



Felixstow
Primary School
OSHC

**Parent/ Guardian
Enrolment Package**

OSHC email: hannah.gustard695@schools.sa.edu.au

Welcome

We acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia.

Welcome to Felixstow Primary School OSHC. Our program aims to provide quality childcare for children who attend primary school which meets your children's needs in a safe, caring and stimulating environment.

Please read through the following information to provide an outline of the service and running. Please feel free to contact the Director if you have any further questions or enquiries.

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Philosophy

At Felixstow Primary School OSHC our aim is to provide a high quality standard educational children's program and service which is able to exceed the needs of the children attending the service, families using the service and the surrounding community and relevant stakeholders.

Felixstow Primary School OSHC aims to:

1. Consistently deliver a quality educational children's program for the community that meets and exceeds all standards of the National Quality Framework.
2. Support children, provide opportunities and encourage participation to enable children to reach the five learning outcomes under the My Time, Our Place Framework, in order to capture the integrated and complex learning and development of each individual child. We believe children learn best through play and should be given autonomy in their environment to achieve these outcomes.
3. Provide a safe and supportive environment that encourages each child to express themselves, their individual cultures and backgrounds, their opinions and allows children to undertake experiences that develop self-esteem. We believe that a child's wellbeing and development is best supported in an environment that is caring and secure.
4. Establish positive, supportive and respectful relationships between peers, educators, families and communities using and surrounding the service. Communication and partnerships with families create a strong sense of belonging and connection.
5. Engage in ongoing reflective practice through a process of planning, observation and evaluation to ensure that best practices are delivered to cater for the needs, interests and diversity of all children and families using the service. We strive for continual improvement and seek feedback and input from the OSHC, school and wider community.

Governing Body

The Felixstow Primary School Governing Council is the employing body of our service. They are responsible for the financial planning and management. The Governing Council and the Management Committee will ensure that decisions are made in an appropriate manner and in the best interests of the service and families. **The service is compliant with the Department of Education and Child Development (Department for Education and Child Development (Australia)) Licensing and Standards regulations for OSHC and has been accredited (high quality)** as part of the OSHC Quality Assurance process (introduced in 2003).

Available Policies

Felixstow Primary School OSHC has a number of policies in place. If you would like to view all our policies and procedures please speak to the OSHC Director.

Service Information

Location:	<p>Felixstow Primary School</p> <p>5 -11 Briar Road, Felixstow, SA, 5070</p> <p>Please access the car park through gate 'B' off of Briar Road. The service is located to the left of the carpark and can be best accessed entering through the small gate near the basketball courts.</p>
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Hours Of Operation:	Before School Care:	7:30am - 8:30am
	After School Care:	3:10pm -6:00pm
	End Of Term Early Dismissal After School Care:	2:10pm - 6:00pm
	Vacation Care:	7:30am - 6:00pm
	Pupil free days:	7:30am - 6:00 pm

Please note during Vacation Care on excursion days children must be at the centre no later than one hour prior to departure. All staff will be on duty at the excursion so the centre will be closed during this time.

Contacts:	Term time bookings/ cancellations:	SPIKE Parent App
	Non-urgent enquiries/ Ongoing Bookings:	hannah.gustard695@school.s.sa.edu.au
	Urgent enquiries/ bookings/ cancellations/ contacting OSHC educators during sessions:	<p>Landline:83 687 305</p> <p>Mobile: 0456 471 388</p>

Fee Structure

Session	Conditions	Fee
Before School Care:	Bookings made 7 days prior to care	\$20
	Booking made after 7 days prior to care	\$25
	Cancellations made 7 days prior to care	No Fee
	Cancellations made after 7 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)
After School Care:	Bookings made 7 days prior to care	\$30
	Booking made after 7 days prior to care	\$35
	Cancellations made 7 days prior to care	No Fee
	Cancellations made after 7 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)
End Of Term Early Dismissal After School Care:	Bookings made 7 days prior to care	\$30
	Booking made after 7 days prior to care	\$35
	Cancellations made 7 days prior to care	No Fee
	Cancellations made after 7 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)
Vacation Care:	Bookings made 14 days prior to care	\$65
	Booking made after 14 days prior to care	\$70
	Cancellations made 14 days prior to care	No Fee
	Cancellations made after 14 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)

