



From the Office of the Principal

4 February 2016.

Dear Parents,

Introducing CareMonkey to College Parents

As you know, staff at the College takes the health and safety of our students very seriously. As such, we have trialed during 2015 the health and safety application named *CareMonkey*. At the commencement of the 2016 school year, the College will be adopting *CareMonkey* for all year levels Prep to 12.

CareMonkey is an innovative parent controlled electronic medical form for Colleges, clubs and other groups with a duty of care. It is an electronic version of the paper based forms you are always required to fill in for excursions, camps, enrolments, etc. It provides parents the opportunity to update medical information promptly and accurately while providing the College with instant access to the emergency information provided by you. We will be using the *CareMonkey* app in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

Parents can use a PC, laptop, tablet or smart phone to enter the details including:

- emergency contacts;
- medical contacts;
- medical checklist including asthma, allergies, seizures, diabetes;
- health and ambulance insurance details;
- notes and other care instructions from parents.

As a parent, we will send you an email from the *CareMonkey* system inviting you to enter the details for your child in an electronic medical form. From the College's perspective, this information will only be accessible by the relevant staff for your child and will be treated with the upmost confidentiality. However if you choose, you will also be able to share this information with anyone else you trust with your child's care - their grandparents, their child-minder, their sports club, etc.

You do not need to do anything until you receive the email requesting the information. Please feel free to contact the College if you have any questions via principal@marymede.vic.edu.au. You can also visit the *CareMonkey* website for more information: www.caremonkey.com.

We appreciate your assistance in this matter.

Yours sincerely,

A handwritten signature in cursive script that reads "Michael Kenny".

Mr. Michael Kenny
Principal