



Annandale North Out Of School Hours Care Association

Attach Recent Photo of Child Here

Enrolment Form 2017

Child's Details

Given name:..... Family name:
Date of birth: Country of birth:
School year in 2017: Child's CRN:
Gender: [] Male [] Female
Is the child of Aboriginal/Torres Strait Islander origin? [] No [] Aboriginal [] Torres Strait Islander
Days child attending BEFORE SCHOOL (see page 2): [] Mon [] Tue [] Wed [] Thur [] Fri
AFTER SCHOOL: [] Mon [] Tue [] Wed [] Thur [] Fri
Do you have other children not yet attending ANPS? If yes, please supply child/ren's name and year they will commence Kindergarten:.....

Parent / Guardian Information

Carer 1: Relationship to Child:
Given Name: Family Name:
Address:
Home Phone: Mobile:
Email: Work Phone:
Occupation: Employer:
Date of Birth: Country of Birth: CRN:
Are you currently (please circle):
Working Looking for work Studying/training Disabled/disabled carer Other:

Carer 2: Relationship to Child:
Given Name: Family Name:
Address:
Home Phone: Mobile:
Email: Work Phone:
Occupation: Employer:
Date of Birth: Country of Birth: CRN:
Are you currently (please circle):
Working Looking for work Studying/training Disabled/disabled carer Other:

Current Family Status

[] Both parents/guardians [] Single mother/female guardian [] Single father/male guardian
[] Shared custody [] Both grandparents [] Single grandparent
Primary language spoken at home: Other language(s) spoken at home:

THIS SECTION TO BE COMPLETED BY **EXISTING** CENTRE USERS WHO WISH TO **CHANGE/INCREASE** DAYS

Requested Booking for 2017

Before School: Mon Tue Wed Thur Fri

After School: Mon Tue Wed Thur Fri

IMPORTANT: While your existing 2016 bookings are guaranteed to continue into 2017, any changes requested above will be subject to availability.

We will update our waitlists to reflect your requested days shown above (if you have previously waitlisted for a day not indicated above, you will be removed from that waitlist).

Parent/Guardian Signature:

Parent/Guardian Name:

Date:

THIS SECTION TO BE COMPLETED BY FAMILIES WITH **BEFORE SCHOOL CARE BOOKINGS**

I give permission for my child named on page 1 of this 2017 enrolment form to be signed out of before school care by the nominated supervisor or responsible person on duty at (*please sign to indicate the time you wish your child to depart before school care*):

8:30am (into the care of the teacher supervising the playground) Signed:

8:45am (into the care of the teacher supervising the playground) Signed:

9:00am (to go to their classroom) Signed:

Kindergarten students will remain in ANOOSHCA's care until 9:00am, when they will be escorted to the classroom lines.

Authorised Pick-Up Contact Information

Please list up to four people (**NOT** parents/guardians) authorised to collect your child or who can be contacted in an emergency when we cannot contact the parents/guardians. Please ensure that the persons listed below are aware that you have nominated them as contacts.

		Contact 1	Contact 2	Contact 3	Contact 4
Name					
Relationship to Child					
Phone Number					
Residential Suburb					
Authorised: (initial as appropriate)	Collect*				
	Medication^				
	Excursions#				

*Authorised to collect your child from ANOOSCHA ^Authorised to consent to medical treatment for your child. #Authorised to give permission for your child to attend offsite excursions

Is anyone prohibited from having contact with or collecting your child? If yes, please supply court order papers (the service cannot enforce custody issues without a copy of the relevant court order being provided). Y / N

Are there any family situations we need to be aware of such as restraining orders, parents separated etc? Please provide details:

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Asthma

Does your child have asthma? Y / N

If yes, please attach current Action Plan completed by GP and provide the centre with current medication in a labelled container.

Additional Details:

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Anaphylaxis

Does your child have anaphylaxis? Y / N

If yes, attach current Action Plan completed by GP and provide the centre with a current EpiPen labelled with your child's name

Additional Details:

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Medical Information

Are your child’s immunisations up to date? Y/ N Medicare Number:

Doctor’s name: Doctor’s Phone Number

Please supply a copy of your child’s Immunisation Certificate or a copy of their Immunisation Exemption Conscientious Objection form.

Does your child have any medical conditions/additional needs (e.g. allergies, food sensitivities/dietary requirements, physical/sensory impairments, behavioural concerns)? These may be discussed with the coordinator prior to enrolment.

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Is your child on any prescribed medication? Y / N

Details:
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Information about your family’s cultural background:

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Information about your child such as food, fears, likes and dislikes, arts and crafts and/or sports preferences, or religious requirements that need to be observed. This information helps us with programming for your child.