Vacation Care (Excursions/ Incursions):	Bookings made 14 days prior to care (No bookings to be made after 14 days prior to care)	\$75
	Cancellations made 14 days prior to care	No Fee
	Cancellations made after 14 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)

Pupil free days:	Bookings made 7 days prior to care	\$65
	Booking made after 7 days prior to care	\$70
	Cancellations made 7 days prior to care	No Fee
	Cancellations made after 7 days prior to care (ABSENCE)	Absence Full Fee (see Bookings and Cancellations information)

Late Collection Fee:	Any child who is not collected before 6pm. The late collection fee does not attract the Child Care Subsidy; therefore the parent/guardian is responsible to pay the total cost.	\$15 per 15mins
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If changes to staffing have not yet been made, bookings made and cancelled in the same day will not be charged. Families are permitted to move their child's bookings inline with the conditions and fees provided above, direct session swaps are not permitted.

Please see Felixstow Primary School Enrolment Orientation and Access Policy for more information.

Child Care Subsidy

Our service offers the Child Care Subsidy (CCS) for families that are eligible. It is the parent/ caregivers responsibility to apply for the Child Care Subsidy.

The 'Late Collection Fee' does not attract the Child Care Subsidy; therefore, the parent/carer bears the total cost. For more information on accessing the Child Care Subsidy please visit <https://www.education.gov.au/ChildCarePackage>.

After your child's first day of care at Felixstow OSHC for the first time it is important that the correct steps are taken in order for you to receive your child care fee assistance if you are eligible.

Both the enrolling guardian and child will need a Centerlink CRN (customer reference number) to proceed with the process.

If your child has previously been attending a children's service and you have been receiving the NEW child care subsidy (have received a subsidy after July 2nd 2019 then all you will need to do is to log onto your 'my gov' account (after your child's first week of care at the service) and check your notifications/ actions which will ask you to confirm your new enrolment at Felixstow OSHC.

If this is your child's first time attending a children's service and you have never received child care fee assistance OR if you were receiving child care fee assistance before July 2nd, but haven't transitioned to the new Child Care Subsidy, you will need to submit a new Child Care Subsidy Claim if you wish to receive child care fee assistance.

Parent/ Caregivers are responsible for ensuring they claim the Child Care Subsidy (CCS) and familiarise themselves with the details and rules of the CCS payment provided by Service Australia if they are eligible.

Parent/ Caregivers are responsible for ensuring they claim the Child Care Subsidy (CCS) and familiarise themselves with the details and rules of the CCS payment provided by Service Australia if they are eligible. Parent/ Caregivers must contact the service immediately if CCS has not been applied to their account.

Please use the following links for further assistance:

<https://www.servicesaustralia.gov.au/child-care-subsidy>

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim>

<https://www.servicesaustralia.gov.au/individuals/online-help/centrelink/claim-child-care-subsidy>

<https://www.education.gov.au/ChildCarePackage>

Enrolling in OSHC

Enrolment

A Service enrolment form must be complete for each child attending the service. Enrolment will be confirmed via email once the director has received the completed enrolment form and necessary additional forms. Enrolment records are required to be updated regularly by parent/guardian or more frequently if or when a family's circumstances change. Enrolment acceptance is based on the DECD Priority of Access Guidelines, taking into consideration families with siblings already utilising the OSHC service.

Felixstow OSHC requires a minimum of 4 weeks notice if you intend to enrol your child into a care program and they have been diagnosed with any additional needs, health considerations or medical condition. This allows adequate time to apply for additional funding, recruit additional educators and best prepared to support your child if required.

Please contact the director if your child has any additional needs, health considerations or medical conditions, or custodial arrangements as additional documentation is needed upon enrolment. As per our current policies parent/guardians agree that their child cannot be enrolled or attend the program without the applicable, up to date and relevant health care plan (action plan), risk management plan and medication agreement and/or access to relevant up to date medication and equipment.

