



ST PHILIP'S COMMUNITY OOSH Enrolment Form

Contact details: 4919 5429 / oosh.ps@spcc.nsw.edu.au

Provider: St Philip's Christian Education Foundation Ltd.

FAMILIES: Please read each section carefully before completing and signing.

This Enrolment Form may serve as a Complying Written Arrangement – an agreement to provide care in return for fees.

All information provided is regarded as confidential and shall only be viewed by primary contact staff.

****ONE ENROLMENT FORM PER CHILD please****

SECTION 1: CHILD'S DETAILS

Child's Full Name: _____

Male Female

Address of child: _____

Date of birth: _____

Aboriginal Torres Strait Islander. (Tick if applicable)

Language/s spoken at home: _____

School currently attending: _____

Child's CRN: (if claiming Child Care Subsidy) _____

Booking Information: Please complete, to advise when you would like your child to attend...

Child's proposed start date at OOSH: _____

Permanent Bookings: If you require care on a regular basis, we recommend booking in for permanent care on scheduled days (routine sessions) for the whole term.

Casual Bookings: are sometimes available, simply phone our Director to enquire as needed.

Days you wish your child to attend the centre: (Please circle)

Before School care: Monday Tuesday Wednesday Thursday Friday OR Casual only

After School care: Monday Tuesday Wednesday Thursday Friday OR Casual only

Vacation Care: Vacation Care bookings are to be made by completing the 'Vacation Care Booking Pack' which is available towards the end of each term, noting the days required, and returning the completed form to us as soon as possible to secure your place.

Indicate your interest by circling 'Vacation Care' here.

Sessions of care:

Before School Care: 6:45am – 8.45am during school terms. After School Care: 3:00pm – 6:00pm during school terms. Vacation Care: 6:45am – 6:00pm during school holidays. Excluding Public Holidays.

Please be aware that once confirmed, all booked days must be paid for, regardless of whether your child attends or not, as we will have held a place for your child at the centre. Please also see our 'Cancellation Policy' in Section 9.

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SECTION 2: PARENT / GUARDIAN DETAILS

Parent / Guardian 1 Name: _____

Relationship to Child: _____

Date of Birth: _____ Country of Birth: _____

Occupation: _____

Are you an Australian resident: YES / NO

Parent CRN: (if claiming Child Care Subsidy) _____

Home Address: _____

Email Address: _____

Home phone number: _____

Mobile phone number: _____

Work telephone number: _____

Parent / Guardian / Partner 2 Name: _____

Relationship to Child: _____

Date of Birth: _____ Country of birth: _____

Occupation: _____

Are you an Australian resident: YES / NO

Parent CRN: (if claiming Child Care Subsidy) _____

Home Address: _____

Email Address: _____

Home phone number: _____

Mobile phone number: _____

Work telephone number: _____

SECTION 3: CHILD CARE SUBSIDY

Will you be claiming Child Care Subsidy? YES / NO - If yes please provide claimant details below.

Name of Parent/Guardian claiming: _____

Please ensure you have completed Parent CRN, Child CRN, and ensure accuracy of Full Names & Birthdates within Section 1 & 2 for data matching.

To enable CCS fee reductions in your invoicing, please ensure you have lodged a claim for Child Care Subsidy with Centrelink, via your myGov online account, or by phoning Centrelink or visiting one of their offices, regarding your care with us, BEFORE submitting this form to us.

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SECTION 4: EMERGENCY CONTACTS

I hereby authorise the staff of the centre to contact the following people, if I cannot be contacted, in the case of an emergency. Please supply at least 2 names, other than the child's parents / guardians.

NAME	ADDRESS	MOBILE	WORK PHONE	RELATIONSHIP TO CHILD

NOTE: It is important that you inform the above people that you have included them as emergency contacts and that they may be contacted in the case of an emergency, with your child or the centre, and asked to collect your child when you can not be contacted.

Authority to collect your child from the Centre

I hereby authorise the staff of Centre to allow the above 'Emergency Contacts' to collect my child from the centre if required. YES NO

NOTE: It is important that you inform the above people that they may be asked to show identification on their first few visits until staff become aware of whom they are. Only those people to whom you have given authority will be permitted to collect your child from the centre.

SECTION 5: CUSTODY INFORMATION

Are there any court orders, parenting orders or parenting plans in relation to your child, or access to your child?

YES NO If YES please provide details:

NOTE: The centre cannot enforce custody issues without a copy of the relevant Court Order at the centre. Please discuss any custody issues with the Centre Coordinator before enrolment.

