



# OUT OF SCHOOL HOURS CARE ENROLMENT FORM (2021)

Name: Grade: 

## ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission:

Medical documents & Action Plans (ASCIA)		Child Customer Reference Number (CRN)	
AIR Immunisation record		Legal documents, regarding custody arrangements, court order, parental agreements, parenting plans, parenting order etc.	
Parent Customer Reference Number (CRN) and date of birth		Medical documents & Action Plans (ASCIA)	
Documents regarding additional needs or diagnosed disability			

*Service name: Glen Katherine Primary School OSHC*

*Address: Calendonia Drive Eltham North*

*Phone number: 03 9431 2503*

*Email: narelle.seivers@education.vic.gov.au*



## CHILD DETAILS

*Education and Care Services National Regulations - Regulation 160 (3a, e)*

Family Name			
First given name		Middle name	
Preferred first name			

Date of Birth		Gender (Please circle)	Male / Female
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Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>	
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Child's home address	
Child normally lives with	

Child's Year Level & Teacher					
Days of attendance (Please circle):	Mon	Tue	Wed	Thurs.	Fri
Morning Session Required (Tick):					
Afternoon Session Required (Tick):					

Child's Start Date	
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OFFICE USE ONLY	
Date Entered:	Entered By:

## CULTURAL CONSIDERATION

*Education and Care Services National Regulations - Regulation 160 (f, g, h)*

Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both
Does your child speak a language other than English at home? <i>(Please circle) Yes / No</i>	If yes, what language (s) other than English are spoken at home.
County of birth	
Child's residency status	
What is your child's cultural background?	
Please outline any cultural practices you would like followed	
Religion	
Please outline your child's religious background and if relevant any religious practices/celebrations you would like followed.	



## PRIMARY PARENT

*Education and Care Services National Regulations - Regulation 160 (3b)*

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth:	
Email address	
Relationship to child	
Country of Birth	

Parent Centrelink Reference Number (CRN):	
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Please provide any relevant cultural background details	
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Does the child normally live with you? (Please circle)	Yes / No
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Occupation	
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## SECONDARY PARENT

*Education and Care Services National Regulations - Regulation 160 (3b)*

Parent Name	
Parent Surname	
Address	
Phone Number/s	(H) (M) (W)
Parent Date of Birth	
Email address	
Relationship to child	
Country of Birth	

Parent Centrelink Reference Number (CRN)	
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Please provide any relevant cultural background details	
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Does the child live with you? (Please circle)	Yes / No
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Occupation	
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## FAMILY LAW, AVOs OR OTHER RELEVANT COURT ORDER

*Education and Care Services National Regulations - Regulation 160 (3c, d)*

<p>Are there any relevant court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child?</p>	<p>Yes/No</p> <p>If yes, please provide all relevant documentation and paperwork</p>	<p>Attached</p>
<p>Are there any other relevant court orders relating to the child's residence or the child's contact with a parent or other person?</p>	<p>Yes/No</p> <p>If yes, please provide all relevant documentation and paperwork</p>	<p>Attached</p>
<p>Have photographs and names of unauthorised people been attached to this form?</p>	<p>Yes/No</p>	<p>Attached</p>
<p>Briefly outline court order requirements</p>		

Please note that without this documentation we cannot legally enforce the Order/s.

## CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay. To claim Child Care Subsidy (CCS) families must meet eligibility requirements.

## MEDICAL INFORMATION

*Education and Care Services National Regulations - Regulation 160 (3a, l, j)*

To ensure your child’s safety, it is essential that you inform our Service of any medical conditions, including known allergies before enrolment. If any information changes to an existing condition or you become aware of a newly diagnosed condition, you should contact management as soon as possible.

