



ARDTORNISH OSHC - 2019 ENROLMENT FORM

PLEASE KEEP IN MIND A \$15 REGISTRATION FEE & \$50 BOND PAYMENT IS REQUIRED PRIOR TO ATTENDANCE. UNFORTUNATELY WE DO NOT PROVIDE CARE FOR PRESCHOOL CHILDREN.

Child Surname		Child Surname		Child Surname	
Child's Name		Child's Name		Child's Name	
<u>Child: Centrelink Reference Number</u>		<u>Child: Centrelink Reference Number</u>		<u>Child: Centrelink Reference Number</u>	
Birth Date	M / F	Birth Date	M / F	Birth Date	M / F
TS Islander	YES NO	TS Islander	YES NO	TS Islander	YES NO
Aboriginal	YES NO	Aboriginal	YES NO	Aboriginal	YES NO
Room Number		Room Number		Room Number	
Does your child speak any other language than English at home? NO YES: If so which:					

PARENT/ GUARDIAN ACCOUNT HOLDER

Account Holder Name	Co-parent Name
D.O.B	D.O.B
Contact mobile	Contact mobile
Work number	Work number
Company & job title (for phone call reasons)	Company & job title (for phone call reasons)
Account holder Centrelink Reference Number (CRN)	Address (if different)
Address POSTCODE:	
In order to reduce our human impact on the natural world we will minimize our paper usage by sending your account online. PLEASE PROVIDE AN EMAIL ADDRESS THE ACCOUNT SHOULD BE SENT TO:	

EMERGENCY CONTACTS/ COLLECTION AUTHORITIES:

If a parent/guardian is cannot be reached, emergency contacts 18 years + will be notified and possibly asked to collect child/ren

Name	M / F	Name	M / F	Name	M / F
Birth date		Birth date		Birth date	
Postcode:		Postcode:		Postcode:	
Is this person over 18 years YES / NO		Is this person over 18 years YES / NO		Is this person over 18 years YES / NO	
Mobile		Mobile		Mobile	
Relationship to the child		Relationship to the child		Relationship to the child	

Custody/Access

Are there any Family Court Orders?

- No
 Yes (Please attach a *copy* of the order and a *photo* of the person involved)

Comments _____

Are there any Restraining Orders in relation to the child/ren?

(IF SO THE OSHC SERVICE MUST BE GIVEN A COPY OF THE ORDER BEFORE THE CHILD CAN BEGIN ATTENDANCE)

- No
 Yes (Please attach a copy of the order and a photo of the other person involved)

Comments _____

It is the parent's responsibility to inform the OSHC staff of any relevant and useful information that is in relation to the child or the family situation. This allows the OSHC staff to provide informed quality care for your child/ren. P.T.O

INFORMATION & CONSENTS FOR FAMILIES

Please read the following and sign below to verify an understanding of Ardtornish OSHC service guidelines.

I understand it is my responsibility as an OSHC parent/guardian to agree to the following consents:

Parent/Guardian signed: _____ Date: _____

Child participation & Sensory play

I grant permission for my child/ren to participate in the OSHC program and understand that OSHC staff will notify parents/guardians of each individual excursion. I also give permission for my child to take off their shoes for sensory play when the program deems necessary.

I give permission for my child/ren to view videotapes / DVDs which are rated – (F) Family, (G) General, and (PG) Parental Guidance.

I understand that all PG DVDs are previewed by a staff member to check for suitability.

Exchange of Information

I understand that under certain circumstances 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.

Fees

I agree to pay the required fees for my child/ren's booked care at Ardtornish OSHC on a minimum fortnightly basis. I also understand that if my account goes unpaid for 3 weeks or more, I will be unable to send my child/ren during and/or after this time and 12 weeks of future bookings will require credit before being accepted. I will also be responsible for any additional costs (i.e. legal), associated with any commission or additional fees that are added for the debt collection of these fees. Also if my email or street address changes, it is my responsibility to inform OSHC staff.

Fee Changes & Cancellations

I understand that if a fee increase is implemented, I will be given at least 5 weeks-notice, as stated in the Ardtornish OSHC fee policy.

I also understand that all term Cancellations to care require 5 business days-notice and 10 business days for Vacation Care and Pupil Free days. If I fail to give the required notification I will still be charged the full session fee and use my Allowable Absences. I also understand that if I make a booking 'on the day' after 10am I will be required to pay a \$10 booking fee. (As to ensure staff to child ratios adhere to legal requirements)

OSHC Behaviour Management

The OSHC service has a Behaviour Management Policy in place to recognise and support positive behaviours. This policy is in line with the school's Behaviour Management Policy and therefore of DECD. If my child fails to follow these guidelines, they will be unable to attend the program for a minimum of 2 days or more depending on the severity. I understand that as a parent/guardian it is my responsibility to inform OSHC staff of my child's behavioural needs prior as to appropriately cater for them.

Medical Emergency/ Ambulance Cover

In the event of a medical emergency, OSHC staff will call an ambulance in line with standard first aid training. I understand that I am responsible for the cost associated with medical care, ambulance, and hospital costs.

UV and Sun Protection

OSHC follows the guidelines of the Cancer-Council SA which recommend children be sun smart and wear hats while outside. I understand that my child will require a hat between the months of 1st September to the 30th April. It is recommended children have a hat which can remain at OSHC. If a child does not have their hat, they will be charged a \$2.00 'hire of hat fee'. I also give permission for OSHC staff to apply sunscreen and/or insect repellent if the need arises. *I understand it is my responsibility to advise staff if I do not wish for my child/ren to have the service cream applied, especially if they have allergies.*

Privacy Act

I understand the information provided on this Enrolment / Medical Form:

- Is collected for the purpose of registration, program planning, preparing statistical reports, reporting, and evaluation.
- May be disclosed to and used for set purposes by Commonwealth / State government departments and their agencies.

May otherwise be disclosed without consent where authorised or required by law.

Face Painting & Coloured Hair Spray activities

I give permission for my child/ren to participate in face painting, temporary coloured hair spray (2 washes), and applying makeup and fingernail polish, which are planned as part of the OSHC program. *I understand that it is my responsibility to advise staff if I do not wish for my child/ren to participate, especially if they have allergies.*

Water Play

I give permission on hot days for my child/ren to participate in water play and where possible, children will be given towels and dry clothes to take home, wash and return. I understand that it is my responsibility to advise staff if I do not wish for my child/ren to participate in a particular activity, especially if they are suffering from a cold and/or sickness.

Permission to inspect for Head Lice

The South Australian Health Commission recommends that everyone check their hair each week for head lice. Checking and treating hair is by law a parent's responsibility. I give permission for OSHC staff to check my child's hair for head lice. I understand that any checks will be conducted sensitively. I understand that I will need to collect my child, if OSHC staff believes that my child has live lice. I also understand that my child needs to be free of live head lice before they can return.

Photo consent

I consent to photographs (still or video) being taken of my child/ren, as part of the OSHC program to have them displayed in and around OSHC, on school display boards and/or online on the OSHC website, which is accessed through the *parents* section of the school website.

Please notify staff if you do not grant permission for PHOTO consent.

Medical/Health Information 2019 (1st child)

This information is confidential and will be available only to OSHC staff and emergency medical personnel.

(One form per child)

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

Additional Support

Does your child receive additional support in class i.e. SSO support?

NO

YES If YES, please let us know what type of assistance they receive: _____

This will assist staff in helping your child with homework and communication with their teacher.

Health Support

Does your child have a health care need that could affect their safety or wellbeing at Ardtornish Out of School Hours Care, including special dietary requirements and/or allergies?

NO

YES If YES, please provide details below

If your child has asthma – you will be required to provide the OSHC centre with a puffer and spacer 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.

Health Care Plan

If you have ticked any of the above you will need to supply the service with a **written health care plan** from your child's doctor/treating health professional to plan for any of these additional health needs and if any medication is required, these will need to be supplied to the service.

If NO, staff will provide standard supervision for safety and first aid

If YES, please record below what type of plan you have provided to the service

Immunisation

Has your child received all immunisations appropriate for his/her age?

NO, please give details – this will also mean you are not eligible to receive the Child Care Subsidy entitlements as according to the governments 'no jab no pay' clause

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.

Medication

Does your child have any routine health care needs (e.g. medication)?

NO

YES, please attach a **medication plan** from your doctor or treating health care professional.

1. All medication supplied must be in the original container with the pharmacy label and the child's name clearly marked on the container.

2. A permission to administer medication form must be signed by the parent/doctor before medication can be administered by OSHC staff or self-administered by a child over 8 years of age.

Doctors Name	Clinic Name
Address	Phone Number

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

Parent / Guardian / Approved Person Signature _____ Date _____

Medical/Health Information 2019 (2nd child)

This information is confidential and will be available only to OSHC staff and emergency medical personnel.

(One form per child)

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

Additional Support

Does your child receive additional support in class i.e. SSO support?

NO

YES If YES, please let us know what type of assistance they receive: _____

This will assist staff in helping your child with homework and communication with their teacher.

Health Support

Does your child have a health care need that could affect their safety or wellbeing at Ardtornish Out of School Hours Care, including special dietary requirements and/or allergies?

NO

YES If YES, please provide details below

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NO

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Doctors Name	Clinic Name
Address	Phone Number

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Parent / Guardian / Approved Person Signature _____ Date _____

PLEASE ASK STAFF IF YOU REQUIRE ADDITIONAL HEALTH CARE FORMS

ARDTORNISH OSHC BEHAVIOUR MANAGEMENT

(As at October 2017)

National Quality
Elements

2.3, 2.3.1, 2.3.2, 2.3.3, 2.3.4, 5.1.3, 5.2.2, 5.2.3

- STEP 1** **Identify** the rule broken
Instruct about responsible choices
- STEP 2** **Reminder/** Re-identify rule
Reinforce positive behaviour with praise and encouragement
Provide alternatives & ask open ended questions.
- STEP 3** **Redirection** – The child is encouraged to move to a different area for play. The child can also be asked to pick up papers or miss out on privileges such as electronics.
- STEP 4** **Reflection/Rethink** – sheet to be written out by the child and discussed in consultation with staff – parent acknowledgement required. If need be the child will apologize to the affected party or entire group.
- STEP 5** **Suspension** – If staff feel the incident is serious, the above steps can be skipped. The student will be separated from the group until an authorized person is contacted to collect. The child will be sent home for the remainder of the day and qualified staff will decide on any additional time required, to ensure the safety of all children and service staff. (Minimum 2 days for violence)
Director/Assistant Director and OSHC line manager to be informed.
- STEP 6** **Exclusion** - In the case of repetitive inappropriate behaviour or two suspensions within one vacation care or five-week period, long-term exclusion from the program will need to be considered. A meeting with the parent and Director will also be required before re-entry can begin.

The Ardtornish OSHC Advisory Committee reserves the right to terminate enrolment if unacceptable behaviour persists after reasonable measures have been taken to involve the child positively.

**I HAVE READ AND AGREE TO THE ABOVE ARDTORNISH OSHC BEHAVIOUR GUIDELINES:
PARENT/GUARDIAN SIGNATURE:**

Advisory Committee – Expression of interest

The Advisory Committee meets regularly, usually once a term on a Wednesday evening at 7pm. These meetings last one to one and a half hours and exist so the running of the Centre can be reviewed and any issues arising and plans for future events are able to be discussed and advice sought from families using the OSHC.

The overall role of the Advisory Committee is to support the Centre and its staff, whilst considering the welfare of the children.

The Advisory Committee is responsible for:

- Monitoring the 'overall' management of the centre through ongoing evaluation and strategic planning.
- Developing policy for the centre in conjunction with parents using the centre and centre staff.
- Making sure those policies are implemented in the running of the centre.
- Communicating information and decisions clearly both within the Management Committee and to parents and staff.
- Ensuring that the centre abides by all relevant rules and regulations.
- Assisting the Director with planning and managing the finances of the centre.
- Keeping up to date records in line with legal and financial requirements.
- Managing and supporting centre staff in line with current Industrial obligations.
- Negotiating with outside bodies.
- Encouraging the involvement of parents not on the Advisory Committee.

In addition to this overall role, individual members of the committee will have specific roles such as the Chairperson and Secretary which are elected at the beginning of each year.

Advisory committee members must be aware that in circumstances where the Advisory Committee acts outside the constitution and the Associations Incorporations Act 1987, they may be held individually/jointly responsible if there are damages that result from such action.

I would

would not

Like to express my interest in becoming a member of the OSHC Advisory Committee at this time.

Family member filling out enrolment - Name: _____

ARDTORNISH OSHC

2019 Term 1 & 2 Booking Sheet

The following is for all **permanent bookings** required during the first semester of school, and will only be entered **until Friday 5th July**. At which time you'll be required to update bookings for Term 2 & 3.

If your child/ren only require **casual bookings**, please inform staff as soon as possible. Please keep in mind that Tuesday, Wednesday & Thursdays are our biggest days and we cannot always guarantee a space will be available for last -minute casual bookings.

Please note casual bookings are able to made on the day before 10am for an afternoon session, however bookings taken after this time will incur a \$10 'on the day booking' fee.

5 business day cancellation notification period is required for all term bookings.

10 business days cancellation notification is required for all pupil free or school holiday bookings.

CHILDREN'S NAMES:

1. _____
2. _____
3. _____

Before School Care

Permanent Bookings

Please tick the days your children on days you require *regular* bookings

MONDAY 7.00 – 8.35AM	TUESDAY 7.00 – 8.35AM	WEDNESDAY 7.00 – 8.35AM	THURSDAY 7.00 – 8.35AM	FRIDAY 7.00 – 8.35AM

After School Care

Permanent Bookings

Please tick the days your children on days you require *regular* bookings

MONDAY 3.15 - 6.15PM	TUESDAY 3.15 – 6.15PM	WEDNESDAY 3.15 – 6.15PM	THURSDAY 3.15 – 6.15PM	FRIDAY 3.15 – 6.15PM

To support us with programming, could you please complete the following?

FAMILY PROFILE



Child Surname

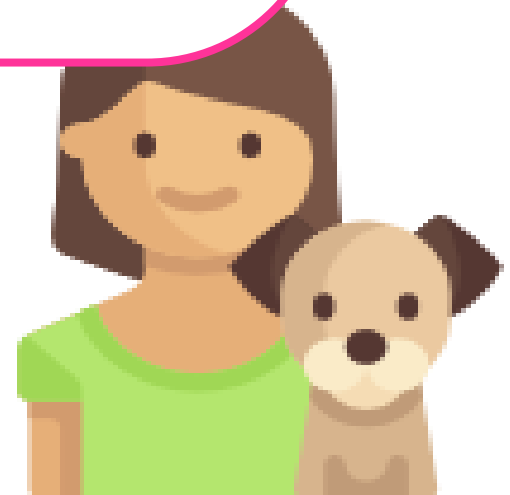
What is your parent's cultural background?

Are there any special festivals or celebrations that your family celebrate that are not common Australian celebrations?

Does your child play any sports or favourite games with friends and/or family?

Does you have any family pets? If so what are their names?

Is there a special family recipe you could share for staff to make at OSHC?
(Please attach if possible or email to us)



ARDTORNISH OUT OF SCHOOL HOURS CARE FEE INFORMATION

As at: 30-4-18

BEFORE SCHOOL CARE

7:00 AM – 8:35 AM

\$13.00

(breakfast inclusive)



AFTER SCHOOL CARE

3:15 PM – 6:15 PM

\$20.00

EARLY FINISH – (LAST DAY OF TERM)

2:15 PM – 6:15 PM

\$24.00

PUPIL FREE DAY

7:30 AM – 6:00 PM

\$55.00

VACATION CARE

7:30 am – 6:00 pm

\$55.00

(Inclusive of excursion & visitor costs, afternoon snack & themed activities)

FEE INFORMATION

- A \$15 Registration fee & \$50 bond per family is required prior to attendance
- 5 business days cancellation applies to all term-booked care – Before and After School
- 10 business days cancellation applies to all Vacation Care, Early Finish & Pupil Free day sessions.
- On-the-day bookings taken after 10am will incur a \$10 charge.
- Late Pick-Up fees apply - \$1.00 per minute for first 5 minutes then \$5 each minute thereafter.
- If your child does not have a sun safe hat, service hats will be loaned a hat at \$2 per session.
- If a water bottle is not supplied, OSHC will supply bottled water and a \$2 fee will be applied.

RECOMMENDATIONS

- Services do not control benefits received. Account holders must notify Centrelink to ensure they're aware of your child/ren's attendance at Ardtornish OSHC. You and your child's CRN will also need to be recorded on your enrolment form for this to occur.
- Please contact the Family Assistance Office on 13 61 50 to apply for Childcare Benefit (full fees apply until you have been approved for Childcare Benefit and/or Rebate).
- We encourage families to nominate the Childcare Rebate (CCR) to be paid weekly into your account to further reduce your weekly fees.

ACCOUNTS

- Accounts are processed 1 week in arrears and sent out Tuesdays.
- We ask that you pay minimum fortnightly.
- Each week the bill is still outstanding, a reminder will be sent and care will not be permitted until it is cleared. Please ensure accounts remain up to date.
- Please note the date of your account to ensure you pay the correct amount owed.
- Vacation Care bookings will only be accepted if the account is at \$150 or less leading up to and maintained during school holiday periods.

PAYMENT OPTIONS:

- Cash, EFTPOS and over the phone credit card payments may be made directly to OSHC staff (during business hours).
- Bank transfers and/or direct deposits are unfortunately no longer available.
- **QKR** - (free) an app based bill paying program is also able to be downloaded from the app store. Instructions are available from staff. This app allows payment, it does not display the amount owed.

www.youtube.com/watch?v=A1wpTiL4fQk

<https://qkr.mastercard.com/for-everyone-australia/>

PLEASE KEEP FOLLOWING
INFORMATION
FOR YOUR RECORDS:

Director: Nathan Jonker
Assistant Director: Jody Hoffmann

SERVICE CONTACT INFORMATION:

OSHC: 8396 4069

Service Mobile: 0437 600 779

Fax: 8396 0886

Email:

Ardtornish.oshc949@schools.sa.edu.au

Webpage: <http://oshc-ardtornish.weebly.com/>

KEEP YOUR KIDS SMILING



Dental care is FREE for all babies, children not yet at school and most other children under 18 at School Dental Service clinics.

Your local clinic is located at:
Modbury GP Plus Super Clinic
77 Smart Road
MODBURY SA 5092

All babies, children and young people under 18 are welcome. First dental check-ups are recommended from 12-18 months.

SA Dental Service participates in the Child Dental Benefits Schedule

Please call 7425 8700 to make an appointment with your local clinic.

www.sahealth.sa.gov.au/sadental