

Out of School Hours Care – Enrolment Form 2019 (EXISTING CHILDREN)

This information is confidential and will be available only to supervising staff

*Child Information

Family Name	Family Name	Family Name
Child's Name	Child's Name	Child's Name
Preferred Name	Preferred Name	Preferred Name
Child CRN # Required	Child CRN # Required	Child CRN # Required
Address	Address	Address
Birth Date M / F	Birth Date M / F	Birth Date M / F
Year Level in 2019	Year Level in 2019	Year Level in 2019

*Custodial Parent/Guardian Information (This will be used to contact you in an emergency)

Parent/Guardian Name	Parent/Guardian Name
Parent Date of Birth Required	Parent Date of Birth Required
Parent CRN # Required	Parent CRN # Required
Address	Address
Email: (For billing purposes)	
Home Phone	i.e 5
Mobile Phone	i.e 1
Work Phone	i.e 3
Workplace Name	

*Emergency Contacts (If parent/guardian cannot be contacted) and Collection Authorities (people allowed to collect child/ren)

Name	Name	Name
Address	Address	Address
Home phone	Home phone	Home phone
Mobile Phone	Mobile Phone	Mobile phone
Relationship to the child	Relationship to the child	Relationship to the child

2019 Bookings (whole year bookings)

Permanent Bookings – please indicate in the boxes below the number of children attending each day. This booking will be permanent until the end of the year. Any of these bookings can be cancelled by notifying the OSHC office and you will not lose this permanent booking. No fee will be charged if 2 full business days’ notice is given.

Before School Care	Monday	Tuesday	Wednesday	Thursday	Friday
7.00 – 8.30 am					
After School Care					
3.05 – 6.15 pm					

Permanent Booking Start Date:

Other booking information.....

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Casual Bookings – if you require only casual bookings eg. Your required days change each week, please advise the OSHC director on enrolment

Priority of Access

Please tick which priority of care applies to your family. PLEASE NOTE: False declarations may result in the immediate cancellation of all bookings.

- Priority 1** – a child at risk of serious abuse or neglect
- Priority 2** – a child of a *single parent* who satisfies, or of *parents who both* satisfy, the *work/training/study* test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Priority 3** – any other child (play dates, respite etc)

DECLARATION: I _____ declare that the Priority of Access 1, 2 or 3 criteria selected on this form is true and correct.

Signed: _____ **Date** _____

Out of School Hours Care (OSHC) Consents for Children

I give permission for:

- my child/children to participate in the OSHC program and understand that OSHC educators will notify me of each individual excursion. I understand that it is my responsibility to advise educators if I do not wish my child/children to participate in a particular activity.
Parent/Guardian signed
- OSHC educators to exchange information relating to my child with school staff and to the appropriate person(s) (eg. in an emergency/special needs of my child/children).
Parent/Guardian signed
- photographs (still or video) being taken of my child/children as part of the OSHC program and consent to these being displayed around the OSHC area, in newsletters and on the school website.
Parent/Guardian signed
- my child's work being published in an OSHC newsletter and displayed in the OSHC area.
Parent/Guardian signed
- my child/children to view G and PG rated films presented in the OSHC service and during planned excursions to the cinemas.
Parent/Guardian signed
- my child/children to participate in play time on the OSHC trampoline whilst supervised by an OSHC educator
Parent/Guardian signed
- OSHC educators to check my child's hair for head lice (if there is a possibility of head lice) and that such checks will be conducted sensitively. I understand that the South Australian Health Commission recommends that children's hair should be checked every week for head lice and checking and treating hair is by law a parents responsibility. I also understand that I will need to collect my child if OSHC supervising educators believe that my child has head lice and that it is my responsibility to arrange collection of my child, when notified. I understand that I may have to provide a letter from a general practitioner to say my child is free of head lice.
Parent/Guardian signed
- OSHC follows the guidelines of the Cancer Council SA who recommend that children wear hats with 8cm brim or Legionnaires style while outside. I understand that if my child does not have a suitable hat that he/she will need to remain inside. I also understand that at time children will be required to wear sunscreen while outside and agree to provide this. In the absence of such sunscreen being provided I give consent for the OSHC sunscreen to be used on my child/children.
Parent/Guardian signed Date

Out of School Hours Care (OSHC) Parent Consents

I understand and will abide by the OSHC policies and procedures and agree that:

- OSHC educators require written permission for my child/children to travel alone, to and from the OSHC service. I am aware that the Director/Qualified educator will sign my child/children in and out of the service and the arrival and departure times will be noted.
- the OSHC program has a Behaviour Management Policy in place where the main feature is to recognise and support positive behaviours and that it is my responsibility to inform the OSHC educators of my child's behaviour needs.
- I will pay the required fees for my child/children's OSHC care within 14 days of the care being provided.
- in the event of a medical emergency, OSHC educators will call an ambulance, in line with standard first aid training. I understand that I am responsible for the cost associated with medical care, ambulance and hospital costs.
Parent/Guardian Date

NOTE: Out of School Hours Care Policies, Procedures and Guidelines are available for viewing

Medical and Health Information

This information is confidential and will be available only to supervising educators and emergency medical personnel

ONE FORM PER CHILD

Family Name	Child's Name	Date of Birth
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Medic Alert Number (if relevant) Review Date.....

Health Support

Does your child have a health care need that could affect their safety at Out of School Hours Care?