Child’s Medicare Number			
Medicare Expiry Date		Child’s Medicare reference number	
Doctor’s name			
Medical Centre		Phone number	
Doctor’s address			
Dentist name			
Name of Service		Phone number	
Dentist’s address			
Private Health Cover	Yes / No	Private Health Fund Name	
Private Health Care Membership Number		Ambulance Cover	Yes / No
Do you authorise the Nominated Supervisor or another educator at the Service to seek medical treatment from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
	Yes/No	Parent 1 Signature:	

Do you authorise the Nominated Supervisor or other educator at the Service to seek dental treatment from a registered dental practitioner or service in the event of an emergency?		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	

## CHILD'S MEDICAL DETAILS AND HEALTH CONDITIONS

Allergies- provide details of child's allergies. These can include insect stings, food (eg nuts, eggs, peanuts) animals, latex, medication or other			
Allergy to			
Medical specialist or doctor who may be currently treating your child for this condition			
Phone contact		Address	
Risk of Anaphylaxis	Yes/No	Has a doctor diagnosed this allergy?	Yes/No
Does your child have a current Action Management Plan?	Yes/No	Has your child been prescribed an adrenaline autoinjector?	Yes/No
If your child has been prescribed an adrenaline autoinjector, you will need to provide this to the Service (and renew prior to expiry date).			
Please be advised that if your child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child's parents and/or emergency services as soon as possible. <i>Education and Care Services National Regulations - Regulation 94.</i>	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	

Does your child have any special dietary requirements or restrictions? Yes/No





Prohibited Food	Detailed information

## MEDICAL CONDITIONS OTHER THAN ALLERGIES, AND ANAPHYLAXIS (ASTHMA, SEVERE ASTHMA, EPILEPSY, DIABETES other)

Medical condition			
Has a doctor diagnosed this condition?	Yes/No		
Does your child have a current Medical Management Plan (eg ASCIA Asthma Plan)	Yes/No		
If yes, is this plan attached?	Yes/No		
<b>REQUEST FOR MY CHILD TO SELF ADMINISTER PRESCRIBED MEDICATION</b>			
Do you agree to your child independently self-administer their own medication? <i>Education and Care Services National Regulations - Regulation 96.</i>	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Please indicate the medication that your child has permission to self-administer (eg: asthma reliever, enzymes for cystic fibrosis).			
Doctor's name			
Medical Centre		Phone Number	
Signature			Date
Students in infant classes may require supervision when self-administering medication and other aspects of healthcare management. In accordance with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management must follow an agreement by the student and parents/guardians, the Service and the student's medical/health practitioner.			

Please advise if your child’s medical condition creates any difficulties with self-management, for example, difficulty to remember to take medication at specified times or difficulties coordinating equipment. Please include information about how you support your child at home to administer their medication.


### Medication agreement

Medication will only be administered if:

- it is prescribed by a medical practitioner
- it is in the original container with the original label
- the label contains the child’s name
- instructions and dosage can be clearly read
- expiry date or use by date is valid
- any verbal or written instructions provided by the medical practitioner must be provided by the parent/s

*Education and Care Services National Regulations Regulation, 95*

Any medication, including non-prescription medication like creams and paracetamol, must be authorised by parents or an authorised nominee on our *Administration of Authorised Medication* form.

*Education and Care Services National Regulations Regulation 93*

Parent 1  
Signature:

Parent 2  
Signature:

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## IMMUNISATION DETAILS

*Education and Care Services National Regulations - Regulation 160 (3a, l, j)*

AIR Immunisation History Statement or AIR Immunisation History Form is provided and has words ‘up to date’ recorded.	Yes/ No	Attached
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AIR Immunisation History Statement Medical Exemption Form is provided recording medical contraindication/natural immunity.	Yes/ No	Attached
Air Immunisation History Form is completed by a GP/nurse when the AIR does not have a record of immunisations and a 'catch up' schedule has been initiated.	Yes/ No	Attached

## FAMILY INFORMATION

Does your child have any siblings attending our Service? If so, please provide their names and ages.	
Does your child have other siblings at home or attending school? If so, please provide their names and ages.	
Does your child have any other close relations attending the Service? If so, please provide their names and ages.	

## DEVELOPMENTAL INFORMATION

	<i>Please provide any relevant information</i>
Does your child have any problems with hearing, sight or speech?	



Does your child have a physical disability or delay, including intellectual, sensory or physical impairment?	
Does your child require additional support for learning because of disability?	
Is there anything that you do or modify at home that may assist us to meet the educational needs of your child?	
Is this the first time your child has been in care? If yes, please indicate the type of early education and care your child has experienced.	

