



Annandale North Out Of School Hours Care Association

Attach Recent Photo of Child Here

Enrolment Form

Child's Details

Given name: Family name:
Date of birth: Country of birth:
School year in 2019: Child's CRN:
Gender: Male Female
Is the child of Aboriginal/Torres Strait Islander origin? No Aboriginal Torres Strait Islander

Days requested BEFORE SCHOOL (see page 3): 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:

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 ANOOSHCA

^Authorised to consent to medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and/or transportation of the child by an ambulance service.

#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 shared care arrangements, restraining orders etc? Please provide details:

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:

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:

Before School Care – Departure Time

Kindergarten students remain in ANOOSHCA's care until 9:00am, when they will be escorted to the classroom lines. **Children in Years 1-6:** I give permission for my child named on page 1 of this enrolment form to be signed out of before school care by the nominated supervisor or responsible person on duty at *(please sign below the time you wish your child to depart before school care)*:

Into the care of the teacher supervising the playground	To go to their classroom	
8.30am	8:45am	9:00am
Sign for 8:30am departure	Sign for 8:45am departure	Sign for 9:00 am departure

Medical Attention / First Aid

I give permission for the approved provider, nominated supervisor, or an educator to seek medical treatment for my child from a registered medical practitioner, hospital or ambulance service; and transportation of my child by an ambulance service 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.

Signature:

Local Excursions

As part of the education program of the centre I authorise for my child to participate in excursions from the centre within the local community. Parents will be notified by email prior to an excursion occurring.

I give permission for my child to attend local excursions. Signature:

Kinderloop

We use Kinderloop to document your child's time and development at ANOOSHCA. Kinderloop is a safe, secure and private communication tool which enable us to share photos of your child with you and nominated family members (see www.kinderloop.com for details). Carer 1 and Carer 2 on page 1 will be automatically signed up to Kinderloop *unless you notify us in writing otherwise*. If you wish to nominate other family members, please provide their email address below.

Email 1:

Email 2:

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:

Medical Information

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

Doctor's name: Doctor's Phone Number:

If not already supplied, please provide a copy of your child's Immunisation Certificate.

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.

Is your child on any prescribed medication? Y N

Details:

Information about your family's cultural background:

Religious requirements in case of emergency:

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.

Conditions of Enrolment

Fees and Bookings

- Fees are payable by direct debit. A current fee schedule can be found on our website. Should a fee increase be necessary, families will be notified at least 14 days in advance of such increase.
- 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 charged at \$10 per 10-minute block. This applies to children dropped to before care prior to 7:30am, or before 8:00am on vacation care days, and/or collected from after care/vacation 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 electronically sign children in and out of the rolls when dropping off and collecting children. 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 three 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.

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 emailing us that request.

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: