



# Outside of School Hours Care (OSHC): Before & After School and Vacation Care Enrolment Form 2023

## Contact Information

Dubbo Neighbourhood Centre

Phone: 1800 319 551 OR 02 6883 2300

Web: [www.ccsd.org.au](http://www.ccsd.org.au) Email: [oosh@dnc.org.au](mailto:oosh@dnc.org.au)

<p>North Dubbo After School Care Dubbo North Public School Hall Fitzroy Street, Dubbo Mobile: 0448 304 227</p>	<p>South Dubbo After School and Vacation Care Dubbo South Public School Hall Fitzroy Street, Dubbo Mobile: 0448 303 364</p>
<p>East Dubbo After School Care Buninyong Public School Myall Street, Dubbo Mobile: 0448 298 938</p>	<p>West Dubbo After School and Vacation Care Dubbo West Public School Hall East Street, Dubbo Mobile: 0409 608 737</p>
<p>St Laurence's After School Care St Laurence's Primary School Hall Fitzroy Street, Dubbo Mobile: 0409 818 341</p>	<p>MAGS After School Care Macquarie Anglican Grammar School Currawong Road, Dubbo Mobile: 0490 550 512</p>
<p>Orana Heights Before &amp; After School Care Orana Heights Public School 1 Oak Street, Dubbo Mobile: 0411 039 265</p>	<p><b>Service mobile phones only operated during care service hours.</b></p> <p><b>Please call or email the office outside of these hours, and for bookings and absences.</b></p>

Dubbo Neighbourhood Centre Ltd. provides quality Before and After School Care and Vacation Care to families for children ages 5 years to 12 years who are Kindergarten to year 6 enrolled. All services are registered with NSW Department of Education. Outside School Hours Care is a safe, secure and stimulating environment for children that provides education and care through a variety of activities.



### FEES 2023

Fees are charged per session for each child attending the service, and the service can be used on a routine/permanent or casual basis.

Before School Care session fees			
Service	School Terms: Days / Hours	Routine Fee	Casual Fee
Orana Heights Before School Care	Monday to Friday: 6:00am-9:15am (3:15 hrs)	\$35.00	\$40.00
After School Care session fees			
Service	School Terms: Days / Hours	Routine Fee	Casual Fee
North Dubbo After School Care	Monday to Friday: 3:00pm-6:00pm (3:00 hrs)	\$30.00	\$35.00
South Dubbo After School Care	Monday to Friday: 3:00pm-6:00pm (3:00 hrs)	\$30.00	\$35.00
West After School Care	Monday to Friday: 3:00pm-6:00pm (3:00 hrs)	\$30.00	\$35.00
East Dubbo After School Care	Monday to Friday: 2:30pm-6:00pm (3:30 hrs)	\$30.00	\$35.00
St Laurence's After School Care	Monday to Friday: 2:30pm-6:00pm (3:30 hrs)	\$30.00	\$35.00
MAGS After School Care	Monday to Friday: 2:30pm-6:00pm (3:30 hrs)	\$30.00	\$35.00
Orana Heights After School Care	Monday to Friday: 3:00pm-6:00pm (3:00 hrs)	\$30.00	\$35.00
Vacation Care session fees			
Vacation care 7:30am – 6:00pm (10:30 hrs) <b>VC fees apply from Dec 2022</b>	\$70 per child/per day (Early Bird: bookings made with more than 14 day's notice) \$75 per child/per day (Vacation care daily rate: booked within 8-13 day's notice) \$80 per child/per day (Casual, late bookings - made within 7 days of care)		
Vacation care change of booking fee	Any changes to vacation care booking dates will incur a \$20 fee (per family) each time a booking change is requested.		
Additional Fees and Charges			
Enrolment fee (non-refundable)	This is an annual enrolment registration fee payable upon submission of the enrolment form:		
	Early bird enrolment fee: Enrol on or before 2/12/2022	Standard enrolment fee	
	\$25 for 1 child	\$35 for 1 child	
	\$30 for 2 children	\$40 for 2 children	
	\$40 for 3+ children	\$50 for 3+ children	
Casual care late notification of cancellation charge.	If you cancel a casual care booking with less than 24 hours' notice or fail to notify that your child will be absent, you will be charged the full session fee.		
Late collection/pick up fee (after 6pm)	\$15 per 15 minutes (minimum charge of \$15).		
Location fee / Failure to notify of absence fee (ASC only)	\$15 per occurrence if you fail to notify the service that your child will be absent and phone calls need to be made to locate your child.		
Debt recovery cost	Failure to pay fees on time may result in recovery costs including administration fees, debt recovery fees, solicitor fees and disbursements incurred by DNC being added to the overdue account.		
Drink bottle: \$12.00 Hat: \$15.00	If your child forgets to bring their water bottle or hat, one will be supplied and the cost will be added to your account.		
Resources fees are included in the daily fee and will not be charged in addition each term. Any excursion or special outings fees if applicable such as during vacation care will be advised in advance.			

