



Welcome to Little Bees Childcare.

Dear Family

Thank you for your interest in joining our centre. Please complete this form so that we can begin to get to know you and your child/children.

TODAY'S DATE

/ /

1 My child's/children's details

Child 1

First name

Surname

Date of birth/Due date

What are your child's interests?

What do you want your child to achieve while at

Little Bees?

Child 2

First name

Surname

Date of birth/Due date

What are your child's interests?

What do you want your child to achieve while at

Little Bees?

2 My details

First name Surname

Date of birth Mobile number

Email

Street address

Suburb Postcode

3 Care requirements

Proposed start date Days required Mon Tue Wed Thu Fri

What are your reasons for requiring care?

eg. Returning to work, giving my child/children opportunities for more learning

4

Tell us a little more about yourself and your child/children

What are the three most important things to you when looking at an early learning and care centre?

Every child is unique. Tell us about yours.

Is there anything you are particularly worried or anxious about with your child/children starting at Little Bees?

Would you like to share anything else?

Thank you for taking the time to complete this form.

Notification of Personal Information Collection

This is the Notification of Collection Statement that Little Bees Childcare Parramatta ABN 57 602 282 806 ("Little Bees") is required to provide you at the time of obtaining your personal information.

Purpose

Little Bees collects and holds personal information about you and your child for the primary purposes of: providing early childhood education and care services; and advocating for the well-being, protection and development of children.

Sensitive Information

In some circumstances Little Bees may seek to collect personal information that is sensitive. This may include information such as your child's racial or ethnic origin, religious beliefs or affiliations, and your child's medical conditions, immunisation history and additional needs. We collect this information as it is reasonably necessary for ensuring the well-being, protection and development of children in our care.

For example staff may wish to develop an educational program that includes reference to a child's country of origin.

Little Bees will only collect your sensitive information with your consent and will ensure that it is stored securely. If you do not wish for your sensitive information to be collected by Little Bees, you should discuss this with the Centre Director.

Use and Disclosure

Little Bees will only use or disclose your personal information for the purpose it was collected or a reasonably expected or related secondary purpose. Personal information of parents, guardians and children is ordinarily used or disclosed for the primary purposes of: providing early childhood education and care services; and advocating for the well-being, protection and development of children; documenting children's learning; managing children's current or prospective enrolment; providing you with information about our organisation, services and activities via letters, email, sms and other centre or organisation communication channels; and requesting information from you about our organisation and services via surveys.

We may disclose personal information about you to:

- third party service providers, who assist us in operating our business. We will take all reasonable steps to ensure these service providers do not breach the Australian Privacy Principles.
- a purchaser of the assets and operations of our business.
- child protection agencies or family support agencies when we reasonably believe that a child is at risk of significant harm.