Foundation Children Enrolment:

Preschool children are considered 'school-aged' from the start of the vacation care period before their school attendance, and therefore eligible to enrol into the service. Starting a new service especially for a young child can be a daunting process. To familiarise your child with OSHC routines and the environment therefore maximising their safety and wellbeing, all new foundation children will be required to attend the program for 2 successful home days where the group remains at the service before they're permitted to attend excursions.

Account Arrangements, Fees and Payments

An account is made for each family using OSHC. The account holder, the child's enrolling parent/guardian is responsible for the payments owing on the account. The account holder is liable to pay all charges for all days that the registered child is booked in for the service.

Guardians in a de facto relationship are expected to share one account and one enrolment form for their child. In circumstances where guardians are separated, each guardian is required to make their own account and have separate enrolment forms for their child. Each guardian will only be able to make changes to bookings on their own account, however, unless there is a court order in place all guardians will be able to make any other authorisations for their child that a guardian would usually be able to regardless of parenting arrangements. Eg: Collection authorisations Parent/guardians will need to notify the director of when to charge what account. This can be useful in situations where parent/guardians need to pay separately for care.

Accounts will be issued each week for the previous week of care and will be sent to families via their nominated email. Families can pay accounts by internet banking and are due and expected to be paid within 7 days of them being sent out. Accounts that have not been paid within 28 days of them being sent out may incur legal action or suspension. Families who have outstanding monies owing or with debts from previous programs or Felixstow Primary School OSHC will be asked to pay in advance for any future care arrangements with the service.

Felixstow Primary School OSHC encourages parent/guardians to contact the director to discuss any difficulties they may have in meeting payments. Payments should be made by via internet banking. Please include your last name when paying via internet banking.

BSB:	105152
Account number:	45929340
Account name:	Felixstow Primary School Council OSHC

Bookings and Cancellations

Making a booking

To make a booking during term time please use the **SPIKE Parent App** or contact the director. Parent/guardians are permitted to move their child's bookings inline with the conditions and fees provided in the fee structure.

Vacation Care bookings are only accepted via the booking and consent form which is available on Skool Bag. It is important to understand that a signature needs to be provided acknowledging your responsibility to ensure your child is appropriately prepared to participate in the daily program. Booking requests will not be accepted by phone or email unless accompanied by the signed forms.

Permanent Bookings

Permanent bookings are those that are on a regular basis. Example. Every Monday and Tuesday for Term 1. Permanent bookings will roll over from term to term. Families should update their enrolment forms and permanent booking days at the beginning of each year. Permanent bookings are unable to be made for Vacation Care. A permanent booking will ensure your child's booking, whereas all other casual bookings will only be accepted if there is a place available. If the service is full, bookings can be denied and you will need to make alternative arrangements. It is the responsibility of the parent/guardians to update the director as to their permanent booking requirements for OSHC.

Cancellations

To ensure the safety of your child there are set ratios for the number of educators per children. We therefore need to have deadlines for bookings and cancellations to allow us time to adjust our staffing if needed. If you wish to **cancel** your child's booking without incurring a charge please follow the deadlines provided in the fee structure. If this deadline is not met you will be charged as an **absence** for your child's care even if you do not use the care and regardless of the circumstances. Families are charged for absences.

Please use the following links for further assistance regarding Child Care Subsidy entitlements:

<https://www.servicesaustralia.gov.au/child-care-subsidy-if-your-child-absent-from-child-care?context=41186>

Non Attendance of a Booking

Please ensure if your child cannot attend a session that the director is contacted. We have a duty of care to ensure that all children booked into our After School Care sessions are accounted for and will need to contact the Police if we are unable to find the child's whereabouts. This is stressful for not only our educators but other children in the service who are concerned for their peers.

Duty Of Care

Drop Off and Collection Of Children

As part of our duty of care responsibilities for children attending Felixstow Primary School OSHC, we require that children attending sessions are signed in and or out by their parent/caregiver, an authorised person or educator and children attending. A sign in/out sheet or electronic sign in/out device will be provided at every session.

Children must be dropped off and collected directly from the service. We ask that parents/ guardians let staff know when they are delivering or collecting their child as sessions can be busy.

