

Parent Orientation Checklist:

- A completed enrolment includes:
 - ☐ Customer Reference Numbers for parent and child
 - ☐ Birth certificate
 - ☐ Immunisation record
 - ☐ Child's doctor's information
 - ☐ Medicare number/private health number
 - ☐ Current authorisations for drop off/collection/Transportation
 - ☐ Days/sessions of care required
 - ☐ Start date
 - ☐ Any child that has asthma, anaphylaxis and allergies must submit a completed copy of the appropriate action plan from your child's doctor that is to be reviewed and re issued yearly. Medication/medical device i.e. (Spacer) must be labelled and returned to the service prior to commencing care.
 - ☐ Additional needs information if applicable i.e. current health care card/diagnosis letter from medical/ healthcare professionals, NDIS plan, completed permission to collect additional information form Part A.
 - ☐ Signed parent handbook declaration
 - ☐ Direct Debit Request Form
 - ☐ Parent/guardian to complete childcare subsidy via their My Gov (Centrelink app) or contact 136150