Court Order / Parenting Orders / Parenting Plans provided by parent and sighted by staff? YES

NO Staff to initial and date if sighted: _____

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SECTION 6: MEDICAL INFORMATION

Family Doctor's name & Location: _____

Doctor's Telephone number: _____

Preferred Dentist: _____

Dentist Telephone number: _____

Private Health Fund details: _____

Medicare Card number: _____ Child's number on card: _____

Does your child have any **cultural, religious** or **additional needs**? YES / NO

If YES please provide details:

Does your child have **any allergies (including asthma or anaphylaxis) or medical conditions**?

YES NO

If YES please provide details, including a copy of a medical management plan or risk minimisation plan prepared by the child's doctor, if applicable:

Does your child require regular medication? YES NO If YES please provide details:

NOTE: Medication will only be administered to a child in accordance with the Centre's Medication Policy.

Immunisation

Has your child received the necessary immunisation for their age? YES NO If NO, please detail reason:

Please attach a photocopy of your child's Immunisation Statement, showing all vaccines are up-to-date for their age OR a statement of exemption, for our records.

Medical Management Plan or Risk Minimisation Plan of the child provided by parent and sighted by staff? YES NO Staff to initial and date if sighted: _____

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SECTION 7: INDIVIDUAL INFORMATION

This information assists staff in the daily care and education of your child.

Does your child have any particular food dislikes? YES NO If **YES**, please provide details

Does your child fear anything in particular? YES NO If **YES**, please provide details

Are there any words that have special meaning to your child that we may need to know? YES NO

If **YES**, please provide details: _____

Is your child attending another centre at the moment? YES NO If **YES** please give details

Please provide details about your child's interests, for example, hobbies, sport, books, games, art and craft, music, etc.

NOTE: Centre staff will also talk to your child about their interests on a regular basis and where possible these interests will be accommodated.

SECTION 8: AUTHORISATION AND APPROVAL (PERMISSION)

NOTE: Please read this section carefully. If you do not give your permission for any of the following, please cross it out and initial next to it. **Please be advised that Points 7 and 8 are compulsory.**

1. PERMISSION TO SEEK MEDICAL ASSISTANCE IN AN EMERGENCY.

That in the case of accident or other emergency resulting in the need for immediate medical attention, I hereby give permission for the staff to take my child to a doctor or hospital to seek the following urgent treatments:

- Medical
- Dental
- Hospital
- Ambulance Service and transportation of the child by Ambulance.

2. PERMISSION TO CARRY OUT APPROPRIATE FIRST AID TREATMENT IN AN EMERGENCY.

That in the case of accident or other emergency resulting in the need for immediate medical attention, I hereby give permission for the service to carry out appropriate first aid treatments.

3. PERMISSION FOR STAFF TO GIVE MEDICINE IN CASE OF EMERGENCY.

I hereby authorise the staff to administer an age/weight appropriate dose of a fever reducing agent to my child, should he/she have a fever, while awaiting my arrival to seek medical treatment.

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4. PERMISSION FOR THE APPLICATION OF SUNSCREEN

I hereby give permission for staff to apply sunscreen to my child before outdoor play activities.

5. PERMISSION FOR PHOTOGRAPHS/VIDEOS TO BE TAKEN

I hereby consent to my child being photographed/videoed while they are at the centre or on an excursion.

NOTE: There are a number of reasons the centre takes photographs/videos of the children, including:

- Providing visual documentation for families to see what their child does throughout the day
- To assist with evaluations of the program
- To use as part of promotion and publicity for the centre

6. PERMISSION FOR MY CHILD TO ATTEND afterschool activities and vacation care activities on the school grounds.

7. NOTIFICATION OF ARRIVAL AND DEPARTURE OF CHILDREN AT THE CENTRE

I agree to have my child signed in and out on the appropriate documentation at the centre on arrival and departure each day they attend the Centre.

8. CHILD ABSENCE

I agree to notify the Centre if my child is absent from the Centre on a day that they are booked in.

NOTE: If your child is absent from the centre a medical certificate must be provided to explain absences. The Centre needs to record the amount of allowable and approved absences your child is entitled. This is a requirement from the Department of Family and Community Services. Each child receives a certain number of allowable absence days at the beginning of the financial year in relation to Child Care Subsidy (CCS).

I have read the above information and agree to give my permission.

Signed: _____ Date: _____

SECTION 9: PAYMENT OF FEES, CHILD CARE SUBSIDY & INVOICING PROCESS

1. FEES

Schedule of Fees: Before School Care \$18.00 / After School Care \$24.00 / Vacation Care \$58.00 per day.

These are St Philip's Community OOSH full fees.

Child Care Subsidy can reduce fees payable, for eligible families. After signing and submitting this form to us, to agree to a care arrangement, you will receive notification when you next log on to myGov asking you to 'confirm the enrolment'. Your child can attend as soon as you wish, but CCS fee reductions will not be applied until you have 'confirmed' your enrolment with us in your myGov account. This means full fees will be charged for all attendances until your Child Care Subsidy begins.