Late Collections

If you will be running late to collect your child from a session please phone the service to inform them of your expected arrival time. If at closing time we are unable to make contact with a child's parent/guardian or nominated emergency contacts, SAPOL and Department Child Protection will be contacted and will take responsibility of your child. Please remember that late collections cause anxiety and distress in children.

Our Program

Overview

The program for our sessions is one that is carefully thought out and planned to ensure that all children achieve and enjoy themselves at OSHC. Our service provide quality programs for students and are designed using the Australian Government's My Time, Our Place National Quality Framework to meet the needs and interests of each child. We aim to provide a program that is engaging and enjoyable for the children attending the service. The program is made up of a range of indoor and outdoor activities based on children interests, suggestions, individual learning goals, community events and family

feedback, and aims to provide a range of learning experiences in different learning areas. Children are involved in the planning of the activities that occur at OSHC and are able to choose to either participate in planned activities or follow their own ideas and play. OSHC is a flexible learning environment that is inclusive of a number of age groups, individual needs, abilities, beliefs, cultures and backgrounds.

If you wish to know more about our program, please pop into any OSHC session to talk to the Director or alternatively email your inquiry.

National Quality Framework

A key element of the National Quality Framework is the National Quality Standard (NQS). The NQS sets out the seven quality areas against which all services will be assessed and rated. Assessment against the standards aims to improve developmental and educational outcomes for children and ensure families have access to information about the quality of care provided at each service.

An important part of the standards is the requirement for services to develop ongoing Quality Improvement Plans (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service. A QIP helps providers to document the strengths of their services and to recognise areas for improvement. If you are interested in finding out more about the Quality Improvement Plan in place for the service please contact the director who will be more than happy to assist.

Clothing

It is important children are dressed in comfortable clothes that do not restrict the enjoyment of the many activities we have in OSHC. Though aprons are provided for art, craft and cooking experiences there is the chance your child's clothes may still get dirty or that your child may be involved in other messy activities. For this reason, please dress your child in clothing that you don't mind getting messy or stained and ensure a change of clothes is provided. If your child does not bring an appropriate sun protective outfit you may be asked to come and collect your child or provide appropriate clothing.

Food and Snacks

Some food is provided during all OSHC sessions. During Before School Care children have the option of fruits, mixed cereals, oats, toast and spreads and milk/ milk alternatives. During After School,

Vacation Care and Pupil Free Day sessions an afternoon snack, outlined on the menu is usually served between 3:30pm - 4:00pm. Children who do not wish to eat the menu item will be offered fruit and vegetables as an alternative. Water, milk/ milk alternatives and extra whole fruits and vegetables, are served additionally to menu items and available throughout the sessions daily.

Please note the After School, Vacation Care and Pupil Free Day session snack is only a 'snack' and sometimes children require extra food packed in their lunchboxes. If you have outlined in your child's enrolment form any dietary requirements the service will work with you to will ensure these are catered for during OSHC prepared meals.

During Vacation Care and Pupil Free Day's families will need to provide children with recess, lunch, healthy snacks and drink bottle every day they attend, unless told otherwise. Staff are unable to heat up or re-heat any food or drinks brought from home. Please take note that we are an allergy aware service and will request that parent/guardians do not bring nuts or products containing nuts to the centre. Children who bring nuts to the centre will be asked to take the product home or if appropriate eat outside and wash their hands and face immediately after consuming the product.

Technology

Felixstow Primary School OSHC does not allow children electronic gaming devices, including mobile phones from home to be brought into the service. Service devices are preloaded with age appropriate content and have internet filters whereas educators cannot monitor if devices from home have the same precautions taken.

Toys From Home

The service provides an assortment of age appropriate recreational and educational toys, equipment and activities. We request that children do not bring toys/ items from home into the service due to the possibility for loss, breakage, possible conflicts between children and numerous other reasons. Children who bring toys/ items from home will be asked to put them in their bag or in a safe place until the end of the session. We do however understand the need for security or comfort items. These should a single item that is named and will remain in the child's bag when not in use. While every care is taken with children's belongings the centre cannot accept responsibility for any loss or breakage.

Excursions

Excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them.

To attend excursions all children must have a consent form to leave the service on an excursion. We ask that parents/ caregivers make themselves aware of all the information about the excursion – and ask questions if needed.

