



# CHILD INFORMATION SHEET

## CHILD'S NAME

First name

Surname

## PARENT'S NAME

First name

Surname

Address

Postcode

Phone

Email

## IMPORTANT INFORMATION RELATED TO CARING FOR YOUR CHILD

Include toileting requirements (nappies, toilet training), any allergies and any other special requirements.

## MEDICATION

Provide all details of medications your child is taking.

Administering medication is the responsibility of the parent (not creche staff). This information is collected in case of an emergency only.

## EMERGENCY ADULT CONTACT

Name of alternate adult contact, in case of emergency.

First name

Surname

Address

Postcode

Phone

Email

## ACCEPTANCE OF CONDITIONS OF USE

- I accept I must stay within the Bold Park Aquatic facility while my child attends creche.
- I understand I must immediately return to the creche to attend to my child should I be requested to do so by creche staff.
- I understand I am at all times responsible for my child while he/she attends the creche.
- I consent to medical treatment being administered to my child in the case of an emergency.

## SIGNATURE

## MEDICATIONS

## DATE





## Bold Park Aquatic Centre Crèche Collection Notice

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The Town of Cambridge, via Bold Park Aquatic Centre, collects personal information to safely operate the Crèche and care for enrolled children in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)*.

We collect this information to:

- Enrol your child in the Crèche
- Ensure your child's health, safety and wellbeing
- Record medical conditions, allergies and support needs
- Provide appropriate supervision and meet duty-of-care requirements
- Contact you in an emergency or if your child becomes unwell or distressed
- Manage bookings, attendance, payments and records
- Meet legal child safety, reporting and recordkeeping obligations

Information collected may include:

Child's name, age, date of birth, medical and allergy information, support needs, parent/guardian contact details, authorised pick-up persons, emergency contacts, attendance and incident records.

We may share this information with:

- Crèche staff responsible for care and supervision
- First aid officers or medical professionals if required
- Emergency services in urgent situations
- Town of Cambridge staff for administration, compliance or incident review
- Insurers, legal representatives or authorities where required by law

We must collect this information to meet obligations under WA legislation relating to child safety, health, recordkeeping and duty of care.

If you do not provide this information:

- We may be unable to enrol your child
- We may not be able to ensure your child's safety or respond to medical needs
- We may be unable to contact you or release your child safely

Your information is stored securely in accordance with applicable privacy and recordkeeping legislation and only accessed by authorised staff.

If you have questions or would like to access your information, contact:

Bold Park Aquatic Centre

(08) 9385 8767 | [bpac@cambridge.wa.gov.au](mailto:bpac@cambridge.wa.gov.au)