



Emerald

OSHC

Outside School Hours Care

After School • Before School • Vacation Care

ENROLMENT HANDBOOK

Please return this information to enrol your
child/ren at OSHC

Welcome!

Please see our enrolment form below.

We require you to fill this form out and return it in person or via email to become enrolled at OSHC.

For your convenience, we have also attached the 'Transportme' application.

This is for the bus transportation from school to OSHC and return, with Emerald Coaches.

Please provide this document directly to them to organise transport:

Address: 83 Macauley Access Rd, Emerald QLD 4720

Phone: (07) 4982 4444

Please note that you do not need to complete this application if you are only interested in vacation care, or if your child attends Denison SS, as we collect them from the school – collection process is explained on the enrolment form.

Once you return your completed enrolment form, we will;

1. Have you enrolled at OSHC
2. Email you the link to our software's parent's app where you can create bookings, see observations and programmed activities, etc.
3. Commence requested bookings
4. Have you on our mailing list (emailed important information and vacation care booking forms)
5. Accept your request on Facebook

If you would like to organise a time to pop in and visit the centre prior to your start date, that can be arranged 😊

If you have any questions, please do not hesitate to contact the centre.

Confidential Enrolment Form

All information given is strictly confidential and will only be viewed by the centre Director and appropriate staff.

Parent Contact Details: Contact 1 will be the Primary Payment Account Holder that is receiving CCS payments	Contact 1	Contact 2
First Name:		
Last Name:		
Email Address:		
Date of Birth:		
Relationship to child:		
CRN:		
Drivers License Number:		
Indigenous Indicator:	<input type="checkbox"/> Indigenous <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> South Sea Islander <input type="checkbox"/> N/A	<input type="checkbox"/> Indigenous <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> South Sea Islander <input type="checkbox"/> N/A
Address and Contact Information		
Residential Address:		
Child's Residential Address:		
Mobile Number:		
Work Place:		
Work Contact Number:		
Family Doctor		
Name:		
Clinic:		
Address:		
Number:		
Medicare Number:		

Adults (other than primary contact's) that are authorised for collection and contact in case of emergency.

	Contact 1	Contact 2	Contact 3
First Name:			
Last Name:			
Relationship:			
Contact Number:			
Address:			
Authorised to: (sign boxes)			
Give medical treatment?			
Consent to medical treatment?			

Child Details	Child 1	Child 2	Child 3	Child 4
First Name:				
Last Name:				
CRN:				
Gender:				
Date of Birth:				
School:				

Is the child/ren listed above, under the care of the state? Yes / No

Child's Brief History (please note information that you would see helpful to us):

SunSmart:

Our service follows SunSmart health recommendations. Sunscreen will be applied to your child/ren when arriving to Emerald OSHC. If your child is sensitive or allergic to some sunscreens, please provide a sunscreen that can be applied to your child. You are also **required** to supply your child/ren with a **sun safe shirt** and a **hat** when attending Emerald OSHC.

- I give consent for Emerald OSHC to apply sunscreen to my child/ren.
- My child/ren are allergic to some sunscreens. I will supply Emerald OSHC with the appropriate sunscreen for my child/ren.

Immunisation:

In accordance with the Federal laws, all families are required to provide one of the following documents prior to commencing enrolment at any childcare facility:

- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement
- An ACIR Immunisation Exemption Conscientious Objection form (certified by an immunisation provider)
- An ACIR Immunisation Exemption – Medical Contraindication form (certified by an immunisation provider)

Is your child/ren immunised and up to date? Yes / No

Medical:

Does your child suffer from any of the following?

- | | |
|---|---|
| <input type="checkbox"/> Asthma (attach plan if available) | <input type="checkbox"/> Other respiratory conditions |
| <input type="checkbox"/> Drug allergies | <input type="checkbox"/> Heart conditions |
| <input type="checkbox"/> Other allergies (including food) | <input type="checkbox"/> Blood pressure |
| <input type="checkbox"/> Anesthetic (local & general allergies) | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Recent operation / injury |
| <input type="checkbox"/> Special Dietary requirements | <input type="checkbox"/> Other - please list |

**Please provide
Action Plans
prior to
commencement**

If yes, provide details and supply medical plan (if Applicable): _____

Does your child/children have any disabilities or special needs? Yes/ No

If yes, provide details: _____

As the parent or a person authorised to consent to the medical treatment of the child, consent for the approved provider, nominated supervisor or an educator to seek –

(i) Medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
(ii) Transportation of the child by an ambulance service. Yes / No

Do you give permission for Panadol to be administered to your child/ren, if required? Yes / No

Dietary Needs:

Does your child/ren have any dietary requirements or special needs? Yes/ No

If yes, please supply details: _____

Family Cultural and Religious Background:

Does your child/ren identify as?

- Indigenous
- Torres Strait Islander
- South Sea Islander
- N/A

Does your family have any cultural or religious requirements? Yes / No

If yes, please provide details: _____

Is English your child/ren's first language? Yes / No

If no, please provide details: _____

Homework:

Emerald OSHC runs a homework club every afternoon. This is an opportunity for your child/ren to sit with other children and complete their homework, if you would like them to do so. Please note, one-on-one help from the staff during this time may not be possible as we have many children involved in this program.

Would you like your child/ren to complete their homework at Emerald OSHC? Yes / No

Court Orders / Parenting Orders / Parenting Plans:

Is there any parental orders or residential orders for your child/ren? Yes / No

If yes, please provide details (Please note all care will be taken, but staff are legally unable to enforce this issue, if it arises): _____

Are there any other court orders that are relevant to your child while they attend Emerald OSHC? Yes / No

If yes, please provide documentation. _____

Declaration and Consent:

- I give consent for Emerald OSHC to take photos of my child. These photos can be:
 - Displayed at the Centre
 - Used for my child’s portfolio
 - Posted on the private Facebook page “Emerald OSHC”
- I give consent for my child to be named in group post with other children’s parents/guardians
- I agree to collect my child, or arrange safe collection of my child, if she/he were to become unwell at Emerald OSHC
- I declare that I will reimburse any necessary expenses incurred by the service
- I declare the information on this form is true and correct and undertake to immediately inform the Centre in the event of changes to this information

Name: _____ Signature: _____ Date: __/__/_____

To be completed by administrative staff:

Document	Sighted	Copy obtained
Immunisation Record or Immunisation Exemption Form		

Official Start Date: __/__/_____

Additional Notes: _____

X

Trudy Roberts
Centre Director

X

Melanie Williams or Caitlin Malone
Assistant Director



Escort Arrangements to Denison State School

As part of our service, we escort the children from the Centre in the morning to Denison State School and then in the afternoons, we collect them from the tuck shop area and bring them back to the Centre.

Before School Care: We will walk the children to Denison at 8.15am arriving at the front gates approximately 8.20am. The children then make their way through the school to their classrooms Prep children are escorted to their classroom for the first term.

After School Care:

COLLECTION POINT 1 (Tuckshop) - Prep children will be collected from their classroom's; Years 1 & 2 will meet at the tuckshop.

COLLECTION POINT 2 (Stage Area) - Years 3, 4, 5 & 6 will assemble on the stage.

There will be minimum of 2 staff members collecting the children with the daily roll to ensure all the children are accounted for. If your child is not at the collection area as expected we will make the appropriate phone calls to; the guardians, emergency contacts, school (physically check office), and if in the case of an emergency, the police.

I, _____, agree to the above escort arrangement for my child/ren.

Signature: _____ Date: _____

If you have any questions, please do not hesitate to talk to the staff.



Transport Arrangements Available

'Emerald Coaches' provides their bus service to 'Emerald Outside School Hours Care' for before and after school care.

Emerald Coaches Contact:

Phone: 07 4982 4444

Address: 83 Macauley Access Road

Before School Care: Emerald Coaches will collect the children from the morning bus stop at approximately 8.15am and drop them to school on time. The bus stop is Gladstone Street, under the tree, across the road from the entrance to our Centre.

After School Care: Emerald Coaches will collect the children from each school at approximately 3pm and deliver them to Centre bus stop by 3.15pm. The bus stop is on Roberts Street, behind Calvary Christian Church, under the large tree.

There will be minimum of 2 staff members collecting the children with the daily roll to ensure all the children are accounted for. If your child is not on the bus as expected, we will make the appropriate phone calls to; the guardians, emergency contacts, school, Emerald Coaches and if in the case of an emergency, the police.

Upon enrolment, it is your responsibility to contact Emerald Coaches to make payment arrangements for the transport between OSHC and school.

It is then also, your responsibility to inform the school that your children need to catch the bus to Emerald OSHC.

Please tick the school your child attends	<input type="checkbox"/> Emerald North <input type="checkbox"/> Emerald State <input type="checkbox"/> St Patrick's Primary School <input type="checkbox"/> Emerald Christian College <input type="checkbox"/> St Brigid's Primary School
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I, _____, agree to the above escort arrangement for my child/ren.

Signature: _____ Date: _____

If you have any questions, please do not hesitate to talk to the staff.

Terms and Conditions

In consideration of my/our child/children's enrolment in the Emerald Outside School Hours Care, I, _____, understand, and agree that:

1. I/we have discussed the enrolment of my/our child/children with the Director or Coordinator.
2. **I/we understand the fees are \$22.50 for Before School Care, \$27.50 for After School Care and \$80 for Vacation Care. This is per child, per day and includes all meals. Extra costs are noted for bus surcharges and excursions.**
3. I/we understand payment is via cash or bank transfer. Please reference your child/children first and last name.
4. **I/we understand that to cancel my child/children's bookings, I/we must notify the Centre one full business day beforehand.**
- If this requirement is not met, your child/children will be marked as absent, and the standard daily fee will remain on your account. This includes unexpected illness or circumstance.

NOTE: 'One business day' means one operating day of 6am – 6pm. Example 1: If you were to cancel Monday After School Care booking, you need to notify the centre before 6:00pm on Thursday the previous week to avoid the absent fee. Example 2: If you were to cancel Thursday Before School Care booking, you need to notify the centre before 6:00pm on Tuesday to avoid the absent fee.

5. **I/we understand that before and after school care bookings for the Term period will be taken the previous week by Thursday at 6pm. All bookings made after this day and time will incur a \$5 Walk in Fee per child, per booking. The Vacation Care walk in fee is \$10 per day, these terms and conditions are stated on the vacation care booking form.**
6. I/we understand if my/our child/children is in breach of the rules and behavioural guidelines I/we may be asked to come and collect my/our child/children from the Centre.
7. I/we agree to notify a staff member at the Centre, if my/our child/children are to be collected by another adult. Child/children will not be allowed to leave the Centre with adults unknown to staff without prior parental permission.
8. I/we agree to keep my/our child/children at home when they are suffering from a contagious or infectious illness. I/we agree to remove my/our child/children from the Centre if she/he becomes suddenly ill.
9. I/we understand that if, in the case of a sudden illness or an accident, the parent/guardian/emergency contact cannot be contacted, the Director, Coordinator or any other responsible staff member, as agent for the parent, shall have discretionary power to seek immediate medical attention at my/our expense.
10. I/we have read and will comply to the 'Exclusion for Behavioural Reason' listed in the 'Parents Handbook.'

Parent/Guardian's signature: _____ Date: ___/___/___

X

Trudy Roberts
Centre Director

X

Melanie Williams or Caitlin Malone
Assistant Director

School Term Booking Form

Child/Children's name:		
Please Circle:	Casual	Permanent

Casual Booking: Please advise staff on Thursday, by 6pm the week before, each week.

For arranged casual bookings, you may attach a roster or list of casual dates to this form.