Parent/guardians are expected to arrive at least 15 minutes prior to excursion departure time. Children who are late will not be able to attend the program, as services are closed during excursion times. Children who are unable to attend excursions will not be offered care on excursion days as the service will be closed for the duration of the excursion.

Children are reminded of the behaviour expectations during excursions. Children demonstrating behaviour deemed inappropriate in the, 'Interactions With Children: Behaviour Guidance policy' will be sent home.

Health and Safety

Providing a Child Safe Environment

We have an obligation to all children attending the service to defend their right to care and protection. To support this right, all staff are legally obliged to notify the Child Abuse Report Line if they have are concerned about a child and have a reasonable suspicion that a child is being abused or neglected.

First Aid, Infection Control and Management Of Infectious Diseases

We aim to provide a healthy environment in which children will grow and be safe. Preventative measures, such as hand washing, and thorough infection control procedures will be followed by all staff and children in the service. In the case incident, injury, trauma or onset of illness, educators are trained in first aid and are able to administer and seek appropriate treatment.

The service has a duty of care to all children enrolled in the program. Therefore, if a child is unwell, or feeling unwell parent/guardians will be asked to keep their child at home. In the event a child becomes ill at the service, parent/guardian will be telephoned, and asked to pick up their child if it is necessary, in the interests of the health, safety or well-being of that child or other children and educators at the program. It is not possible to provide 1:1 care to a sick child for extended periods, and it is important to minimise the spread of infection in the service.

Children with an infectious disease will be excluded from the centre in accordance with the National Health and Medical Research Council exclusion guidelines, SA Health, Exclusion from childcare, preschool, school and work fact sheet and Staying healthy: Preventing infectious diseases in early childhood education and care services 5th Edition. Children with any vomiting or diarrhoea should be excluded from attending for at least **48 hours after the resolution of symptoms**.

It is important that the Director is notified if your child has been unwell or received an injury since last attending OSHC. Please speak to the Director before sending children to OSHC with medication.

Medication

A medication agreement is required for any children who are required to take medication while at the service or for any children that have medications listed on their health care plan (action plan) for a specific additional need, health considerations or medical condition. Medication must be labelled, in the original container and handed to staff upon drop off.

Sun Protection and Extreme Weather

Educators will make a decision on if the activities will be conducted based on best weather forecast information available from Bureau of Meteorology, or assessment of conditions at the site. During extreme weather conditions some activities or excursions may need to be modified or rescheduled.

On days where the UV is estimated to reach 3 or above children will be required to SPF 50+ broad spectrum and water-resistant sunscreen, wear hats and protective/ weather appropriate clothing (t-shirts that cover the shoulder and neck) and footwear. Please provide your child sunscreen from home if you have a preferred brand. Children who do not have their hats on when required will be asked to play in an area protected from the sun.

Interactions With Children: Behaviour Guidance

Behaviour Expectations

Educators strive to keep OSHC a happy and safe place for all children attending. Educators aim to help children to be responsible for their own behaviour and develop an understanding of the appropriate behaviours at OSHC through positive guidance. Children are expected to follow behaviour guidelines for their own safety and that of others. At Felixstow Primary School OSHC, we expect that children will be taking responsibility for the following areas:

Relationships and Communication

- Communicate with others using positive body language, tone and manners
- Respect others' right to feel safe and to learn
- Use peaceful problem solving strategies
- Keep our school free from harassment, violence, bullying and discrimination
- Be inclusive of others
- Use the grievance procedures when necessary

Safety and Movement

- Be aware of others' personal space and respect their movement
- Move safely in and out of buildings
- Stay together as a group as requested
- Keep within school, class and designated play area boundaries and ask permission from educators to leave these areas
- Play / work safely
- Share play equipment with others

Respect For Property

- Take good care of school property, others' property and the environment
- Keep the school environment clean and tidy

Behaviour Management

Children's behaviour will be guided through positive behaviour management techniques. Responses may be dependent on the developmental stage of the child and on the frequency and severity of the behaviour. Responses to inappropriate behaviours may include:

- Reminder(s)
- Logical consequences
- Restorative conversations
- Communication with parents
- Counselling support
- Reflection time
- Reflection time away from activities
- Formulation of a behaviour plan
- Take homes
- The director and educators will work with families to find an appropriate solution and discuss any persistent behavioural issues.