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2. INVOICING

Before/After School Care invoicing: Once you are enrolled & booked in, you will receive an invoice, with all CCS fee reduction estimates having been applied (if eligible & care confirmed in myGov).

As well as showing you the amount due for the term, this invoice will show you what your estimated 'weekly gap fee' is. If paying your full-term fees upfront is not an option for you, creating a weekly 'periodical payment' from your online banking system for this 'gap' amount is an easy way to ensure small amounts are paid regularly, which assists us with running our service, and hopefully helps with your budgeting too!

We are required to issue you with fortnightly statements in arrears, showing your care used and any fee reductions applied. **You are expected to make payment of the fees owed to the service, either as full-term fees upfront (with termly invoice), or upon receiving your fortnightly statement,** so that fee accounts are never more than 2 weeks in arrears. Should your account fall into arrears, your child's place at the centre cannot be guaranteed.

Vacation Care invoicing: Our Vacation Care places fill extremely quickly. As they are in such high demand, to secure your space & confirm our attendees, we require pre-payment of your Vacation Care fees. If this is problematic, a payment plan can be arranged, if agreed in writing prior to Vacation Care.

3. ABSENCES FROM THE CHILD CARE CENTRE

Fees are payable for all bookings, whether the child attends or not, as we will have held a place for your child at the centre. We do not generally offer refunds/credits, however in exceptional circumstances requests of this nature must be made in writing to the Director.

4. NOTICE OF DISCONTINUATION OF ATTENDANCE / CANCELLATIONS

You are required to provide two (2) weeks' notice advising of any change or cancellation of scheduled care, in writing to the Centre Coordinator, or you are liable to pay the equivalent of two weeks child care fees to the centre.

5. CENTRE CLOSURE No fee is charged while the Centre is closed over the Christmas period.

6. LATE COLLECTION FEE

The Centre closes at 6.00pm. Should children be present after the 6.00pm closing time, a late collection fee of \$15 per 15 minutes or part thereof will apply. This will be added to your invoice, if late- collection occurs more than once.

7. PAYMENT OF FEES I understand that fees must be paid once invoiced within the stated due date, or at each fortnightly statement issue – to clear the fees owed to the service at least fortnightly, and that my child's place at the centre may be terminated if fees are not paid up to date, and that I may be liable for any additional costs incurred in recovery of outstanding fees.

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SECTION 10: DISCLAIMER/INFORMED CONSENT

I hereby acknowledge that:

- I have read and understand the centres procedures, conditions and policies contained in this enrolment record and policy manual, which forms part of this agreement (and which may be changed by notice from time to time by the Centre at its sole discretion) (Policies & Procedures).
- The Policies and Procedures incorporate any relevant statutory obligations imposed on the centre and have been put in place to protect my child/children. I must strictly comply with the Policies and Procedures at all times.
- The information provided in this enrolment record is to the best of my knowledge correct.
- will inform the centre immediately in writing if there are any changes to the information provided by me in this enrolment record (Notice of Change).
- When caring for my child/children the centre will rely on the information provided by me in this enrolment record, in any Notice of Change and any other instructions/information (of any nature whatsoever) I give to the Centre (Information).
- I am totally responsible for the accuracy of the Information and my compliance with the Policies & Procedures.
- I am totally responsible for the suitability and actions of any person/persons whom I authorise to visit, deliver, and or collect my child/children to/from the centre or any other place (Other Person/s). I must first inform any Other Person/s about the Policies & Procedures and that they must strictly comply with them.
- Subject to any applicable Australian Consumer Law, the Sales of Goods Act 1923 (NSW) or any other applicable law which cannot be excluded I/we will indemnify the Centre its employee1s or any of its authorised person/s from any loss, damage, claim, cost or expense of any nature whatsoever incurred by my child/children, by me or any third party in connection with any act or omission by me and or us and or Other Person/s failing to comply with any Policies & Procedures and or due to the inaccuracy of the Information and or the acts or omissions of the Other Person/s.

Signed: _____

Date: _____

SECTION 11: CODE OF BEHAVIOUR AND BEHAVIOUR GUIDANCE PROCEDURE - AGREEMENT

I have read the code of behaviour within the family handbook and have discussed them with my child/ren and agree to follow these codes while attending St Philip's Community OOSH. We understand that there are consequences to choosing unacceptable/ inappropriate behaviour, which may necessitate removal from the centre / terminating scheduled care, and agree with these consequences also.

St Philips Community OOSH has implemented this guidance procedure to ensure all children have a fun, safe day and are happy to participate in the Centre's program.

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Unfortunately, we sometimes have children who misbehave and this results in the staff having to spend too much time dealing with this negative behaviour instead of focusing on creating fun positive experiences for the other children.