Fees and charges above are before any eligible Child Care Subsidy (CCS) reductions.

Parents/carers may view statements through Xplor 24/7. See the OSHC Family Handbook for more details.

### Payments

Methods of payment include: Direct Debit (setup through Xplor), Direct Deposit, or Eftpos.

**Direct Deposit details:**  
 Account Name: Dubbo Neighbourhood Centre  
 BSB: 062 534  
 Account Number: 2800 2117

Please leave your child's full name and service attending as reference E.g. John Glen Smith, North ASC.

## Booking Enrolment Form / Complying Written Arrangement (CWA)

<b>Arrangement Type:</b> Please tick						
<input type="checkbox"/> CWA – Complying Written Arrangement (required for <b>Child Care Subsidy CCS</b> )	<input type="checkbox"/> RA Relevant Arrangement (No CCS subsidy - not applying / not eligible)	<input type="checkbox"/> OA Arrangement with an organisation/third party (No CCS)	<input type="checkbox"/> ACCS / PEA - Additional Child Care Subsidy (child wellbeing). Provider to apply - 'Provider Eligible Arrangement'			
Child Name (please write full name)		DOB		Care Arrangement Date Start (DD/MM/YY):    End (if applicable)		
1:						
2:						
3:						
4:						
<b>Care basis:</b> Tick all that apply						
<input type="checkbox"/> <b>Routine (permanent) Care and Casual Care</b>		<input type="checkbox"/> <b>Casual Care *</b>		<input type="checkbox"/> <b>Vacation Care **</b>		
* To make casual bookings use Xplor Home app or contact the office when care is required. ** Prior to each school holidays you will need to complete a separate Vacation Care bookings form.						
<b>After School Care: Routine Care booking.</b> Tick all days you require routine (permanent) care.						
Child name		Monday	Tuesday	Wednesday	Thursday	Friday
1:						
2:						
3:						
4:						
Please tick:		Weekly <input type="checkbox"/>		Fortnightly <input type="checkbox"/>		
<b>Select Centre (please tick):</b> If you require your child to go to different centres on different days – please clearly print the day of the week under the centre name.						
<input type="checkbox"/> North ASC	<input type="checkbox"/> East ASC	<input type="checkbox"/> South ASC	<input type="checkbox"/> West ASC	<input type="checkbox"/> St Laurence's ASC	<input type="checkbox"/> MAGS ASC	<input type="checkbox"/> Orana Heights ASC
<b>Orana Heights <u>Before</u> School Care: Routine Care booking.</b> Tick all days you require routine care.						
Child name		Monday	Tuesday	Wednesday	Thursday	Friday
1:						
2:						
3:						
4:						
Please tick:		Weekly <input type="checkbox"/>		Fortnightly <input type="checkbox"/>		
<b>Fees:</b>	Refer to the fee schedule on page 2 of this enrolment form for fees and session hours.					
<b>Carer's Name (CCS claimant)</b>			<b>Name of other party:</b>			
<b>Date signed:</b>			If applicable e.g one parent is the CCS claimant, but other parent signs below entering into the arrangement			
<b>Carer's Signature:</b>			<b>Other parties' Signature:</b>			