Felixstow Primary School OSHC reserves the right to send any child home from the program where the child:

- Acts in such a way that threatens the physical and or emotional health of any child, educator or themselves.
- Repetitively or deliberately does not follow the instructions given by educators.
- Consistently absconds or leaves the premises without adult supervision or permission.
- Has an illness or other health-related issue that may be dangerous to other children, educators or themselves.
- Deliberately damages any property or belongings.

Using Mediation

We recognise that mediation is an effective tool in fair conflict resolution and actively promote it within the service for all participants to use. We encourage children to be their own mediators and support them to develop these skills. Educators will work with children to mediate conflict resolutions that cannot be resolved appropriately or children need support with.

Volunteers and Family Participation

Families are encouraged to participate in the program through a number of means such as volunteering, sharing ideas for crafts, activities and foods. Feedback and suggestions are always welcomed and will be incorporated into the program where possible. Families who wish to volunteer their time will be required to follow the OSHC volunteer guidelines.

Conflict Management and Grievances

Felixstow Primary School OSHC is committed to sustaining a positive work environment in which employees work constructively together with each other, families and the children at the service.

Where possible, complaints will be dealt with on the spot by the child's educator as this is usually the person with the closest relationship with the family. If the complaint is about an issue that the educator considers to be outside their control, or the family does not feel they wish to share it with the educator, the family may be directed to the service director. If possible, the problem will be resolved immediately. If this is not possible, the complainant will be advised that the issue will be given high priority and dealt with as soon as possible.

If a parent/guardian would like to raise a concern about the service, they are encouraged to discuss the matter with the service director or person in charge during the session. Families are encouraged to make a time with the service director, so that educator to child ratios are not impacted. If the family does not feel they wish to share it with the director, the person may be directed to higher management.

Please contact the Director if you are not satisfied with any aspect of the service.

Other Business

If there is anything else you wish to discuss please contact the OSHC Director. We are more than happy to answer all enquiries and put your mind at ease in regards to sending your child to the program.

Felixstow Primary School OSHC Enrolment

5 -11 Briar Road, Felixstow, SA, 5070

Email: hannah.gustard695@schools.sa.edu.au

Phone: 83 687 305

Mobile: 0456 471 388

Enrolment status: New enrolment Enrolment Update

Child Details

First Name(s):	Family Name:
Preferred Name:	Gender: M / F / Non Binary/ Unspecified
Date of Birth: / /	CRN:
Is the child in state care/ under a GOM 18 order?	<input type="checkbox"/> No <input type="checkbox"/> Yes (document required)
Home Address:	Suburb: Postcode:
Indigenous Status: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither	
Family Court / Restraining Orders for the child?	<input type="checkbox"/> No <input type="checkbox"/> Yes (document required)
Primary Language Spoken	Other Languages Spoken

Parent/ Legal Guardian and Account Holder

Contact Priority 1

Relationship to Child:		
First Name(s):	Family Name:	
Preferred Name:	Date of Birth: / /	
Gender: M / F / Non Binary/ Unspecified		
Primary Mobile Number:	Home Number:	Work Number:
We will send your account and service information online to the following email:		
CRN:		
Home Address:	Suburb:	Postcode:
Primary Language Spoken:	Other Languages Spoken:	

Other Parent/ Legal Guardian

Contact Priority 2

Relationship to Child:		
First Name(s):	Family Name:	
Preferred Name:	Date of Birth: / /	
Gender: M / F / Non Binary/ Unspecified		
Primary Mobile Number:	Home Number:	Work Number:

Home Address:	Suburb:	Postcode:
Primary Language Spoken:	Other Languages Spoken:	

Emergency Contacts and Collection Authorities

NOTE: It is very important you tell these people that you have nominated them. In nominating them, you give them authority to act on the child's behalf if neither parent / guardian can be located to pick up the child in an emergency and care for the child until s/he can be returned home. These people MUST be over 18.