We thank you for supporting us in this procedure and hope you and your children see the benefits during your time at St Philip's Community OOSH.

The below steps are in place for caregivers to ensure consistency in behaviour for all children.

Step 1	<ul style="list-style-type: none"> - Explain that type of behaviour is inappropriate - Give the child simple rule reminders - Redirect child to a different activity within the room or outdoors
Step 2	<ul style="list-style-type: none"> - Warning of the repeated incorrect/unsafe behaviour - Child is taken to quiet area to reflect on their behaviour including writing down what they did wrong and why (with assistance from staff if required) - The child will then have a discussion with the certified supervisor about their actions and an explanation will be made to the child that next step is contact with parents/guardians - Upon return to activity, child will be redirected away from the same area of where incorrect/unsafe behaviour was happening - This incident will be recorded in our incident book indicating what happened before and after the incident, the date and time, who was involved in the incident and how the incident was handled. A determination will be made about meeting with family of child to discuss child's behaviour
Step 3	<ul style="list-style-type: none"> - Removal from activity and sent to certified supervisor - Further discussion of behaviour, including an assessment of the severity of the incident to determine if the child is to be sent home at this stage or the next - Parents will be called at this stage to report the level of process and discuss the child's behaviour. Parents will be given the opportunity to discuss the issue with their child over the phone
Step 4	<ul style="list-style-type: none"> - Send child home - Call child's parents/guardians again to come and collect the child from the centre, as their behaviour is no longer acceptable - Assessment to be made for when the child can return to vacation care - A time will be decided on meeting with child's parents/guardians and nominated/certified supervisor to discuss child's behaviour

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Minor/medium incidents could include the following:

- Not following instructions
- Not sharing items or equipment
- Being rude to other children or staff
- Not respecting other children's space
- Continuous defiance
- Inability to resolve an argument
- Low level swearing

Major Incidents could include:

- Fighting
- Spitting
- Verbal abuse/high level swearing
- Physical, verbal or emotional harassment of other children or staff
- Stealing
- Destruction of equipment/buildings
- Putting other children's or staff's safety and wellbeing at risk
- Students removing themselves from school grounds, without permission, parental or staff supervision, or without staff knowledge

Children who carry out major incidents will be directly referred to step 3 of the system above and judgement will be made as to whether the child will be sent home.

For children with additional needs, while every attempt will be made to use the system above for their behaviour, sometimes other strategies will be used and expectations may be slightly different.

Behaviour guidance management strategies shall not include any form of physical, verbal, emotional or corporal punishment that humiliates, frightens or threatens a child. Children's Services Act 1996 Part 4 and Children Services Regulation 2009 (s28)

Parent to complete: I, _____ have read the behaviour guidance policy (within the handbook) and procedure on behaviour (above) and understand that my child/ren will be part of this process at St Philip's Community OOSH. I agree to co-operate with this procedure, as well as adhere to the behaviour guidance policy and centre philosophy, and accept any consequences that arise due to my child's misbehaviour at St Philips Community OOSH.

I understand that should my child's misbehaviour be deemed 'major' according to the centre's management, my child may be expelled instantly. I understand that by failing to sign this section of the form, my child's enrolment will not be accepted.

Parent/Guardian Signature: _____

Date: _____

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SECTION 12: SERVICES USE OF PHOTOS FOR PROMOTION AND/OR SOCIAL MEDIA.

This section allows consent for St Philips community OOSH to use photos of your child to be displayed on our OOSH Facebook page and used for promotion within the school and local community.

Photos of the children that are taken will ONLY be used for the promotion of our services and posted only onto our Facebook page and not to any of our staffs personal Facebook pages. The director will have control of this Facebook book page.

I _____ allow permission for St Philip's Community OOSH to use my child's image in promotion for their service and allow faced images of my child to be placed onto their Facebook page.

Signature: _____ Date: _____

SECTION 13: DECLARATION

I hereby declare, that to the best of my knowledge, the information provided in this enrolment form is true and accurate. This enrolment is an agreement between myself and St Philip's Community OOSH (service of the provider St Philip's Christian Education Foundation Ltd) service located at 182 Salamander Way, Salamander Bay NSW 2317, ph 02 4919 5429, oosh.ps@spcc.nsw.edu.au

Parent / Guardian's Full Name (please print): _____

Signature: _____ Date: _____

OFFICE USE ONLY Date Processed:

All sections of form complete YES / NO All documents attached YES / NO

Directors Signature:

- Enrolment Details entered into Hubworks by Director
- Days booked in / scheduled by Director
- Finance Office notified of new enrolment, for Invoicing & Fortnightly Statements to family to begin
- Enrolment form filed for record keeping