

Glendowie OSCAR 2009– St Heliers Pick Up Enrolment Form

Child's Name: _____

Date of Birth: _____ Male / Female

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Name of Enrolling Parent/Caregiver : _____	
Address: _____	
Phone: _____ (Home)	_____ (Work)
_____ (Mobile Phone)	
Occupation: _____	
Place of Work: _____	Email address: _____
Name of Other Parent/Caregiver : _____	
Address: _____	
Phone: _____ (Home)	_____ (Work)
_____ (Mobile Phone)	
Occupation: _____	
Place of Work: _____	Email Address: _____

Medical Details

Child's Doctor: _____ Surgery Phone: _____

Emergency Contact Person: _____ Phone: _____

Relationship to child : _____

Address: _____

Childs School Details

School Name: _____

Room Number: _____

Who has permission to collect your child?

(Please give full name and what that person is known as to the child, EG: Aunty, Gran, Mum's Best Friend)

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

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Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Legal Disclaimer

Place a tick in the box if there any persons, by law that, are forbidden to have access to the child, or have a right of access to the child that is subject to conditions (legal documentation supporting this must be provided for the Supervisor to photocopy and hold on file).

Is there anything that the centre should know about for the added well-being of the child?

Medical Details/ issues:

Eg: Asthma

Food Allergies:

Dislikes:

Special Needs:

Behavioral difficulties

Special routines/habits

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Fees
After School Care						Fees are: \$55 per week

Starting Date: _____

Glendowie OSCAR Club

Contract for Parents – to be attached to enrolment form

Glendowie OSCARS provides a fun and stimulating environment for children to feel safe. Our programme is designed with the individual needs of the children in mind and with an emphasis on fun. We provide active indoor and outdoor activities, arts and crafts and afternoon tea. Staff are trained in first aid, behaviour management and water safety. Glendowie OSCAR is a member of the OSCAR Foundation and is CYFS Approved.

Enrolments:

Enrolments are finalised upon completion of an enrolment form and a pre-payment of one week's fees. It is crucial that the enrolment form has up to date information.

Signing In and Out:

Your child must be signed out each afternoon when they are collected from After School Care each day. This is a requirement by the Department of Child Youth and Family. If your child walks to the programme or home they may sign in themselves in/out, but this must be put into writing by both the parents and the management and be added to the enrolment form.

Hours and Costs:

After school care hours are 3pm-6pm (we can start earlier, by arrangement, if school closes early etc)

Only full time enrolments are available for St Heliers. Fees are \$55 per week. Fees include transport and afternoon tea.

Transport:

St Heliers students will be collected from school at 3.15pm. Children are to wait under the oak tree, between the office and the school gate.

Absences:

If your child will be absent from OSCARS, you must contact OSCARS before 2pm. Fees are still payable for all absent days and public holidays.

Collecting your child:

If a person arrives to collect your child, whose name is not on the enrolment form, then we are obliged (for your child's safety) to contact you for your consent. To save embarrassment, we would appreciate prior notification from you. Please remember that we close at 6.00pm. A late fee of \$10 per 15mins is payable and is strictly enforced. Please phone if you are running late so we know how far away you are.

Excursions:

The programme may take children to the reserve across the road or to the park at the bottom of Riddell Road, there will be a note informing parents of our whereabouts and a contact mobile number.

Fee payments:

To operate efficiently, we require fees to be paid one week in advance. Invoices are sent out at the beginning of each term for the days that your child is booked. A 10% discount is given if the invoice is paid full for the term. Family discounts are available. WINZ subsidies are available, forms available at OSCAR or WINZ. Fees are payable for all days that your child is booked, including absences, public holidays and sick days. Payments can be made by automatic payment, internet banking, cheque or cash. Fees are tax deductible.

Policies and Procedures:

The Policy and Procedure booklet is available for you to read at the sign in/out area. It contains detailed information on health and safety, making complaints, employment practices etc.

Behaviour Management:

We use behaviour management techniques that encourage positive self esteem development. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. If a child's behaviour is consistently harmful to themselves or other children, parents will be asked to remove them from OSCARS.

Finishing at OSCAR:

If you no longer require permanent care for your child at Glendowie OSCARS, you must give two weeks notice. You will still be able to access casual care if your enrolment form is up dated accordingly.

Emergencies:

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child, the staff will contact you and take your child to the nearest medical facility. If a child becomes ill during the programme, parents will be called and asked to collect the child.

Child Protection:

We are committed to the prevention of child abuse. The safety and welfare of the children are to be always the prime consideration. Staff will respond to suspicions of child abuse by maintaining a good relationship with the child, and recording all observations, impressions, and communications. We require that no one staff member will act alone and that any action taken will be in consultation with the manager. Any advice sought will be from the appropriate authority i.e. Police, Child, Youth and Family Services etc. Any advice or instruction given by the appropriate authority will be followed and acted upon.

Parents – Please sign this contract to complete enrolment

I have read and understand the above information. The supervisor has my permission to arrange any necessary, urgent medical treatment at my cost. All care is taken to provide the best supervision of children while they are attending the programme. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance of the programme.

Parents signature: _____ Date: _____

Staff signature: _____ Date: _____