Contact Priority 1

First Name(s):	Family Name:	
Relationship to Child:	Gender: M / F / Non Binary/ Unspecified	
Primary Mobile Number:	Home Number:	Work Number:
Home Address:	Suburb:	Postcode:

Contact Priority 2

First Name(s):	Family Name:	
Relationship to Child:	Gender: M / F / Non Binary/ Unspecified	
Primary Mobile Number:	Home Number:	Work Number:
Home Address:	Suburb:	Postcode:

Contact Priority 3

First Name(s):	Family Name:	
Relationship to Child:	Gender: M / F / Non Binary/ Unspecified	
Primary Mobile Number:	Home Number:	Work Number:
Home Address:	Suburb:	Postcode:

Collection Authorities

NOTE: The people nominated here have been given approval only to collect the child and should NOT be contacted in case of an emergency. These people MUST be over 18.

Collection Authority

First Name(s):	Family Name:	
Relationship to Child:	Gender: M / F / Non Binary/ Unspecified	
Primary Mobile Number:	Home Number:	Work Number:
Home Address:	Suburb:	Postcode:

Collection Authority

First Name(s):	Family Name:
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Relationship to Child:	Gender: M / F / Non Binary/ Unspecified	
Primary Mobile Number:	Home Number:	Work Number:
Home Address:	Suburb:	Postcode:

Medical and Health Information

Has your child received all immunisations appropriate for their age: No Yes

I accept full responsibility if my child is not immunised and understand that if an outbreak of a serious condition (i.e. whooping cough) is confirmed within the service, my child will be at further risk of illness.

Parent/ Guardian Signature: _____

In order for us to meet your child's needs, it is very important that you provide information on any condition that may impact on the child's ability to participate in the OSHC program, or may require particular medication, attention or support.

Note: Please contact the service if you check yes to any of the below as additional forms are required upon enrolment.

Medical Conditions:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Allergies:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Asthma:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Disabilities:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Non Allergy Dietary Needs:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Special Needs:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Special Aids (Glasses ect.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Reoccurring Illnesses:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:
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Any Other Information: Personal, religious, or cultural practices/ prohibitions that you would like the service to know of AND/OR any comments on homework, behaviour management ect.	Details: _____ _____ _____
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Has your child been prescribed any medication they may need to take at OSHC. No Yes

NOTE: You will be required to provide the OSHC centre with the medication and equipment to remain at the service to cater for your child's attendance. This is in addition to medication provided to school as we are a separate organisation. Please supply the service with required medications in original containers with the child's name clearly marked. Please contact the service to complete a permission to administer medication form together with any medication records where necessary.

Usual Medical Attendant:

Doctors Name(s):	Phone Number:
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Clinic:

Address:	Suburb:	Postcode:
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Usual Dental Attendant:

Doctors Name(s):	Phone Number:
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Clinic:

Address:	Suburb:	Postcode:
Medical Details:		
Medical Benefits Cover:	Medicare Number:	
Ambulance Cover:	Health Care Card Number:	

Optional Consents

Please initial next to each item you consent to.

Media	I consent for my child to watch/ play, movies/ tv shows/ online clips/ applications and video games which are appropriately rated during the Felixstow Primary School OSHC program.	
Forest Play	I consent for my child to be able to access the 'forest' area during the Felixstow Primary School OSHC program while under supervision from OSHC educators.	
Waterplay	I consent for my child to be able to engage in water play activities during the Felixstow Primary School OSHC program while under supervision from OSHC	
Wheels Activities	I consent for my child to be able to engage in 'wheels' activities including bikes, scooters and roller blades during the Felixstow Primary School OSHC program while under supervision from educators.	
Photography	I consent for my child to be photographed (still or video) during the Felixstow Primary School OSHC program and for their image and name to be published online or in other capacities under circumstances the director deems to be appropriate. This may include around the service, on school display boards and/or online via the school website or educational applications such as SeeSaw.	
Insect Repellant	I consent for my child/ educator to apply the centers insect repellant when required in the Felixstow Primary School OSHC program.	
Sunblock	I consent for my child/ educator to apply the centers sunblock when required in the Felixstow Primary School OSHC program. Please note on days where the UV is estimated to reach 3 or above children will be required to SPF 50+ broad spectrum and water-resistant sunscreen. Families MUST provide their child sunscreen from home if they do not consent to apply the centers sunblock.	