- No If NO, staff will provide standard supervision and first aid
- Yes If YES, please tick the boxes below that shows your child's health care needs and complete a health care plan if required (plans available at the OSHC office)

THESE HEALTH CONDITIONS REQUIRE A HEALTH CARE PLAN (Please attach)		THESE CONDITIONS DO NOT REQUIRE A HEALTH CARE PLAN	
Asthma *		Incontinence	
Epilepsy *		Joint Disorder (eg arthritis)	
Heart Disorder *		Ear Disorder (eg drainage tubes)	
Seizures/convulsions *		Hearing Impairment	
Allergies (please specify below) *		Communication difficulties	
Diabetes *		Vision Impairment	
Skin conditions (eg dermatitis)		Swallowing/choking difficulties	

***PLEASE NOTE: Enrolments WILL NOT be accepted until a Care Plan is completed by a medical professional**

Please provide any other information

Medication

Does your child require any regular medication?

- No
- Yes, please attach a completed medication plan (plans available at the OSHC office)

Details

Doctors Name	Clinic Name
Address	Phone Number

This information will be used by supervising educators and is a requirement for the *South Australian Standards for OSHC*

Are there any special dietary requirements relating to your child?

- No
- Yes, please give details

Does your child need special aids or equipment? (eg hearing aids, glasses, callipers)

- No
- Yes, please give details

- All medication must be supplied in the original container with the pharmacy label and the child's name clearly marked on the container.
- A permission to administer medication form must be signed by the parent/doctor before medication can be administered by OSHC educators or self-administered by a child over 8 years of age.

Parent/Guardian signed Date / / .

Revised and updated 29/5/18

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Parent/Guardian signed Date / / .

A REMINDER OF SOME IMPORTANT INFORMATION FOR OSHC FAMILIES

Key Information

Directors:	Eloise Tonkin and Zoe Smitheram
Assistant:	Jackie Read
Address:	Woodend Primary School OSHC Edward Beck Drive, Sheidow Park SA, 5158
Phone:	8387 7603
Mobile:	0411 274 747 (Please leave a message on our voicemail if we do not answer)
Email:	dl.1056.oshc@schools.sa.edu.au

Hours of operation and fees

Before School Care	7.00 am – 8.30 am	\$14.00	(as at 08/5/17)		
After School Care	3.05 pm – 6.15 pm	\$21.00	(as at 13/6/16)		
Vacation Care	7.00 am – 6.00 pm	\$60.00	(as at 10/7/17)	½ Day	\$30.00 (as at 10/7/17)
Pupil Free/School Closure	7.00 am – 6.15 pm	\$55.00	(as at 13/6/16)		
Early Finish	2:05 pm – 6:15 pm	\$23.50	(as at 13/6/16)		

A \$20.00 registration fee is incurred per child each year on your account.

A parent is regarded as being late when they arrive to collect their child after the stated closing time.

A late collection fee of \$1.00 per minute per family will be imposed when parents arrive later than the closing time. Special circumstances, such as a traffic accident or vehicle breakdown, will be given consideration in relation to collection of late fees. When a parent is continually late arriving at the service to collect their child, the director will discuss other Out of School Hours Care options with the parent.

All fee payments may be made at the OSHC office by Cash, or EFTPOS or you can pay online using our banking details or QKR. These details are provided on the top right hand corner of you weekly tax invoice.

Please note:- Our OSHC fees are reviewed regularly and may change at any time throughout the year. Families will be notified prior to any fee changes.

OSHC SESSION CANCELLATION

Cancellation of bookings needs to be made at least 2 full business days prior to the beginning of the booked session. If 2 full business days are not given the fee will be charged.

VACATION CARE CANCELLATION

If Vacation Care bookings are cancelled within 7 days of the intended booking, the daily fee will still be charged.

No refund will be given on cancelled excursion days.

OSHC OUTSTANDING FEES

It is expected that families make regular weekly or fortnightly payments.

If accounts are not paid by this date a reminder will be sent.

- If the account remains unpaid for a further 7 days (21 calendar days from the invoice date), a \$5 administration charge will be added to the account.
- If the account remains unpaid for a further 7 days (28 calendar days from the invoice date), another \$5 administration fee will be added to the account.
- If the account remains unpaid for a further 7 days (35 calendar days from the invoice date), the account will then be given to a Debt Collection Agency and your child/children will not be eligible to utilise the service.

Parents with overdue fees beyond their regular payment pattern will be encouraged by the director to discuss any difficulties they may have in meeting payments and to make suitable arrangements to pay.

If this is not done, or the agreed arrangements are not kept, collection procedure will apply. Fee collection procedures can be found in the services Fees policy.

SUN PROTECTION

To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun, the following will apply:

- ★ The wearing of hats, sunscreen and sun safe clothing will be effective whenever the peak UV levels are above 2. Peak UV levels will be read and recorded daily from the Bureau of Meteorology website. Children and educators will wear hats whenever they are playing or participating in activities outdoors. Children without hats during outdoor activities when hats are required will be required to participate in indoor activities.
- ★ Children OSHC and Vacation Care every day of the school/OSHC year. To minimise the spread of infections such as head lice, impetigo and ringworm, children will not share hats.

MANAGEMENT OF UNWELL CHILDREN AND EXCLUSION FROM THE SERVICE

If a child is unwell at home or becomes unwell at school, parents are asked, where reasonably possible, not to send the child to the service, but to make alternative arrangements for their care.

If a child becomes unwell while at the service, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, educators will phone emergency contacts.

If a child requires immediate medical aid, the service educators will secure that aid and notify the parent.

If medication is required in an emergency, and there is no prior consent of the parent, the service educators will obtain consent from a registered medical practitioner, if possible the family's preferred medical practitioner.