.	Yes / No
b. Transport my child by ambulance in an event that such action is deemed necessary.	Yes / No
c. Take my child on planned regular outings which have been communicated to me in advance and are a regular part of the educational program. (A separate authorisation will be sought from parents and guardians for one-off type excursions.)	Yes / No
5. Additional medical details	
Does your child have any medical conditions, allergies or health care needs?	Yes / No
<p>If you answered <u>yes</u> to the above question:</p> <ul style="list-style-type: none"> <li>ensure you have provided details in <a href="#">Section 8 of the Student Enrolment Form</a><sup>1</sup></li> <li>work with the preschool teacher to develop a <a href="#">Preschool health care plan</a><sup>2</sup> for your child.</li> </ul> <p>Refer to the <a href="#">Managing health care needs in preschool guidelines</a><sup>3</sup> for further information about how the preschool will manage your child's health care needs.</p>	
Has your child been prescribed medication for a medical condition?	Yes / No
<p>Note that the Education and Care Services National Law requires that a child is unable to attend preschool without their prescribed medication.</p> <p>Refer to the Administration of <a href="#">Medications to students with notified medical conditions policy</a><sup>4</sup> for forms and further information.</p>	
Student's Medicare number	
Doctor/medical centre name	
Doctor/medical centre address	
Doctor/medical centre phone	

<sup>1</sup> [https://nt.gov.au/\\_data/assets/pdf\\_file/0005/208985/student-enrolment-form.pdf](https://nt.gov.au/_data/assets/pdf_file/0005/208985/student-enrolment-form.pdf)

<sup>2</sup> <https://education.nt.gov.au/policies/preschool-specific-policy>

<sup>3</sup> <https://education.nt.gov.au/policies/preschool-specific-policy>

<sup>4</sup> <https://education.nt.gov.au/policies/health-of-students/medications>

6. Cultural Background	
What is your child's cultural background?	
What is the cultural background of the child's parents (if applicable)?	
7. Special considerations	
Does the preschool need to be aware of any special considerations for your child, for example, cultural requirements, religious requirements, dietary restrictions or additional needs?	Yes / No
If YES, please provide details.	
8. Parent signature	
Signature of parent/guardian	
Name in full	
Date	

Office use only	
If the parent has notified that the child has a medical condition, allergy or other health care needs:	
1. Has a member of school staff sighted an existing health care record for the child?	Yes / No
If YES, please provide details	
2. Has a meeting been established with the parent/s to develop a Preschool health care plan?	Yes / No