



RICHMOND PRESCHOOL KINDERGARTEN Assoc. Inc

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It is extremely important that we keep our records updated with your child's necessary details. Could you please assist us by filling out this form (both sides) with any changes that may have occurred since you originally enrolled and return it to the office?

ENROLMENT UPDATE

CHILD INFORMATION

Child's Given _____ Child's Surname _____

Child's Preferred Name _____

Address _____ Phone _____

Suburb _____ Postcode _____

Hours Required 8.30 / 9.00 am to 3.00 / 3.30 pm

PARENT / CAREGIVER INFORMATION

	Parent / Caregiver 1	Parent / Caregiver 2
Relationship to the Child		
Full name		
Former/other names		
Address		
Home Phone Number		
Mobile Phone Number		
E-mail Address		
Country of Birth and Language(s) spoken?		
Occupation		
Employment Status	Casual Full-time At Home	Part-time Shift work Studying
Employer		
Work Address		
Work Phone Number		

EMERGENCY CONTACT INFORMATION AND THOSE AUTHORISED TO COLLECT CHILD OTHER THAN PARENTS

No person under 18 years is to be authorised to collect a child

	Emergency Contact 1	Emergency Contact 2	Emergency Contact 3
Relationship to the Child			
Full Name			
Address			
Home Phone Number			
Mobile Phone Number			
Work Phone Number			
Daily Release? Yes/ No			
Emergency Release? Yes /No			
Signature of contact			

	Emergency Contact 4	Emergency Contact 5	Emergency Contact 6
Relationship to the Child			
Full Name			
Address			
Home Phone Number			
Mobile Phone Number			
Work Phone Number			
Daily Release? Yes/ No			
Emergency Release? Yes /No			
Signature of contact			