### FIRST EMERGENCY CONTACT -AUTHORISED NOMINEE

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, I, ii, 1b)*

There may be times or situations where your child has had an accident, injury, trauma or illness and parent/s cannot be reached or are unable to collect their child. Please nominate two people who are authorised to be contacted in case of an emergency and/or are authorised to collect your child. Each person must live a maximum of **30 minutes** from the Service and must provide identification when collecting the child.

Please ensure you have obtained the person’s consent before listing them as an emergency contact.

Full Name			
Relationship to child			
Phone Number	(H)		
	(M)		
	(W)		
Address			
Email Address			
Can this person be contacted to collect your child from the education and care service	Yes/No	Parent 1 Signature	
		Parent 2 Signature	



Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for educators to take the child outside the Service’s premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	

## SECOND EMERGENCY CONTACT- AUTHORISED NOMINEE

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, i, ii, 1b)*

Full Name			
Relationship to child			
Phone Number	(H)		
	(M)		
	(W)		
Address			
Email Address			
Can this person be contacted to collect your child from the education and care service or family day care educator	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	



Can this person be contacted to give consent for educators to take the child outside the Service’s premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	
Can this person give authorisation for the Service to take the child on regular outings? (Please Circle)	Yes/No	Parent 1 Signature	
		Parent 2 Signature	

## ENROLMENT AGREEMENT

Please read the following agreement carefully before signing. If there is anything within this document that you are unsure of, please ask for clarification.

### PHOTOGRAPHY AND VIDEO

For photos and video footage to be taken of my/our child for Service use and staff training purposes (footage will not leave the Service)	YES	NO
For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the Service	YES	NO
For photos and video footage of my/our child to be used for student training purposes (Photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking)	YES	NO
For photos and video footage of my/our child to be used on Service website, social media and other internet purposes, such as advertisement and used in organisation’s resources	YES	NO

## MOVIES

For your child to watch PG rated movies selected by educators	YES	NO
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## PARENT AGREEMENT

*Education and Care Services National Regulations - Regulation 160 (3a, l, j)*

Please tick box to confirm you have read each point:

- I agree to inform the Service in writing immediately of any changes to the above information.
- I agree to pay the Service enrolment fee and prior to my child starting and am aware that the enrolment fee is non-refundable.
- I agree to keep my fees paid up to date and understand that my child's position at the Service will be in jeopardy if my fees are not kept up to date.
- If I am unable to collect my child by closing time, I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child.
- I agree to pay a late fee of **\$5 per minute** after closing time. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, educators or the nominated supervisor may be required to take your child to the local Police Station to await your arrival. A note will be left detailing your child's whereabouts. In this instance, the Service is also obligated to notify relevant Child Protection Agencies and/or the Regulatory Authority.
- I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service's *Administration of Medication* form. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Service's policy the medication will not be given unless, in the case of missing or incorrect details I can be contacted to authorise the missing details. I agree to inform the staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current letter (within 6 months) from a General Practitioner stating the name of and reasons for the medication, and only then, if the Nominated Supervisor deems the child well enough to attend Service.

- I give permission for my child to be observed by educators of the Service and students supervised by the educators. I give permission for my child to participate in programs organised by practicum students under the supervision of an educator. I am aware that confidentiality is always respected and that students will not be left with children without an educator present.
- I give permission for my child to be involved with leisure activities offered at the OSHC Service including the viewing of appropriate PG rated movies.
- I have read the Parent Handbook and am familiar with the Service's Policy Manual located **in the OSHC room and in the office**. I agree to follow, support and abide by these policies and am aware that staff members are available to discuss any policies that I do not fully understand. I know that if I have any suggestions this can be given verbally to a staff member or anonymously in the suggestion box.
- I am interested in being a part of a **Parent Committee** that meets occasionally to update policies, provide feedback, assist with activities, fundraising and social events.
- I, or someone I know, has a skill they could share with the children to enhance the educational program.

I have read and understood the information in this application. Information provided about my child/ren or other people, has been given with their authorisation.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

### Privacy Disclaimer

We acknowledge and respect the privacy of its clients. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.