

# OSHC Family Enrolment Pack

# Outside School Hours Care (for students Foundation to Year 7)

Emmaus Christian College Outside School Hours Care is an excellent program offered by the Emmaus Christian College Board of Governors which provides care for primary aged children each day after school. Childcare Benefit (CCB) is available to all families who apply to Centrelink/Family Assistance Office by quoting the following information:

Our Operator Code: 407 208 899H

Our Registration Name: Emmaus Christian College OSHC

## **Outside School Hours Care contact information:**

Director: Ms Georgina Lampard

Phone: (08) 8292 3801

Email: [oshc@emmauscc.sa.edu.au](mailto:oshc@emmauscc.sa.edu.au)

To help us make OSHC work for you, please take careful note of the following information concerning the equitable and effective running of the program.

### **1. Hours of Operation**

Monday to Friday 3.10pm – 6.00pm on school days. With regard to planned early dismissal days, late start days, school closure days, etc OSHC hours may be extended and fees calculated according to need. OSHC is closed on public holidays, school holidays and student free days.

### **2. Attendance/Non Attendance**

Regular attendees are those booked Monday to Friday or for specific days of the week on a regular basis. Their place is held and children will always be expected on the days stated.

Casual attendees are those who attend by booking on the day required.

24 hours' notice of non-attendance notification by parents is essential for all booking types.

### **3. Afternoon Tea**

Healthy and nutritional food is valued and served in balanced proportions with treats.

Afternoon Tea will be provided each day at 3.20pm and is designed to be a snack. If your child requires more than we provide, please feel free to pack extra food. Please notify the OSHC Director of any food allergies or special diets to be considered.

### **4. Program**

The service will provide a program which is developmentally appropriate to the leisure needs of the children attending the service in a safe, secure and fun environment. It is a requirement of OSHC Quality Assurance that photographs will be taken of children and staff participating in daily activities. If this is a cause for concern please bring this to the attention of the OSHC Director.

### **5. Arrival and Departure of Children**

Children will only be allowed to leave OSHC with persons specified on the Enrolment Form. Unless otherwise negotiated, as children are on the school premises they will be encouraged to find their way after school to the OSHC Area. When collecting your child please advise the staff and sign the "Sign In/Out" book. Parents/Guardians will need to escort their children from OSHC.

### **6. Sickness and Accident**

Children with infectious diseases must not attend OSHC and parents may be contacted in the event of a child becoming ill whilst at OSHC.

If staff suspect that a child has head lice, parents will be contacted and expected to have their child collected as soon as possible.

Medication can only be administered with written instruction from the doctor. Medication must be provided in its original container with a pharmacy label attached. Students are not permitted to have any medication (prescription or over the counter) in their school bag.

If an accident occurs action will be taken, parents will be notified and an ambulance called if necessary. The College has ambulance cover for OSHC enrolments, further details are available from the OSHC Director on the coverage/scope of cover.

## 7. Discipline

All children are expected to follow the rules of the program as detailed in the Behaviour Management Policy (see section 13 below).

## 8. Fees for 2020

Casual Booking Fee: \$22 per child per afternoon on a casual basis.

A discount applies if your child is booked in on permanent days (weekly/fortnightly).

Permanent Booking Fee: \$21 per child per afternoon.

Fees are reviewed on an annual basis and adjusted as required.

### A Cancellation Fee applies when:

- a) less than 24 hours notice given for cancellation;
- b) no notice given for cancellation;

The fees charged will be the full fee (in accordance to individual family Child Care Subsidy).

While the OSHC Director can liaise with you in regards to the subsidy, it is the family's responsibility to contact Centrelink in case of queries or changes to your family details.

## 9. Payment options

OSHC fees are to be paid in person by either cash or EFTPOS. Fees must be paid on a weekly basis unless negotiated otherwise with the OSHC Director or College Finance Manager.

OSHC fees that are not paid on time will result in the cancellation of access to OSHC.

Families must complete a Child Care Subsidy assessment through their MyGov account as requested by Centrelink. Families that are not registered for the Child Care Subsidy will be required to pay the full OSHC fee of \$21 per session for permanent bookings (\$22 for casual bookings) and failing to pay the full OSHC fee on time will result in the cancellation of access to OSHC.

## 10. Late Collection

In the event that the parent/guardian is running late the parent should ring OSHC to advise that they will be late to collect their child. A parent is regarded as being late when they arrive to collect their child after 6.00pm.

A late collection fee will be imposed to cover the cost of wages at overtime rates for the additional time the OSHC staff remain at the workplace. The service is licensed to operate only between the hours of 3.00pm-6.00pm. **After 6.00pm we are breaching our License and are not covered by insurance.** Please make alternative collection arrangements for your child should you anticipate being late.

### Late Collection fee structure:

6.00pm - 6.05pm collection will accrue a flat \$5 charge

6.06pm - 6.15pm collection will accrue a flat \$15 charge

6.16pm - 6.30pm collection will accrue a flat \$30 charge

An additional \$15 will be accrued every 15 minutes after 6.30pm

When a child has not been collected by 6.00pm sharp and no notice has been given to the OSHC Director, the staff member will:

- Contact the parent/guardian
- If the parent/guardian is unavailable, the nominated emergency contact will be called to make alternative arrangements for collection.
- If steps 1 and 2 are unsuccessful and the parent/guardian or emergency contact do not get in contact with the OSHC Director by 6.45pm then the local Police will be called to locate the parent/guardian and the child will accompany the Police until the parent/guardian can be contacted.

If there has been repeat occurrences of more than twice in three months of collection after 6.00pm without notifying the OSHC Director in advance, your child will no longer have access to OSHC.

### **11. Weather Protection**

Children need to wear their school hats for the days which have a High UV rating.

Children will need warm clothing – jumper/scarf/ jacket during Terms 2 & 3.

Children will not be permitted to play outside without the above items as applicable.

### **12. Feedback**

Our goal is to create a service which will provide children with a safe, stimulating and fun environment in order for them to explore, create and express themselves as they choose in their leisure time and we welcome any ideas, suggestions or feedback. As your child's caregiver we understand that you best know your child and their interests. We have a 'Suggestion Box' for any suggestions, ideas or grievances. All feedback remains confidential.

### **13. Policies and Procedures**

Our policies and procedures are available at OSHC for your perusal.

### **14. Behaviour Management Policy**

The Management of Children's behaviour is essential to the provision of a "safe, interesting, relaxed environment."

The purposes of behaviour management are:

- The safety and security of the children and staff
- Respect for the rights and feelings of the children and staff
- The smooth running of the program; and ultimately
- Self-management on the part of the child

In OSHC we strive to:

- Reinforce positive behaviour
- Be consistent
- Have clearly established expectations
- For the rules and consequences to be clearly known and understood by children, parents and staff through ongoing discussion and review
- Have parent support for our strategies

At OSHC we will show respect to others by:

- Accepting that God made each of us differently but equally and we are to treat each other in the same way we would like to be treated
- Not touching each other
- Not touching each other's belongings
- Talking positively to each other
- Playing fairly and safely
- Listening to each other
- Listening to reasonable requests made by adults

Show respect to OSHC property by:

- Looking after our equipment
- Doing our dishes
- Packing up our own mess

Show respect to OSHC boundaries by:

- Making sure that adults know where I am at all times
- Staying away from the road and the car park area
- Not leaving the OSHC area without asking for permission

Failure to follow these procedures will result in the implementation of the following strategies:

- Step 1: Caution and identify rule broken  
Counselling by OSHC Director/Assistant
- Step 2: Counselling  
Thinking time of 5 minutes time out, negotiated space
- Step 3: Counselling  
Time out of 10 minutes in a space away from others. Reiterate counselling.  
A white slip will be issued to parent, Head of Junior School and placed into child's file.
- Step 4:
  - a) Three minor misbehaviours/one serious - inappropriate behaviour/repeated behaviour over consecutive visits to OSHC
  - b) At end of time out, OSHC Director/child to agree to appropriate actions and positive consequences if agreement upheld
  - c) Head of Junior School informed. An interview may be requested between Head of Junior School Parent/OSHC Director
- Step 5: If behaviour continues (agreement broken)  
Head of Junior School and OSHC Management Committee informed. An interview by Head of Junior School will be arranged.
- Step 6: Exclusion from and re-entry to OSHC to be negotiated and reviewed by the OSHC Director, Parents and Head of Junior School.
- Step 7: If behaviour continues permanent exclusion may result.

**15. Staff**

All staff have obtained a Working with Children Check or suitable / equivalent screening check as per the Department of Human Services Screening Unit. They also have a combination of First Aid and/or Mandatory Notification. Staff Ratios are 1:15

I have read, understood and agree to the above:

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<b>Parent/Guardian Name</b>	<b>Parent/Guardian Signed</b>	<b>Date</b>
<b>Name of Child to be Registered</b>	<b>Teacher</b>	<b>Year Level</b>
1.		
2.		
3.		

## Enrolment Form : Part 1

Casual Enrolment  Full Enrolment

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### Child

Family Name Gender F M

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First Name (s) Preferred name

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Date of birth CRN

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Address No. / Street

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Town/Suburb Postcode

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Indigenous status Aboriginal  Yes  No TS Islander  Yes  No

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### Enrolling Parent/Guardian & Billing Details

*\*Note: The enrolling parent must be the account holder / CRN holder. Must be identical to the MyGov Subsidy details.*

Name

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Date of birth CRN

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Relationship to Child Contact Priority

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Address (Home)

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Address (Work)

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Phone (Home) (Work) (Mobile)

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### In Care Elsewhere

I am claiming Childcare Benefit at other Approved Childcare Service/s (which includes LDC, OSHC, FDC, IHC, OCC) for this number of children

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### Other Parent/Guardian (if applicable)

Name

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Relationship to Child Contact Priority

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Address (Home)

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Address (Work)

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Phone (Home) (Work) (Mobile)

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Email

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Child's Name

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**Emergency Contacts and Collection Authorities**

Name of Contact 1

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Relationship to Child

Contact Priority

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Address No. / Street

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Phone (Home)

(Work)

(Mobile)

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Name of Contact 2

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Relationship to Child

Contact Priority

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Address No. / Street

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Phone (Home)

(Work)

(Mobile)

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N.B. It is very important that you tell these people that you have nominated them. In nominating them you give them authority to act on the child's behalf if neither parent can be located, to pick up the child in an emergency and care for the child until s/he can be returned home.

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**Child Collection Authorities**

*Must be anyone who will be picking up the child*

Name of Contact 1

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Relationship to Child

Contact Priority

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Address No. / Street

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Phone (Home)

(Work)

(Mobile)

---

Name of Contact 2

---

Relationship to Child

Contact Priority

---

Address No. / Street

---

Phone (Home)

(Work)

(Mobile)

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N.B. The people nominated here have been given approval only to collect the child and should NOT be contacted in case of an emergency. No one else will be allowed to collect your child without your signed consent.

# Enrolment Form Part 2: Medical and Health

Child's Name

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**Does the child have any medical conditions, possible medical emergency or health problem that might affect him/her?**

(For example: vision or hearing problems, epilepsy, asthma, medications required, diabetes, allergic reactions, anaphylaxis, incontinence, etc)

If yes, please provide details:

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**Does the child require medication during OSHC hours (3.10pm - 6.00pm)?** If yes, please provide details:

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**Has the child any disabilities?**  Yes  No

**Effective date**     /     /

If yes, please record specifics:

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**Has the child any special needs?**  Yes  No

**Effective date**     /     /

If yes, please record specifics:

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**Does the child usually require special aids (e.g. glasses, hearing aid etc.)?**

If yes, please give details:

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**Has the child any special dietary needs not related to allergies?**

If yes, please give specifics:

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**Has the child suffered any illness that may re-occur (e.g. chronic ear infection)?**

If yes, please give specifics:

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Child's Name

**Does the child have an asthma care plan?**

If yes, please attach a copy and summarise details below:


**Has the child had any kind of allergic reactions?**

Foods Reaction/Medication:


Others: Reaction/Medication:


**Is there any other medical information we might need to know?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please supply the service with required medications in original containers with the child's name clearly marked. Please complete a permission to administer medication form together with any medication records where necessary.

**Usual Medical attendant**

Doctor's name:

Phone No.:

Clinic name:

Address

**Usual Dental attendant**

Doctor's name:

Phone No.:

Clinic name:

Address

**Medical Benefits cover with:**

**Ambulance cover with:**

**Medicare number:**

**Health Care Card number:**



## OSHC Permanent Booking Sheet Request Form

Term \_\_\_\_\_ Year \_\_\_\_\_

Child's Name	Year Level
1. _____	_____
2. _____	_____
3. _____	_____

Week	Mon	Tues	Wed	Thu	Fri
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					

**Please Note:**

- Fees are charged by the session
- Family Enrolment Package must be completed and returned signed
- Medical and Health Information Form must be completed and returned signed
- Casual bookings incur a \$1 surcharge per session
- Casual users must be registered with OSHC

Please refer to the OSHC Handbook for full details of policies and procedures

By completing this form it does not automatically guarantee a place in OSHC as places are subject to availability.

## OSHC Medical and Health Information

**NAME OF STUDENT** \_\_\_\_\_ **YEAR LEVEL** \_\_\_\_\_ **DATE** \_\_\_\_\_

The safety, well-being and health of your child is vitally important to us. We aim to assist the students and parents/guardians in all matters, but can only do so with your full co-operation. Please read all the information and complete the form below.

### Students needing First Aid at OSHC

Minor injuries are treated by the OSHC Staff who are First Aid trained. OSHC staff will contact you if your child is sick and feel it is necessary for them to go home, so please ensure that a current contact number is left with the OSHC Director. First Aid is provided at school for children who are injured or become sick at school. From then on, any needed care, replacement bandages, dressing changes etc are the responsibility of the child's parents/guardians, as the First Aid given at school is for First Aid only, not as an ongoing treatment.

OSHC Staff will administer medication, puffers, etc which are needed during OSHC hours. These can legally only be administered where a parent has provided the appropriate Medication Plan. Please note that if your child has asthma, anaphylaxis or another diagnosed medical condition, the doctor will need to complete a condition specific plan for them, ie an Asthma Care Plan or Action Plan for Anaphylaxis etc. A Medication Plan must accompany all medication. The term 'medication' includes all prescription medications and over the counter medications including eye drops, ear drops, creams and ointments, paracetamol, hay-fever and allergy medications, travel sickness tablets and other over the counter preparations and alternative medicines (vitamins and nutritional supplements).

OSHC staff can only administer Prescription Medication when it is accompanied by a Medication Plan for Prescription Medication completed by a Doctor. Over the Counter Medication may only be administered to students when it is accompanied by a Medication Plan for Over the Counter Medications with a pharmacy label affixed. All medications must have a pharmacy label on the containers.

The term 'medication' includes all prescription medications and over the counter medications including eye drops, ear drops, creams and ointments, paracetamol, hay-fever and allergy medications, travel sickness tablets and other over the counter preparations and alternative medicines (vitamins and nutritional supplements)

If your child is sick in the morning we would urge you to keep them home until they have recovered, as viruses etc. can spread easily in an environment such as a school. Please call the absentee line 8292 3838 (24/7) to record your child's absence.

### Students seriously injured at school

Please note that when a student is injured at OSHC and needs medical attention, we will advise you or your emergency contact as listed on our school records. This is so that you can assume responsibility for the medical assistance needed and collect your child and take him/her to the doctor of your choice. If you are unable to collect your child, we will call an ambulance and have him or her taken to the Flinders Medical Centre. (The cost of the ambulance is covered by the school's ambulance membership). The Education Department regulations prohibit school staff (including school assistants) from transporting sick or injured children.