Service Agreements

By signing the consent below, I agree and acknowledge:

Information Declaration	I hereby declare that I have provided and filled out all information necessary to the Felixstow Primary School OSHC program, complete and correct to the best of my knowledge. I also understand that that any wilful dishonesty may render for refusal or termination of my child's enrolment in the Felixstow Primary School OSHC program.
Policies and procedures	I agree that I have familiarised myself with the current Felixstow Primary School OSHC policies and procedures and accept the policies and rules of the service.
Privacy	I agree and understand the information provided on the Felixstow Primary School OSHC Enrolment form is collected for the purpose of registration, program planning, preparing statistical reports, reporting, and evaluation and may be disclosed to and used for set purposes by Commonwealth / State government departments and their agencies and otherwise disclosed without consent where authorised or required by law.

Exchange of Information	I agree and understand that under certain circumstances Felixstow Primary School OSHC staff may need to exchange information relating to my child with school staff and to the appropriate person(s). I grant permission for school staff to provide OSHC with paperwork required to appropriately cater for my child.
Centerlink and Child Care Subsidy	I agree and understand that parent/ caregivers are responsible for ensuring they claim the Child Care Subsidy (CCS) and familiarise themselves with the details and rules of the CCS payment provided by Service Australia if they are eligible. Parent/ Caregivers must contact the service immediately if CCS has not been applied to their account as the service will not monitor this.
Details of the Parent Caregiver Handbook	I agree that I have familiarised myself with the details outlined in the Felixstow Primary School OSHC parent/ caregiver handbook and verify I have a complete understanding of the service guidelines and my responsibilities as an OSHC parent/guardian.
Participation in the Program	I agree for my child to participate in the all parts of the Felixstow Primary School OSHC program which could include: Taking off their shoes during sensory play, on hot days participating in water play, having face paint, temporary coloured hair spray (2 washes), and/or makeup and fingernail polish applied, and understand that it is my responsibility to make myself aware of the details in the weekly Felixstow Primary School OSHC programs. I agree that it is my responsibility to advise staff if I do not wish for my child to participate at any time in a particular activity, especially if they are suffering from an injury, illness, recovering from sickness or allergies are present.
Personal Items	I agree that Felixstow Primary School OSHC will not be held liable for the loss of any personal items or toys brought into the service.
Parent/ Guardian Signature:	Date: / /

Agreements

By signing the consent below, I agree and acknowledge:

I agree to pay the required fees for my child's booked childcare hours and accept the policies and rules of the Service.

I agree that the staff of the Service may administer simple first aid to my child if the need arises.

I understand that if at any time the staff of the Service consider that my child requires emergency medical/ hospital/ ambulance assistance, they will have the local medical/ hospital/ ambulance attend my child. I acknowledge that I will be held liable for any medical/ hospital/ ambulance expenses incurred in the treatment of my child.

I certify that the information entered upon this form is true to the best of my knowledge and I undertake to inform the Service if any of these details change.

Parent/ Guardian Signature:	Date: / /
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Thank you for your enrolment with Felixstow Primary School OSHC. You will be contacted via email to confirm your enrolment.

Office Use Only

Accepted/ Entered By:	Date: / /
Date Enrolment Cease/ Cancelled:	Date: / /

Getting to Know You!

We are excited about having your child at OSHC. Please take the time to fill in the following information with your child. This information helps us get to know, your family, your child and allows our OSHC service to reach guiding National Quality Framework standards by enabling us to plan activities that are significant to each child, based on such information such as cultures, interests and values.



My name is:

I like to be called:



I live with:



My pet or my favourite animal is:



I was born in:

My parents were born in:

My family heritage/ background is:



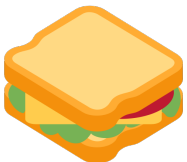
Special skills, crafts, cooking recipes or cultural activities/ information my family could help introduce to the service:



Some festivals/ special days I like to celebrate are:



My Hobbies, interests and favourite activities are:



My favourite foods are:

Foods I dislike are:



I get easily upset when:



I would describe myself as: