

OYSTER BAY OSHC ENROLMENT FORM



Name:

Name:

Name:

Please note our enrolment form is a legal document and must be completed at full.

<i>Service name: Oyster Bay OSHC</i>	
<i>Address 17 Phillip St. Oyster Bay, NSW 2225</i>	
<i>Phone number: 9528 5009</i>	<i>Email: oysterbay@shirechildcarecentres.com.au</i>

OFFICE USE ONLY	
Date Entered:	Entered By:

Enrolment Form Checklist

Enrolment Form Completed:	yes/no	Child & Parents CRN Supplied:	yes/no
DDR Form Returned:	yes/no	Birth Certificates Sighted & Supplied:	yes/no
Mutual Obligation Returned:	yes/no	Immunisation Record Sighted & Supplied:	yes/no
Child & Parents DOB Supplied:	yes/no	Asthma & Anaphylaxis Action Plan Supplied: (If needed)	yes/no

CHILD DETAILS

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

1. Child

Given Name(s):			
Middle Name:		Surname:	
Date of Birth:		Sex (Please circle):	Male / Female
Home Address			
Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>			

2. Child

Given Name(s):			
Middle Name:		Surname:	
Date of Birth:		Sex (Please circle):	Male / Female
Home Address			
Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>			

3. Child

Given Name(s):			
Middle Name:		Surname:	
Date of Birth:		Sex (Please circle):	Male / Female
Home Address			
Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>			

Booking Requirements

Days of attendance (Please tick):		Mon	Tues	Wed	Thurs	Fri
Child's Start date / /	AM					
Child's End date / /	PM					
Type: (please circle):	Casual		Permanent		Fortnightly	
Session and Fee Details		Session Start	Session End	Permanent Care	Casual Care	Term Booking Care
Fees to be charged to the individual for the sessions of care provided	AM	7:00	9:00	\$16.50	\$20.00	\$16.50
	PM	3:00	6:00	\$18.50	\$23.00	\$18.50

- Note: Parties understand and are aware fees are subject to the change over time based on advice from the provider and acceptance by families.*

CULTURAL CONSIDERATION

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

Language spoken at home:	
Ethnicity:	
Religion:	
Is the Child of Aboriginal or Torres Strait Islander Descent? <i>(Please circle)</i>	Yes / No
Please outline any cultural practices you would like followed:	
Please outline the Child's religious background and if relevant any religious practices you would like followed:	
Religious celebrations:	

MEDICAL INFORMATION

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

Medicare Number:			
Medicare Expiry Date:		Number of child on card:	
Please outline any dietary restrictions or considerations e.g. like and dislikes. (Details of allergies etc. will be requested in the Medical section of the form):			

Child's Registered Medical Practitioner or Service Details:

Service Name:	
Practitioner's Name:	
Contact Numbers:	
Address:	

Child's Registered Dental Practitioner or Service Details:

Service Name:	
Practitioner's Name:	
Contact Numbers:	
Address:	

Private Health Cover (Please Circle):	Yes / No
Private Health Fund Name:	
Private Health Care Membership Number:	
Ambulance Cover:	Yes / No

<p>Does the child have any specific health care needs or conditions, including allergies or anaphylaxis? <i>(Please Circle)</i></p> <p style="text-align: center;">Yes / No</p>	<p>If yes, please provide a medical management plan, which the child's medical practitioner has prepared.</p> <p>The Plan should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A photo of the child <input type="checkbox"/> If relevant, state what triggers the medical condition, allergy or anaphylaxis <input type="checkbox"/> First aid needed <input type="checkbox"/> Contact details of the doctor who signed the plan <input type="checkbox"/> When the Plan should be reviewed. 		
<p>Does the child have any dietary restrictions? <i>(Please Circle)</i></p> <p style="text-align: center;">Yes / No</p>	<p><i>(If yes, please attach relevant details.)</i></p>	<p style="text-align: center;">Attached</p>	
<p>Medication will only be administered if it is in the original container with the original label and instructions that can be clearly read and before the expiry or use by date. Additionally, if the medication has been prescribed by a medical practitioner:</p> <ul style="list-style-type: none"> • The label must contain the child's name and • Parents must provide any verbal or written instructions provided by the medical practitioner. <p><i>Education and Care Services National Regulations Regulation 95</i></p> <p>Any medication, including non-prescription medication like nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our "Administration of Authorised Medication" form. <i>Education and Care Services National Regulations Regulation 93</i></p>	<p>Parent 1 Signature:</p>		
	<p>Parent 2 Signature:</p>		
<p>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?</p>	<p style="text-align: center;">Yes/No</p>	<p>Parent 1 Signature:</p>	
		<p>Parent 2 Signature:</p>	
<p>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?</p>	<p style="text-align: center;">Yes/No</p>	<p>Parent 1 Signature:</p>	
		<p>Parent 2 Signature:</p>	

IMMUNISATION DETAILS

Are your child's immunisations up to date?	Yes/No		Attached
	Please provide a copy of your child's: Immunisation History Statement provided by Medicare		
Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency? (Please Circle)	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Please be advised that if the 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:	

PRIMARY/SECONDARY PARENT

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

Primary Parent		Secondary Parent	
Parent Name:		Parent Name:	
Parent Surname:		Parent Surname:	
Address:		Address:	
Phone Number/s:	(H)	Phone Number/s:	(H)
	(M)		(M)
	(W)		(W)
Parent Date of Birth:		Parent Date of Birth:	
Email address:		Email address:	

Relationship to child:		Relationship to child:	
Country of Birth:		Country of Birth:	
Parent Centrelink Reference Number (CRN):		Parent Centrelink Reference Number (CRN):	
Does the child live with you? (Please circle):	Yes / No	Does the child live with you? (Please circle):	Yes / No
Occupation:		Occupation:	
Place of employment:		Place of employment:	

COURT ORDER

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

Are there any 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?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	
Are there any other court orders relating to the child's residence or the child's contact with a parent or other person?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	

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

FIRST EMERGENCY CONTACT

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

<p>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. To deal with these circumstances and in case of an emergency the Service will inform the following person to collect and care for the child. This person must live a maximum of 30 minutes from the Service and must provide identification when collecting the child.</p> <p>Please obtain the person's consent before listing them as an emergency contact</p>	
Full Name:	
Relationship to child:	
Address:	
Phone Number:	(H)

	(M)		
	(W)		
Email Address:			
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:	
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:	
Can this person be contacted to give consent to the transportation of the child by an ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	

SECOND EMERGENCY CONTACT

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

Full Name:			
Relationship to child:			
Address:			
Phone Number:	(H)		
	(M)		
	(W)		
Email Address:			
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:	
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:	

Can this person be contacted to give consent to the transportation of the child by an ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	

CHILD CARE SUBSIDY (CCS)

Child Care Subsidy will be paid directly to the Service to reduce the fees families pay.

5. Have you completed the Child Care Subsidy assessment on the [myGov](#) website? YES / NO

6. Have you received confirmation about your Child Care Subsidy? YES / NO

**Please ensure that if any details change, you notify the Service immediately.*

ENROLMENT AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY BEFORE SIGNING. PLEASE ASK IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU ARE UNSURE OF

Please circle the following items to authorise:

HEALTH & SAFETY:

I/We give permission for this child to: Participate in outings to places of interest (permission slip will have to be signed before allowing your child to leave the Service)	YES	NO
Have SPF30+ sunscreen applied prior to sun exposure (If not, please provide a letter releasing the Service of any Liability)	YES	NO
Have Band-Aids or sticking plasters applied when necessary	YES	NO
Have staff apply Insect Repellent (supplied by parents)	YES	NO

PHOTOGRAPHY & 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 "Seesaw Class" digital portfolio for parents, 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 on Service website, social media and other internet purposes, such as advertisement and used in organisation's resources	YES	NO
Do you ONLY give permission for photos and video footage of your child to be taken for your own personal viewing and to receive copies	YES	NO

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 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. I understand that all booked days are paid for even when my child is absent due to sickness, holidays or pupil free day.
- 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 if 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 **\$20 for the first 5 minutes and \$2 for any minute after**. 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, we will notify The Department of Family and Community Services and may be required to take the child to the local Police Station to await your arrival. A note will be left detailing the child's whereabouts.
- I agree to giving two weeks written notice to withdraw my child or reduce booked days
- I agree to bring my child to the Service with sunscreen applied and give permission for staff to reapply sunscreen throughout the day. (If your child has sensitive skin and would prefer they use their own sunscreen please bring a spare tube to remain at the Service - clearly labelled with your child's first and last name).
- I authorise the staff to administer a single dose of paracetamol (Panadol) appropriate to the child's age in the event of a high temperature in an emergency after staff have attempted to organise someone to collect my child and have exhausted every other option. Please note that this does not mean your child can stay at the Service, they still need to be collected.
- I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service's 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 (within 6 months) dated Doctors letter stating the name of and reasons for the medication and only then if the Director deems the child well enough to attend Service.

- I give permission for my child to be observed by the 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 have read the Parent Handbook and am familiar with the Service’s Policy Manual located **in each room next to parent’s sign in/out IPad**. I agree to follow, support and abide by these Policies and am aware that staff members are available to discuss with me any policies that I do not fully understand. I know that if I have any suggestions that I can make this suggestion in person to a staff member or anonymously in the suggestion box.
- I have provided accurate and up to date information on the Written Arrangement
- I, or someone I know has a skill they could share with the children.

Signed: _____ Name: _____ Date: ___ / ___ / ____

HOW DID YOU HEAR ABOUT US?

Word of Mouth		Internet Search	
Advertisement		Social Media	
Website		Other: _____	

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.