# Late Enrolment Checklist v1.0

To be included in the Child’s Enrolment Record.

**Child’s Name**: Click or tap here to enter text.

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| **Checklist**  | Checkmark with solid fill |
| Provide the family with a current Enrolment Record (see staff forms under log-in on the website)  |[ ]
| Thoroughly Review Enrolment Record especially:* Fully completed addresses for parents, emergency contacts and medical practitioners
* Medicare numbers included
* Medical Conditions/Dietary Requirements noted and Medical Management plans including Risk Management and Communication forms completed before the child attends and relevant policies provided to the family.
* Any section on the enrolment form not completed needs to have a note initialled and dated by the parent stating, “The parent is choosing to not share this information” for example, if only one parent is listed.
 |[ ]
| Family provided with group times and days |[ ]
| Transition arrangements organised with the family  |[ ]
| Shine Bright (Elly) provided with contact details including email for Emergency Management Plans |[ ]
| Family Handbook provided  |[ ]
| Uniform Information provided to families |[ ]
| Individual Education Plan |[ ]
| Current Immunisation |[ ]

**Teacher’s Name**: Click or tap here to enter text.

**Signature**:  **Date**: Click or tap to enter a date.

**Nominated** **Supervisor Name**: Click or tap here to enter text.

**Signature**:  **Date**: Click or tap to enter a date.