
Outside School Hours Care Enrolment Form

Yarraman Oaks Primary School Council offers an Out of School Hours Care Program that is available to all children attending this school.

PURPOSE

- To provide a resource for the school community.
- To meet the National Quality Framework through outlined practices that support and promote children's learning, guided by approved learning frameworks; My Time Our Place: Framework for School Aged Care, Belonging, Being, Becoming: The Early Years Learning Framework.
- To provide opportunities for relaxation, leisure, security and protection before and after school similar to which parents would provide for their children at home.
- To satisfy Department of Health and Community Services guidelines.

IMPLEMENTATION

A child can only be accepted in the OSHC program when a current enrolment form is held by the OSHC co-ordinator.

The program will operate on school days from 7.00 to 8.45 a.m. and 3.30 to 6.00 p.m. and on Curriculum/ Pupil Free days between 7.00 a.m. and 6.00 p.m.

Permanent Bookings:

- Notification of cancellations are to be made in writing a minimum of 8 days prior to booked attendance or the full fee will be charged.
- Persistent cancellations for the same times/days may lead to the loss of the permanent place at the discretion of the OSHC Coordinator and Committee.

Casual Bookings:

- Casual users are encouraged to book Before School Care by 6.00pm the night before the proposed attendance and After School Care by 9.00am on day of proposed attendance and will be depend upon on spaces available.
- Emergency After School Care due to unexpected circumstances may be available for students who are enrolled in the service by contacting the OSHC or school office by 3.00pm.

Confidentiality of Enrolment Records Privacy Statement

The proprietor of the children's service ensures that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in Education and Care Services Regulations.

OUTSIDE SCHOOL HOURS CARE – ENROLMENT FORM

This form is to be completed if you would like your child/ren to be enrolled at this service. The information requested is to assist the service in providing excellent care for your children. A parent or guardian who has lawful authority in relation to the child must complete this form. Licensed children's services may use this form to collect the child's enrolment information as required in regulation 160. Questions marked with an asterisk * are not required by the Regulations, but you are encouraged to answer these to assist the service in caring for your child. The answers provided are strictly confidential and will not be used for any other purpose.

Parent Details

MOTHER/GUARDIAN 1

First Name _____ Surname _____

Address _____

Home Phone _____ Mobile _____

Work Phone _____ Workplace _____

Email Address* _____

Date of Birth _____ Customer Reference Number (CRN*) _____
(CRN is required for CCS claims)

Medicare Number _____ Ambulance Number* _____

Language Spoken at home _____ Cultural Background _____

Does the child live with this parent? ___ Yes ___ No

Parent/Guardian 1 _____ / / _____

FATHER/GUARDIAN 2

First Name _____ Surname _____

Address _____

Home Phone _____ Mobile _____

Work Phone _____ Workplace _____

Email Address* _____

Date of Birth _____ Customer Reference Number (CRN*) _____
(CRN is required for CCS claims)

Medicare Number _____ Ambulance Number* _____

Language Spoken at home _____ Cultural Background _____

Does the child live with this parent? ___ Yes ___ No

Parent/Guardian 2 _____ / / _____

Authorised Nominee/Emergency Contacts

Authorised Nominee/Emergency Contacts (other than those already listed on the first page of this Enrolment Form. See section 170 (5) of the Law and 160, 161, 102 & 99 of the Regulations.

Authorised Person No. 1:

This person is authorised to carry out the following responsibilities for my/our children (please tick):

Full Name: _____

Relationship to child: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

- Collect child from education & care premises
- Consent to medical treatment & transportation of child by an ambulance service.
- Authorise the collection of the child from the education & care service by another person not authorised on enrolment
- Emergency contact
- Authorise administration of medication
- Authorise administration of medication
- Authorise an educator to take the child outside the education and care service premises

Authorised Person No. 2:

This person is authorised to carry out the following responsibilities for my/our children (please tick):

Full Name: _____

Relationship to child: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

- Collect child from education & care premises
- Consent to medical treatment & transportation of child by an ambulance service.
- Authorise the collection of the child from the education & care service by another person not authorised on enrolment
- Emergency contact
- Authorise administration of medication
- Authorise administration of medication
- Authorise an educator to take the child outside the education and care service premises

Authorised Person No. 3:

This person is authorised to carry out the following responsibilities for my/our children (please tick):

Relationship to child: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

- Collect child from education & care premises
- Consent to medical treatment & transportation of child by an ambulance service.
- Authorise the collection of the child from the education & care service by another person not authorised on enrolment
- Emergency contact
- Authorise administration of medication
- Authorise administration of medication
- Authorise an educator to take the child outside the education and care service premises

Authorised Person No. 4:

This person is authorised to carry out the following responsibilities for my/our children (please tick):

Full Name: _____

Relationship to child: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

- Collect child from education & care premises
- Consent to medical treatment & transportation of child by an ambulance service.
- Authorise the collection of the child from the education & care service by another person not authorised on enrolment
- Emergency contact
- Authorise administration of medication
- Authorise administration of medication
- Authorise an educator to take the child outside the education and care service premises

Court Orders

Are there any **court orders, parenting orders or parenting plans** relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child or any other court orders relating to the child's residence or the child's residence or the child's contact with a parent or other person?

- No please go to the next section
 Yes please see instructions below

1. Please bring the **original** court order/s for staff to see and a copy to attach to this Enrolment Form, **IF** these orders:

a. Change the powers of a parent or guardian to:

- Authorise the taking of the child outside the service by a staff member of the service
- Consent to the medical treatment of the child
- Request or permit medication to the child
- Collect the child from the service and/or

b. Give these powers to someone else. Please describe these changes and provide contact details of any person given these powers below.

Please note unless a copy of these orders or plans are provided to us we are unable to uphold the requirements

<h3 style="color: #4F81BD;">Cultural Connections and Family Traditions</h3>
Does your family observe any particular religious or cultural practices that are significant to your child? _____
Do you celebrate any cultural/religious traditions? How do you celebrate these traditions?
What 'family' traditions do you celebrate together? (E.g. <i>Dinner at grandparents every Sunday, camping on long weekends.</i>) _____
Are there any specific stories/ songs you share with your child/ren?
As a family do you have any favourite foods? Please provide details.

Child Details

If more than one child is attending the service please complete a separate enrolment form for each child.

First Name _____ Surname _____

___ Male ___ Female

Name child is known by _____

Date of Birth ___/___/___

Customer Reference Number (CRN) _____

(CRN is required for CCS claims)

Address _____

Language spoken in the home _____ Cultural Background _____

Is the child of Aboriginal and/or Torres Strait Islander origin?*

- No, not Aboriginal or Torres Strait Islander
- Yes, Aboriginal
- Yes, Aboriginal and Torres Strait Islander
- Yes, Torres Strait Islander

Does the child have a development delay or disability including intellectual, sensory or physical impairment?*

- Yes
- No

Dietary Information Child

<p>FOOD PREFERENCES/ DIETARY RESTRICTIONS</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Special dietary restrictions, preferences or considerations (provide details):</p>
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Immunisation Record – Child

Has the child been immunised? No Yes

Please provide details by:

Attaching a copy of the official immunisation status certificate. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register (AIR) or General Practitioner.

Note: Parents or guardians must provide an immunisation status certificate to the service regardless of whether the child is or is not immunised.

*Other information – Child

If there is anything else that the service should know or you would like the service to know about your child?
(E.g. excessive fears, favourite activities, attending early intervention service, etc.)

Medical Information – Child

IF YOU ANSWER YES TO ANY OF THE QUESTIONS BELOW YOU MUST provide the service with an individual Medical Management/Action Plan (with a current photo) signed by the medical practitioner who is treating your child (regulation 90(1) ©). You will also be required to complete and Risk Minimisation Plan in consultation with an Educator which will need to be attached to your Child’s Enrolment Form. You will be provided with a copy of the service’s Medical Conditions Policy.

<p>MEDICALLY DIAGNOSED ALLERGIES</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>-</p> <p>Medical Management Plan required</p>	Known Triggers
	___Mild ___Severe ___Anaphylactic (see below)
	Symptoms
<p>DIAGNOSED AT RISK OF ANAPHYLAXIS</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>-</p> <p>Medical Management Plan required</p>	Known Triggers
	Has an EpiPen been provided to the school ___Yes ___No
<p>ASTHMA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>-</p> <p>Medical Management Plan required</p>	Known Triggers
	___Mild ___Severe
	Symptoms
<p>ANY OTHER MEDICALLY DIAGNOSED HEALTHCARE NEEDS</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>-</p> <p>Medical Management Plan required</p>	Does your child have any other diagnosed healthcare needs, including any other medical conditions not already listed? (E.g. Coeliac, Epilepsy, Diabetes). If yes, please provide details

Hours to Attend Centre – FOR NEW ENROLMENTS ONLY

Type of Care Required

- Before Care (7:00am - 8.45am) After Care (3.30pm - 6.00pm)
 Casual/emergency care ONLY OR Permanent care (see below)

PERMANENT	Monday	Tuesday	Wednesday	Thursday	Friday
Before Care (am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Care (pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requested date to commence care: _____

Request to Change Bookings – FOR CURRENT USERS ONLY

Your current bookings will automatically roll over each year . If you would like to change your booked days, please complete details below. **Please note:** we will do our best to accommodate your requests, however due to limited places, we cannot guarantee these changes. *Please only complete this page if you are wanting to change your current booking.*

CURRENT BOOKING

	Monday	Tuesday	Wednesday	Thursday	Friday
Before Care (am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Care (pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUESTED BOOKING

	Monday	Tuesday	Wednesday	Thursday	Friday
Before Care (am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Care (pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Consents

- I/we agree to notify the Coordinator of any change to information provided on the Enrolment Form.
- I/we agree for my/our child's health/medical information to be displayed within the OSHC room/Multipurpose room. I/we understand that the room is used by others and as such this information may be viewed by people from outside the program. I/we acknowledge that this information is deemed necessary to be displayed by the Coordinator to ensure the health and safety of my/our child.
- I/we have read and understand the YOPS OSHC Fee Policy and agree to pay all childcare fees incurred.
- I/we understand that it is my/our responsibility to ensure all Child Care Subsidy requirements are fulfilled and if I/we fail to do so I/we will be responsible for paying full fees.
- I/we understand that it is necessary to personally sign children in/out as required for the various care sessions. If any person apart from those listed on the Enrolment Form is to collect and sign out my/our child/children, I/we agree to notify the Coordinator in advance and in writing to this effect.
- I/we agree to inform the Coordinator of any absence of my child/children as soon as possible and understand that there may be fees associated with changing bookings.
- I/we agree to keep my/our child/children from attending the Program should he/she be suffering from any infectious or contagious disease as recognised by the National Health and Medical Research Council (NHMRC). I/we accept that the Coordinator will enforce the NHMRC 'Recommended Minimum Exclusion Periods from School, of Infectious Disease Cases'.
- I/we give permission for staff to apply sunscreen to my/our child/children prior to outdoor play.
- I/we give permission for YOPS OSHC to use the email address provided to contact me/us regarding account issues and keep me/us updated with service newsletters and information.
- I/we agree to pay any relevant additional charges including, but not limited to, late fees and incursion fees.
- I/we give permission for my/our child/children to watch PG rated movies.
- I/we give consent to photographs (still or video) being taken of my child/children as part of the OSHC program and to be displayed around the OSHC site and on display boards and in the Yarraman Oaks Primary School Newsletter, website and parent portal (Flexibuzz).
- I/we give permission for YOPS OSHC to use the online documentation program to document my child's learning journey at OSHC (more information about this program can be obtained in the Parent Handbook or from the OSHC Coordinator).

Parent/Guardian 1

Name

Signature

___/___/___
Date

Parent/Guardian 2

Name

Signature

___/___/___
Date

Declaration and Consent to Emergency Medical Treatment

I, (print full name) _____ a person with lawful authority of the child referred to in this enrolment form:

- Declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information;
- Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service;
- Consent to the Nominated Supervisor or Responsible Person placed in day-to-day charge to seek: service medical treatment for the child from a medical practitioner, hospital or ambulance service; and transportation of the child by an ambulance service.

_____ Date: ___ / ___ / _____
Signature