

BlueFit Kids is excited to welcome you to the BlueFit Family. To secure your position at one of our services, you will need to complete the enrolment form via the online portal available on www.bluefitkids.com.au

To support you through this registration process, we have developed a guide outlining everything you will need to know. It provides details of registration and extended answers to our frequently asked questions section available on our website.

Documents you will need to complete your Enrolment Form

In order to secure your enrolment at a BlueFit Kids service you will need to complete and upload the following documentation (please note that you can take a clear photo from your phone and upload the photo, rather than scanning the documents):

- A copy of your child's medical management, anaphylaxis or risk minimisation plan (if applicable)
- Supporting documentation for sole parentage
- Direct Debit Request details
- A copy of any court orders or parenting plans (if applicable)
- Current immunisation record from Medicare or the Australian Immunisation Register (AIR)

'How to complete the enrolment form' step by step instructions

- Visit **www.bluefitkids.com.au**
- Click on the link to the parent portal
- Click register for new account
- Complete the enrolment form
- Please note all forms must be completed in English
- All questions marked with a red asterix must be completed

Main Contacts

- Please complete the primary guardian details as the parent who will be claiming the Childcare Subsidy. Primary guardian details must state their legal name
- Please provide all contact details for primary guardian including relationship to child, CRN and date of birth
- Please tick what authorisations you would like the primary guardian to have (collection, excursion, emergency and medical)
- Please provide all contact details for secondary guardian including relationship to child and DOB
- Please tick what authorisations you would like the secondary guardian to have (Collection, excursion, emergency and medical)

- Please provide a photo or scan of your driver's license or other government-issued photographic ID
- Please indicate whether you are a sole parent. If yes, please upload the supporting documentation for sole parentage. If you do not have any documentation to show that you are a sole parent you must provide details of the second parent to ensure that they consent to the enrolment and so that we have their contact details for drop off/pick up and emergencies.

Additional Contacts

- Please provide all contact details for at least one additional contact.
- For each additional contact please tick what authorisations you would like to give them (collection, excursion, emergency and medical)
- If you require additional contact please click the (+) button to add

Medical Contacts

- Please provide at least one medical contact e.g. Doctor or family physician.
- If you have additional medical contacts please click the (+) button to add

Child Information

- Given Name
- Last Name
- Gender
- Primary Language
- Secondary Language (if any)
- Date of Birth
- Cultural Background
- Who the child primarily lives with
- Child's Medicare number
- If the child has a CRN and if so, please provide this. A child will have their own individual CRN which will be different to the claimant and siblings
- Please confirm if your family permits photographs by selecting yes or no
- Please agree that if your child becomes injured, or becomes ill whilst at the service or otherwise in care, and if the coordinator thinks it is necessary, he/she will seek Urgent Medical, dental or hospital treatment or ambulance service
- Please give consent to the carrying out of appropriate medical, dental or hospital treatment
- Please provide a copy of your child's birth certificate. If your child's birth certificate is international, please provide an English translated copy

Medical Condition & Dietary Restrictions

- If your child has a medical condition, please tick yes and then confirm the Type, Title, Severity, Description in the space provided

- If your child is Anaphylactic? If yes, please upload a copy of the anaphylactic action plan
- Does your child have any diagnosed disability? If so please tick yes and confirm details in space provided

Court/Parenting Orders

- If there are any Court / Parenting orders, please upload the order/plan

Additional Information

- Please provide any information you feel the service should know about your child e.g. Language, religion, additional needs etc.

Other General Questions

- Has your child been immunised or on a recognised catch up schedule? Before enrolling a child, early childhood services must obtain evidence that the child is: Fully immunised for their age OR on a vaccination catch up program OR unable to be fully immunised for medical reasons. If yes, please provide a copy of your child's immunization record. Copies of your blue book records and international immunisations are not accepted. You can access a copy of your child's immunisation details at any time: through Medicare Online Services or by calling the Immunisation Register on 1800 653 809. [Click here](#).
- Does your child have any allergies? If yes, please provide further details
- Does your child have Asthma? If yes, please upload copy of asthma action plan
- Does your child have any special considerations we need to take into account for their enrolment? If so please tick yes and confirm details in space provided
- Are you enrolled with an intervention service? If yes, please provide details on the Service / Frequency of attendance / Contact Person / Phone number
- You must have your Direct Debit details at hand to complete the enrolment
- Setup your direct debit details through debit success, the final step of the enrolment

Child Care Subsidy (CCS) Enrolment Agreement

- Please sign to confirm that all details in this enrolment form are correct for days of care, hours of operation, permanent and casual fees. N.B this will need to be printed, signed and dated by Guardian 1 and 2 (where applicable).