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Medical Attention / First Aid

I give permission for staff to administer first aid or seek medical attention for my child in the event of an accident/emergency. I understand that relevant information on this form will be passed to hospital/medical staff if required. I accept liability for medical, dental, hospital, ambulance or other costs incurred.

Religious requirements in case of accident:

Signature:.....

Photography

Photographs may be used in newsletters to parents/guardians, day diaries and to assist with evaluations. Specific permission will be sought for photos to be used outside of ANOOSHCA.

I give permission for my child to be photographed at the centre.

Signature:.....

DVDs / Videos / Television

Video, DVDs and/or television may be used as part of the programme or during adverse weather conditions. Staff will ensure that the material is suitable for children and will supervise viewing. TV and videos/DVDs will only be viewed that have a G or PG rating.

I give permission for my child to watch G and PG rated television and videos/DVDs.

Signature:.....

First Aid / Sunblock

Staff may be required to administer first aid, including Band-Aids and Dettol. When required, staff will also apply sunblock to children, especially when going on out-of-centre excursions.

I give permission for my child to have Dettol and Band-Aids applied.

I give permission for my child to have sunblock applied.

Signature:.....

Membership of Association

Upon acceptance of an offer by satisfying all requirements and your child taking up a permanent placement, the registering parent/guardian ('Carer 1') automatically becomes a member of the Association. Membership shall continue until terminated upon your child ceasing to have a permanent placement or as may otherwise apply under the Rules of the Association. Membership for each year runs from 1 July to 30 June next and the annual fee of \$1.00 will be added to your account.

You may decline membership by crossing this box.

Signature:.....

Office Use Only

Date Received:

Immunisation History Statement Attached: Y / N

Date Bookings Entered into QikKids:

Asthma Action Plan Attached: Y / N

Date Booking Confirmation Email Sent:

Anaphylaxis Action Plan Attached: Y / N

Court Orders Copied: Y / N

Notes:

CRNs Verified: Y / N

Membership Fee Charged: Y / N

Conditions of Enrolment

Fees and Bookings

- Fees are payable by direct debit.
- Once a permanent booking has been made, fees are payable whether the child attends or not. Public holidays and pupil free days (should they fall within school term), teacher strike days, school camp and carnivals, and family holidays are included in the weekly rate. Payment for fees for these days is non-negotiable.
- Reduction of permanent booking days will be considered and, if accepted, two weeks fees will be charged at the rate prior to the reduction in booking.
- Cancellation of booking due to unemployment or leaving school requires seven days' notice in writing. Cancellation of booking due to other circumstances require a minimum of two weeks' notice, otherwise fees will continue to be charged.
- Late fees are currently charged at \$1 per minute for the first three occasions and then \$2 per minute each occasion thereafter. This applies to children dropped to before care prior to 7:30am and collected from after care after 6:00pm. The late fee will be added to the parent's account.
- Details of consistent late payment of fees or non-payment of fees are referred to the centre's Management Committee and are then handled by a debt recovery agency. In the event that a collection agency is engaged to recover monies, the parent shall be liable for any costs, charges, commissions and expenses reasonably and properly payable by ANOOSHCA to such collection agency and/or solicitors relating to the recovery of such sum.

Drop-Off and Collection

- Parents must sign children in and out of the rolls when dropping off and collecting children, and note the time of arrival and departure. Once a child has departed from the supervised area the parent is responsible for that child. While the child is in the company of the parents within the centre, the child is still obliged to take direction from the staff and obey centre rules.
- Children in Years 1-6 enrolled into before school care are signed out of ANOOSHCA by the Responsible Person at the time nominated by the parent on page two of the enrolment form, and released into the care of the ANPS teacher supervising the playground. Kindergarten students in before school care are signed out of ANOOSHCA by the Responsible Person at 9:00am and are escorted to their class line and supervised until the morning school bell sounds.
- When collecting or dropping off children, younger siblings must be supervised by the parent at all times.
- Parents must notify the centre in writing if child will be absent.
- Only nominated people as listed on the enrolment form are allowed to collect the child. If you wish to change your nominated people the centre must be informed in writing. Other arrangements for the collection of your child must be notified by writing.

I acknowledge that I have read and understood the above Conditions of Enrolment and by signing this form I agree to accept the centre's policies, terms and conditions (full copy available on our website). The information I have provided in this enrolment form is accurate.

I understand that while centre staff provide constant and careful supervision, they will not be liable whatsoever for any injury sustained to my child's person or property whilst in the centre or on any outing organised by the centre (unless negligence on the part of the centre is proven). I agree to abide by these conditions of enrolment and any other that the Management Committee may bring into effect during the year.

Signature of parent/guardian Date: