Cambridge Primary School

Out of School Hours Care Program Enrolment Form

Before School Care Hours 6.45 am – 8.45am
PHONE 0475 973 325 enquires
Between 6.45 am and 6.45 pm

AFTER School Care Hours 3.15 pm – 6.45 pm
PHONE 045 973 325
Between 6.45 am and 6.45 pm

FAMILY NAME: _____________________________________________________

* Family CRN: _____________________________________________________

Name of Parent/Guardian attached to the above CRN: _____________________________________________________

* Family CRN (Customer Reference Number) MUST be provided, along with the CRN for each child enrolled.
Contact the Family Assistance Office on 13 61 50 if you do not know your CRN.

Our Service Provider No is 555 0082 44J

CHILD DETAILS:

<table>
<thead>
<tr>
<th>Child Name:</th>
<th>* Child CRN</th>
<th>Sex</th>
<th>Age</th>
<th>D.O.B.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Home Address

<table>
<thead>
<tr>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

School Child Attends (if does not attend Cambridge Primary School)

ENQUIRES REGARDING THIS ENROLMENT

If you have any questions in relation to the completion of this form, please contact:

Coordinator, Cambridge Primary School Outside of School Hours Care Program on:
0475 973 325 between 9.00am and 6.45pm; or
Email: mccahill.tracie.t@edumail.vic.gov.au

DISPUTE RESOLUTION

If there are any concerns with this enrolment process, please forward your concerns by mail to:

The Coordinator
Cambridge Primary School Outside of School Hours Care Program
PO Box 1063
WERRIBEE VIC 3030
**CONTACT DETAILS:**

Parent/Guardian No. 1:

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Relationship to child</th>
<th>Place of Work</th>
</tr>
</thead>
</table>

|------------|----------|----------|

<table>
<thead>
<tr>
<th>Home Address (including postcode)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>How would you like to receive your statements?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Email □ Print</td>
</tr>
</tbody>
</table>

Parent/Guardian No. 2:

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Relationship to child</th>
<th>Place of Work</th>
</tr>
</thead>
</table>

|------------|----------|----------|

<table>
<thead>
<tr>
<th>Home Address (including postcode)</th>
</tr>
</thead>
</table>

Emergency / Authorised Contacts

There may be times when a child has an accident, injury, trauma, or illness and the parents or guardians cannot be contacted. To deal with these situations, Cambridge Primary School OSHC Program should notify one of the following people who are authorised to consent to medical treatment of the child, or who are authorised to collect your child. A minimum of three emergency contacts are required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Relationship to Child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Home:</td>
<td>Work:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home:</td>
<td>Work:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home:</td>
<td>Work:</td>
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<tr>
<td></td>
<td></td>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home:</td>
<td>Work:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
<td></td>
</tr>
</tbody>
</table>

**CUSTODY RESTRICTIONS**

| Is there an Access Alert for the Student? (Tick) | YES □ (If Yes, then complete the following questions and present a current copy of the document to OSHC.) | NO □ |
| Access Type: (tick) | | |
| □ Court Order | □ Family Law Order | □ Restraining Order | □ Other |

Describe any Access Restriction:

**PRIORITY OF ACCESS**

| Is your child attending the Program because of work, training or study? | YES □ | NO □ |
| Is your child in a family that includes a disabled person? | YES □ | NO □ |
| Are you a single parent? | YES □ | NO □ |
| Is your child in a socially isolated family? | YES □ | NO □ |
ENROLMENT POLICY

Cambridge Primary School Out of School Hours Care Program endeavours to provide to families, fair and equitable access to the Program. All enrolments will be prioritised as follows:
- **Priority 1**  Child/children at risk of abuse or neglect and families in crisis
- **Priority 2**  Families with work, training or study-related commitments.
- **Priority 3**  All other enrolments

BOOKINGS

Type of care you require:  Casual [ ]  Permanent [ ]

If you require a Permanent booking for your child, please circle the day or days required below including the starting date as well as indicating whether you require Before School Care (BSC) or After School Care (ASC) or both.

<table>
<thead>
<tr>
<th>Starting Date</th>
<th>Monday (Circle)</th>
<th>Tuesday (Circle)</th>
<th>Wednesday (Circle)</th>
<th>Thursday (Circle)</th>
<th>Friday (Circle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ /</td>
<td>BSC/ASC</td>
<td>BSC/ASC</td>
<td>BSC/ASC</td>
<td>BSC/ASC</td>
<td>BSC/ASC</td>
</tr>
</tbody>
</table>

CULTURAL BACKGROUND

<table>
<thead>
<tr>
<th></th>
<th>YES/NO</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your child of Aboriginal and/or Torres Strait Islander descent?</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
<tr>
<td>Does your family have a non-English speaking background?</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
<tr>
<td>What is the main language spoken at home?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the cultural background of your family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your child have any specific cultural requirements?</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
<tr>
<td>If yes, please specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your child have any specific religious requirements?</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
<tr>
<td>If yes, please specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there any other additional information that you would like the service to know about your child? (eg excessive fears, favourite activities, celebrations, or festivities you do or do not want your child to participate in). If yes, please specify.</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
<tr>
<td>Do you have any skills or interests that you would like to share with the service? If yes, please specify.</td>
<td>YES [ ] / NO [ ]</td>
<td></td>
</tr>
</tbody>
</table>

DIETARY RESTRICTIONS

| Does your child have any dietary restrictions? | YES [ ] / NO [ ] | No Meat [ ]  No chicken [ ]  No fish [ ]  Other – Please specify: |

PHOTOGRAPHY AND IMAGES

There are times when the school or external agencies use photographs/images of students and their work. This may include use in presentations, the school website, displays, posters, school signage, school publications, newsletters, local media publications and for promotional purposes.

- [ ] I give permission or my child to have their photo take for the purposes of observations and other service and programming related activities.
- [ ] I give permission for my child to have his/her photograph taken and possibly published by the school and/or medial in relation to Cambridge Primary School activities whilst he/she is a student at this school.
- [ ] I give permission for my child to have his/her image published on the Cambridge Primary School Facebook page.
- [ ] I do not give permission for my child to have their photo taken.

SIGNED: __________________________________________________________  Date: _________/_______/_______
## MEDICAL AND HEALTH INFORMATION

<table>
<thead>
<tr>
<th>Doctor / Medical Service</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Medicare No:</th>
<th>Are you a member of an Ambulance Fund?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES □ / NO □</td>
</tr>
<tr>
<td></td>
<td>If yes, please provide your Ambulance No.</td>
</tr>
</tbody>
</table>

### Medical Report

Please indicate if applicable to your child

<table>
<thead>
<tr>
<th>Medical Condition</th>
<th>YES/NO</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaphylaxis</td>
<td>YES □ / NO □</td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
<td>YES □ / NO □</td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td>YES □ / NO □</td>
<td></td>
</tr>
<tr>
<td>Developmental Delay or Disability</td>
<td>YES □ / NO □</td>
<td></td>
</tr>
<tr>
<td>Other Condition e.g. Diabetes, Grommets, Epilepsy, etc.</td>
<td>YES □ / NO □</td>
<td></td>
</tr>
</tbody>
</table>

* Please provide management plans/procedures for each medical condition, as well as any relevant medication, prior to your child first attending.

### Immunisation

Has your child been immunised? YES □ / NO □

As part of the enrolment process, the Program needs to sight these immunisation records.

Do you give permission for your child’s immunisation records held by Cambridge Primary school to be accessed by Cambridge Primary School Out of School Hours Care Program? YES □ / NO □

### Medication

Does your child have prescribed medication that needs to be administered? YES □ / NO □

Please note that a Medication Form needs to be completed daily at the Program by the parent/guardian.

### SUNSMART

Sunsmart recommends that all early childhood education, care service and schools implement a SunSmart policy to ensure a healthy UV exposure balance.

- I give permission for educators / staff to apply SPF 30 or higher broad spectrum sunscreen (that I have supplied and labelled with my child’s name) to all exposed parts of my child’s skin including their face, ears, arms and legs. I agree that the sunscreen will be kept at the service and it is my responsibility to make sure there is always an adequate supply available.

- I give permission for educators / staff to assist my child to develop independent, self-help skills by applying the service provided SPF 30 or higher broad spectrum sunscreen to all exposed parts of their own skin including their face, neck, ears, arms and legs. (Recommended from 3+ years.)

SIGNED: ___________________________________________________________ Date: _______ / _______ /
MEDICAL CONSENT STATEMENT

- I authorise the nominated supervisor, educator or approved provider to provide any required first aid and to facilitate medical attention in the event of an emergency. I give permission for staff to obtain any medical, hospital and ambulance service in the case of an accident or emergency involving my child and accept responsibility for payment of all expenses associated with such treatment. I understand every effort will be made to contact me in the event of any illness or incident (Reg. 161).
- On enrolling my child I understand the service is unable to care for children who are sick or who have a contagious illness. I further acknowledge a medical clearance may be necessary before my child is able to return.
- I understand legislation requires the service to hold generic medication for anaphylaxis and asthma emergencies. This medication can be administrated to my child in an emergency. (Education & Care Services National Regulations 2011, Reg 94).
- I understand the service is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person, and the dosage to be given. This includes prescribed (e.g. antibiotics) and non-prescribed medication (e.g. paracetamol).
- Prescribed medication, including asthma and anaphylaxis, will only be administered when it is accompanied by written instructions from the child’s medical practitioner, is in the original container and the service medication form is completed.
- I agree to complete the service medication form detailing the dose, time and date of last does of any medication given to my child so as to reduce the risk of overdosing.
- I give permission for first aid qualified staff to administer first aid and/or medication to my child as required.

SIGNED: ________________________________ Date: _______/_______/

PRIVACY NOTIFICATION

Cambridge Primary School Out of School Hours Care Program is collecting the personal/health information required on this form as per accreditation requirements.

This personal / health information will be solely used by the Program and the Family Assistance Office (where the family has required a Childcare Benefit rebate). This information shall remain private and confidential within the Program and will only be disclosed to other persons or agencies as consented to by the authorised parent/guardian or in an emergency situation.

The applicant understands that the personal / health information provided is for the Program’s accreditation requirements and that they may apply in writing to the Program for access and / or amendment of the information.

Parental / Guardian Consent

I consent to the personal / health information collected on this form and advise that all emergency contacts listed have been notified and have given permission for their details to be provided.

SIGNED: ________________________________ Date: _______/_______/

Parent / Guardian

PARENTAL / GUARDIAN DECLARATION

- I approve of my child’s involvement in the Cambridge Primary School Out of School Hours Care Programs.
- I agree that the Program and staff are to be free and clear of all responsibility whatsoever for accident / illness, damage, theft of clothing or valuables during my child’s participation in any activities involved in the Program.
- I agree to pay for the days I have booked and understand that cancellations must be received prior to 10.00am for After School Care and by 8.30am for Before School Care.
- I agree to pay an additional non-cancellation fee if notification is not received for days where care is not required.
- I agree that the information on this form is correct to the best of my knowledge.
- I am aware that the Outside of School Hours Care Policy and Program parent handbook is available on the Cambridge Primary School website.

SIGNED: ________________________________ Date: _______/_______/

Parent / Guardian
IMPORTANT INFORMATION

Only listed authorised persons will be able to collect children from the Program. Identification, e.g. Victorian Driver’s Licence, will be required to be produced before staff can authorise collection of children.

It is the responsibility of the parent / guardian to contact the Family Assistance Office on 13 61 50 to check eligibility for the Childcare Benefit Rebate (Quote our Service Provider No 555 082 44J when making inquiries). The Childcare Benefit Rebate will be effective when the Program is given all necessary information required and receives notification directly from the Family Assistance Office. Until that time the full fee will apply.

After your enrolment has been processed, you will be informed if there is a position available in the Program for your child. **If demand exceeds places available, families will be placed on a waiting list in accordance with the “priority of access”**.

Please ensure that you are no later than 6.40pm at After School Care.

**AFTER SCHOOL CARE CLOSES AT 6.45PM**

**A LATE FEE OF $30.00 PER 15 MINUTES, OR PART OF, WILL APPLY FOR CHILDREN COLLECTED AFTER THIS TIME.**

Parent/Guardians should refer to the Out of School Hours Care Policy and Program booklet for all information regarding the Program.

PARENT PAYMENT PLAN

Please complete your details below if you would like to pay your fees via our parent payment plan.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Parent / Guardian of**

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Credit Card No.</th>
<th>Card Holders Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa ☐</td>
<td>MasterCard ☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiry Date</th>
<th>Amount to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ per week / fortnight / month (please circle)</td>
</tr>
</tbody>
</table>

SIGNED: _______________________________ Date: ______/_______/

Parent / Guardian

NAME: __________________________________________________________

**AUTHORISED BY COORDINATOR:** _______________________________________

**OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Enrolment Date</th>
<th>Added to roll</th>
<th>Processed</th>
<th>Medical Alert</th>
<th>Access Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Copy of Immunisation Records Received**

**Copy of Medical Management Plan Received**

**Medication Received**

**ENTERED BY:**