Permanent Booking: Please tick the sessions you require for before and after school care in 2021. These bookings will continue until January 2022, unless advised otherwise. *(Changes to your bookings can be altered on the Thursday, by 6pm, the week before).*

We have supplied up to 4 weeks for families that follow a permanent roster rotation.

(WEEK 1)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

(WEEK 2)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

(WEEK 3)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

(WEEK 4)

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

By signing this form, I acknowledge that my bookings are now confirmed.

Parent/Guardian's signature: _____ **Date:** ___/___/___

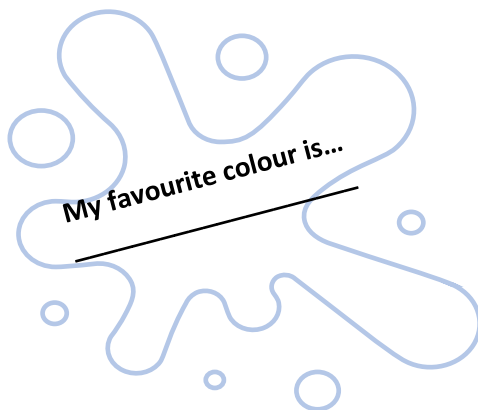
Please help us learn about your child before they arrive at our Centre so we can make their transition as fun as possible!



I sometimes need help with...

Something that bugs me:





My favourite colour is...

My favourite toy or game is...



My favourite TV show is:



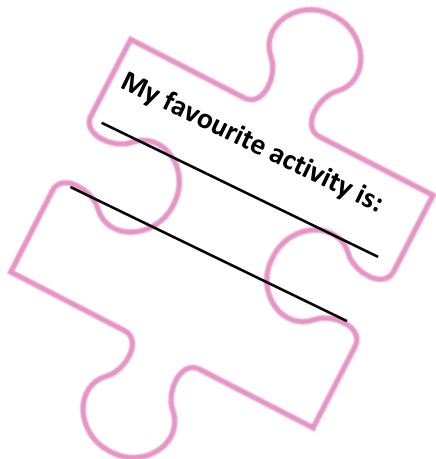
Sometimes I need to be reminded to:



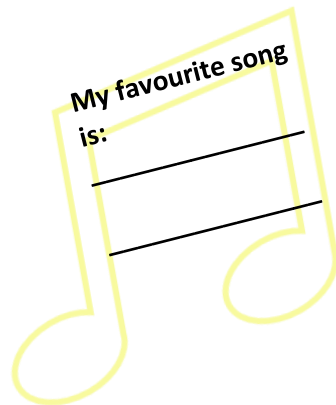
IT'S ALL ABOUT

ME

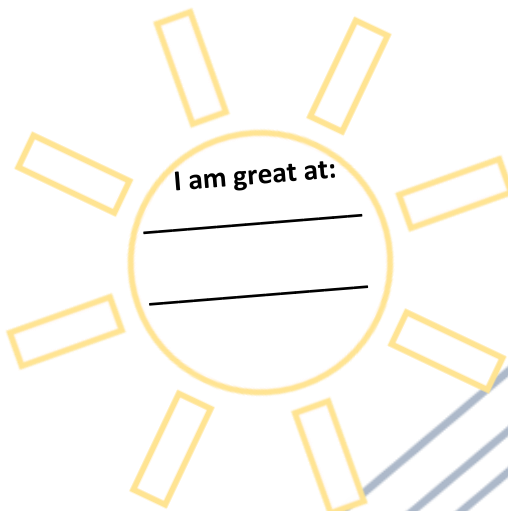
My favourite activity is:



My favourite song is:



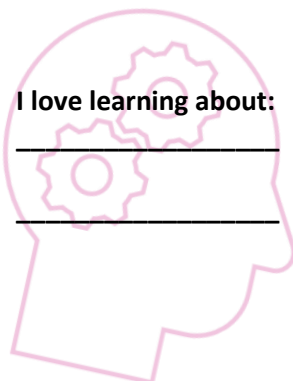
I am great at:



My favourite food is:



I love learning about:



My family calls me...

My brothers and sisters are...