**Child Details:** All details must be completed in full for the enrolment to be processed.

**Child 1**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

CRN (for child care subsidy): \_\_\_\_\_ Sex: M  / F

School: \_\_\_\_\_ Year at school: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary carer:  Mother /  Father /  Carer

Is child in the care of the State: Yes  No

If Yes please read additional fees information pertaining to Additional Child Care Subsidy (ACCS)

Program: Primary enrolled in K-Yr6  Pre-kindergarten (MAGS only)

**Cultural Background and Language**

Does your child identify as: Aboriginal  Torres Strait Islander  Not Aboriginal or TS Islander

Primary Language at home: \_\_\_\_\_ Other Language/s: \_\_\_\_\_

Cultural Background and/or Religion (if applicable): \_\_\_\_\_

From a refugee or special humanitarian background Yes  No

**Does your child have a need for additional assistance in any of the following areas?**

- |  |   |
|--|---|
| <input type="checkbox"/> Learning & applying knowledge             | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Mobility                                  | <input type="checkbox"/> Speech   |
| <input type="checkbox"/> Hearing                                   | <input type="checkbox"/> Self-care  |
| <input type="checkbox"/> Interpersonal interactions & relationship | <input type="checkbox"/> Other including general tasks, community & social life etc |

**Please note details:**

**Has your child experienced trauma?** Yes  No

**Does your child experience any behavioural concerns or have a diagnosed behavioural condition that may require additional attention?** For example: ADHD, ODD, etc.

**Please note details:**

Potential triggers to escalated behaviour:

Identified strategies to assist de-escalation:

**Are there any court orders/custody arrangements regarding your Child/ren?** Yes  No

**If yes, please provide a copy of the court orders/custody arrangements.**

## **Child 1 Medical Details:**

Child's name: \_\_\_\_\_

### **1. Child's Immunisation Status:**

- Fully immunised** for their age (AIR Immunisation History Statement as words '**up to date**' recorded)
- Not** fully immunised for their age (AIR Immunisation History Statement as words '**not up to date**')
- Has a **medical reason** not to be vaccinated (details noted in the 'Notice/s' section of AIR Immunisation History Statement)
- Is on a **recognised catch-up schedule** if the child has fallen behind with their immunisations (AIR Immunisation History Form completed by GP/nurse and 'catch up' schedule initiated).

While students can still be enrolled if not fully immunisation, these children may be excluded from care if there is an outbreak of a vaccine-preventable disease OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school. Note: To be eligible for the Child Care Subsidy a child must meet immunisation requirements.

**2. Is your child on regular medication:** Yes  No

**3. Does your child require medication to be administered at our service?** Yes  No

**Note:** If yes, you will be provided with additional forms that will need to be completed prior to attendance.

**Please note details of medication:**

**4. Does your child have any Health Conditions and/or Disabilities?** Yes  No

**Please note details:**

**5. Does your child have Asthma?** Yes  No

**Note:** If yes a current asthma management plan and medication needs to be supplied. The medication must be in its original packaging with a chemist label. Medication must be kept on site and not taken home by families on a daily basis.

**Please note details:**

**6. Does your child have a diagnosed Food Intolerance?** Yes  No

**Please note details:**

**7. Does your child have an Allergy?** Yes  No

**Note:** If yes please provide a current allergy/anaphylaxis management plan. **Please note details:**

**Education and Care Services Regulations:** A child with diagnosed asthma and/or anaphylaxis, food allergy requires parents to provide the service with a Medical Management Plan in consultation with a doctor.

## **Additional Information**

Please place additional information below that will assist educators in caring for your child/ren.

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## Child 1 Authorisation and Approval (permission)

<b>Child Name:</b> _____	
<b>GP/Doctor Detail:</b> GP/Doctor Name: _____ Practice Name: _____ Phone: _____ Family Medicare No: _____	<b>Health Fund:</b> Private Health fund? Yes      No Name of health fund: _____ Member No: _____ Ambulance Cover: Yes      No

### 1. Permission to seek medical assistance in an emergency.

**Mandatory YES**

In the case of accident or other emergency resulting in the need for immediate medical attention, I hereby consent to any emergency medical treatment for my child deemed necessary by a qualified Medical Practitioner including Medical, Dental, Hospital and Ambulance Service and transportation of my child by Ambulance and understand that any costs incurred will be at my expense.

### 2. Permission to carry out appropriate first aid treatment in an emergency

**Mandatory YES**

That in the case of accident or other emergency resulting in the need for immediate medical attention, I hereby give permission for the service to carry out appropriate first aid treatments to my child/ren.

### 3. Permission for Transport.

**Mandatory YES**

3a. I hereby give permission for my child to be transported by an ambulance service in the event of an emergency.

3b. If my child requires regular transportation by the service, including to or from school, I agree to sign the attached *Transportation Authorisation (permission)*. This is required for regular transport at least once every 12 months.

3c. The service will seek separate authorisations from a parent/carer to transport my child on an excursion.

3d. I agree, in the event of an emergency requiring the evacuation of children from the service/school grounds, where parents/authorised persons are unable to collect children in time, the service will conduct a risk assessment immediately, and a transportation strategy will be implemented to transport my child/children to a nearby safe location.

### 4. Notification of arrival and departure of children at the centre.

**Mandatory YES**

I agree to have my child signed in and out at the centre on arrival and departure each day they attend.

### 5. Child Absence.

**Mandatory YES**

I agree to notify the Centre if my child is absent from the Centre prior to the session start time. Failure to inform the service of an absence will incur a \$15 location fee.

### 6. Permission for the application of sunscreen / insect repellent.

**YES  NO**

I hereby give permission for staff to apply sunscreen / insect repellent to my child as required.

If no. please provide an alternative. Please notify centre if child has allergies to sunscreen or insect repellent.

### 7. Permission for the application of band-aids or sticking plasters.

**YES  NO**

I give permission for staff to apply latex (e.g. band aids) to my child. If no, please provide an alternative. If permission is not provided (i.e. latex allergy). The parent/carer is requested to provide suitable product to be stored at the service.

### 8. Permission for photographs/videos to be taken:

**8a.** I hereby consent to my child being photographed/videoed while they are at the centre or on an excursion. Media may be used in Learning Story observations to provide visual documentation, and be shared with staff and families attending DNC services to see what children do during the day and to assist with program evaluations. I consent for photos of my child to appear in photo books displayed at the centre and if my child appears in a photo with other children, that photo may be shared electronically via xplor with the families of other children in the photo. I agree that I will not share or publish a photo provided by DNC, such as on social media, which contains images of other children.

**Opted-in for photos/videos (for learning stories) YES  NO**

**8b.** I consent for photos/videos of my child to be used as part of promotion and publicity for the centre, such as on the service website, service flyers, newsletters, advertisements and social media.

**YES  NO**

**8c.** I consent to my child's photo being taken and attached to my child's Xplor profile for service staff to view. **Mandatory YES**

<b>Signed:</b> _____	<b>Name printed</b> (parent/guardian): _____	<b>Date:</b> _____
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**Child Details:** All details must be completed in full for the enrolment to be processed.

**Child 2**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

CRN (for child care subsidy): \_\_\_\_\_ Sex: M  / F

School: \_\_\_\_\_ Year at school: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary carer:  Mother /  Father /  Carer

Is child in the care of the State: Yes  No

If Yes please read additional fees information pertaining to Additional Child Care Subsidy (ACCS)

Program: Primary enrolled in K-Yr6  Pre-kindergarten (MAGS only)

**Cultural Background and Language**

Does your child identify as: Aboriginal  Torres Strait Islander  Not Aboriginal or TS Islander

Primary Language at home: \_\_\_\_\_ Other Language/s: \_\_\_\_\_

Cultural Background and/or Religion (if applicable): \_\_\_\_\_

From a refugee or special humanitarian background Yes  No

**Does your child have a need for additional assistance in any of the following areas?**

- |  |   |
|--|---|
| <input type="checkbox"/> Learning & applying knowledge             | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Mobility                                  | <input type="checkbox"/> Speech   |
| <input type="checkbox"/> Hearing                                   | <input type="checkbox"/> Self-care  |
| <input type="checkbox"/> Interpersonal interactions & relationship | <input type="checkbox"/> Other including general tasks, community & social life etc |

**Please note details:**

**Has your child experienced trauma?** Yes  No

**Does your child experience any behavioural concerns or have a diagnosed behavioural condition that may require additional attention?** For example: ADHD, ODD, etc.

**Please note details:**

Potential triggers to escalated behaviour:

Identified strategies to assist de-escalation:

**Are there any court orders/custody arrangements regarding your Child/ren?** Yes  No

**If yes, please provide a copy of the court orders/custody arrangements.**

## **Child 2 Medical Details:**

Child's name: \_\_\_\_\_

### **1. Child's Immunisation Status:**

- Fully immunised** for their age (AIR Immunisation History Statement as words '**up to date**' recorded)
- Not** fully immunised for their age (AIR Immunisation History Statement as words '**not up to date**')
- Has a **medical reason** not to be vaccinated (details noted in the 'Notice/s' section of AIR Immunisation History Statement)
- Is on a **recognised catch-up schedule** if the child has fallen behind with their immunisations (AIR Immunisation History Form completed by GP/nurse and 'catch up' schedule initiated).

While students can still be enrolled if not fully immunisation, these children may be excluded from care if there is an outbreak of a vaccine-preventable disease OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school. Note: To be eligible for the Child Care Subsidy a child must meet immunisation requirements.

**2. Is your child on regular medication:** Yes  No

**3. Does your child require medication to be administered at our service?** Yes  No

**Note:** If yes, you will be provided with additional forms that will need to be completed prior to attendance.

**Please note details of medication:**

**4. Does your child have any Health Conditions and/or Disabilities?** Yes  No

**Please note details:**

**5. Does your child have Asthma?** Yes  No

**Note:** If yes a current asthma management plan and medication needs to be supplied. The medication must be in its original packaging with a chemist label. Medication must be kept on site and not taken home by families on a daily basis.

**Please note details:**

**6. Does your child have a diagnosed Food Intolerance?** Yes  No

**Please note details:**

**7. Does your child have an Allergy?** Yes  No

**Note:** If yes please provide a current allergy/anaphylaxis management plan. **Please note details:**

**Education and Care Services Regulations:** A child with diagnosed asthma and/or anaphylaxis, food allergy requires parents to provide the service with a Medical Management Plan in consultation with a doctor.

### **Additional Information**

Please place additional information below that will assist educators in caring for your child/ren.

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## Child 2 Authorisation and Approval (permission)

<b>Child Name:</b> _____	
<b>GP/Doctor Detail:</b> GP/Doctor Name: _____ Practice Name: _____ Phone: _____ Family Medicare No: _____	<b>Health Fund:</b> Private Health fund? Yes      No Name of health fund: _____ Member No: _____ Ambulance Cover: Yes      No

**1. Permission to seek medical assistance in an emergency.**

**Mandatory YES**

In the case of accident or other emergency resulting in the need for immediate medical attention, I hereby consent to any emergency medical treatment for my child deemed necessary by a qualified Medical Practitioner including Medical, Dental, Hospital and Ambulance Service and transportation of my child by Ambulance and understand that any costs incurred will be at my expense.

**2. Permission to carry out appropriate first aid treatment in an emergency**

**Mandatory YES**

That in the case of accident or other emergency resulting in the need for immediate medical attention, I hereby give permission for the service to carry out appropriate first aid treatments to my child/ren.

**3. Permission for Transport.**

**Mandatory YES**

3a. I hereby give permission for my child to be transported by an ambulance service in the event of an emergency.

3b. If my child requires regular transportation by the service, including to or from school, I agree to sign the attached *Transportation Authorisation (permission)*. This is required for regular transport at least once every 12 months.

3c. The service will seek separate authorisations from a parent/carer to transport my child on an excursion.

3d. I agree, in the event of an emergency requiring the evacuation of children from the service/school grounds, where parents/authorised persons are unable to collect children in time, the service will conduct a risk assessment immediately, and a transportation strategy will be implemented to transport my child/children to a nearby safe location.

**4. Notification of arrival and departure of children at the centre.**

**Mandatory YES**

I agree to have my child signed in and out at the centre on arrival and departure each day they attend.

**5. Child Absence.**

**Mandatory YES**

I agree to notify the Centre if my child is absent from the Centre prior to the session start time. Failure to inform the service of an absence will incur a \$15 location fee.

**6. Permission for the application of sunscreen / insect repellent.**

**YES  NO**

I hereby give permission for staff to apply sunscreen / insect repellent to my child as required.

If no, please provide an alternative. Please notify centre if child has allergies to sunscreen or insect repellent.

**7. Permission for the application of band-aids or sticking plasters.**

**YES  NO**

I give permission for staff to apply latex (e.g. band aids) to my child. If no, please provide an alternative. If permission is not provided (i.e. latex allergy). The parent/carer is requested to provide suitable product to be stored at the service.

**8. Permission for photographs/videos to be taken:**

**8a.** I hereby consent to my child being photographed/videoed while they are at the centre or on an excursion. Media may be used in Learning Story observations to provide visual documentation, and be shared with staff and families attending DNC services to see what children do during the day and to assist with program evaluations. I consent for photos of my child to appear in photo books displayed at the centre and if my child appears in a photo with other children, that photo may be shared electronically via xplor with the families of other children in the photo. I agree that I will not share or publish a photo provided by DNC, such as on social media, which contains images of other children.

**Opted-in for photos/videos (for learning stories) YES  NO**

**8b.** I consent for photos/videos of my child to be used as part of promotion and publicity for the centre, such as on the service website, service flyers, newsletters, advertisements and social media.

**YES  NO**

**8c.** I consent to my child's photo being taken and attached to my child's Xplor profile for service staff to view. **Mandatory YES**

<b>Signed:</b> _____	<b>Name printed (parent/guardian):</b> _____	<b>Date:</b> _____
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## Parent/Guardian Information

Parent/Guardian/Caseworker – (Primary Account Holder)

Parent/Guardian

<p><b>Full name:</b> _____</p> <p>Title (Mr, Mrs, Miss, Dr): _____</p> <p>Relationship to child: _____</p> <p>Centrelink CRN* _____</p> <p>DOB: _____</p> <p>Address: _____</p> <p>Suburb: _____ PC: _____</p> <p>Home Phone: _____</p> <p>Mobile: _____</p> <p>Email: _____</p> <p>Employer: _____</p> <p>Occupation: _____</p> <p>Work Phone: _____</p> <p>Employment: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Are you of Aboriginal? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>and/or Torres Strait Islander? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Full name:</b> _____</p> <p>Title (Mr, Mrs, Miss, Dr): _____</p> <p>Relationship to child: _____</p> <p>DOB: _____</p> <p>Address: _____</p> <p>Suburb: _____ PC: _____</p> <p>Home Phone: _____</p> <p>Mobile: _____</p> <p>Email: _____</p> <p>Employer: _____</p> <p>Occupation: _____</p> <p>Work Phone: _____</p> <p>Employment: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Are you of Aboriginal? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>and/or Torres Strait Islander? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**\*Child Care Subsidy (CCS)**

Will you be claiming CCS? Yes  No

If you are claiming the child care subsidy you will need to provide an individual Centrelink Customer Reference Number (CRN) E.g.123 456 789A for the primary guardian registered through Centrelink as well as each individual child (on the child details page).

Siblings attending another childcare Centre? Yes  No  If yes, how many: \_\_\_\_\_

**Additional Child Care Subsidy (ACCS):**

Would you like information on ACCS? Yes  No

## Emergency Contact (other than Parent/Guardian) – Authorised Nominees

In the event your child has had an accident, injury, trauma or illness or an emergency occurs at the service and parent/s cannot be reached or are unable to collect their child we require you to nominate **at least two people** who are authorised to be contacted in case of an emergency (**who are 18 years or over**) and/or are authorised to collect your child (**who are 16 years or over**). Each person should live no more than **30 minutes** from the Service and must provide identification when collecting the child.

Contacts	Contact 1 (> 18 yrs old)	Contact 2 (> 18 yrs old)	Contact 3 (> 16 yrs old)
Full Name			
Date of Birth			
Relationship to child			
Phone (Mobile)			
Phone (other)			
Email			
Authorised to Collect child (must be 16 years or more)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorised to give Medical consent (must be 18 years or more)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Excursion authorisation (must be 18 years or more)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transportation: Can authorise the service to transport the child or arrange transportation for the child.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Child's Interests

We use it as a guide to assist in developing our program with activities that have individual interest

**Child 1 Name:** \_\_\_\_\_

Things that make your child happy?	Tell us at least three thing you are good at doing?
What are your Favourite activities? Inside: Outside:	Would you like us to encourage your child to do their homework?
When you want time alone what do you like to Do?	What is your Favourite Toy/Game?
Any phobias or fears?	What is your favourite music/song?
If you went home after school what would you Do?	What is your favourite animal?
Do you play sport or have a weekend activity? If Yes, what is it?	Do you have a pet? If yes, what is it?

**Child 2 Name:** \_\_\_\_\_

Things that make your child happy?	Tell us at least three thing you are good at doing?
What are your Favourite activities? Inside: Outside:	Would you like us to encourage your child to do their homework?
When you want time alone what do you like to Do?	What is your Favourite Toy/Game?
Any phobias or fears?	What is your favourite music/song?
If you went home after school what would you Do?	What is your favourite animal?
Do you play sport or have a weekend activity? If Yes, what is it?	Do you have a pet? If yes, what is it?

## Programs

Each morning and afternoon there are programmed activities in which the children are encouraged to participate. These activities include art/craft, cooking and games. The program can be viewed on site at each centre. Vacation Care is based upon a program prepared specifically for each school holidays.

## Meals provided

- Breakfast (6.30am – 8.15am) for Before School Care.
- Afternoon Tea (from 3:30, time depending on service) for After School Care.
- There will be fresh fruit available for children each day.

The menu follows the Australian Dietary Guidelines, which can be viewed at each Centre.

Diagnosed Dietary requirements are catered for, e.g. Gluten Free.

During Vacation Care, it is the responsibility of the parent/caregiver to provide a nutritional morning tea, lunch and afternoon tea unless specified in the program.

## Child's Health and other records - checklist

Before submitting your OSHC Enrolment please check that you have **attached** any relevant documentation.

The below records (if relevant) must be provided to finalise your child's enrolment and before your child can attend care at the service. Please circle below, write document dates and attached relevant records to this enrolment.

Management Plans	Child 1	Child 2	Date document/ plan created	Date of Review	OFFICE USE ONLY Tick & write initials to confirm record sighted and attached to enrolment record. Reg. 162(g)
Asthma Plans	Yes / No / N/A	Yes / No / N/A			
Allergy Plans	Yes / No / N/A	Yes / No / N/A			
Medical Management plan	Yes / No / N/A	Yes / No / N/A			
Behavioural management plan	Yes / No / N/A	Yes / No / N/A			
Court Orders	Yes / No / N/A	Yes / No / N/A			
Any documents regarding additional needs or support from your child's specialist or GP	Yes / No / N/A	Yes / No / N/A			

If you have questions, please do not hesitate to contact us on 02 6883 2300 or [oosh@dnc.org.au](mailto:oosh@dnc.org.au)

## **Out of School Hours behaviour management procedure**

At Out of School Hours Care, all staff model and support children in positive behaviours in accordance to our behaviour management policy.

We expect children to:

- Abide by and respect all rules set out by the School and OSHC Service
- Speak politely and use appropriate language
- Never use swear words, rude words, signs or hurtful remarks
- Take care of our equipment
- Take care of other children and treat them as they wish to be treated
- Adhere to the centre rules (as displayed in each room)
- Treat staff with respect and kindness
- If you attend After School Care go directly to After School Centre or meeting spot from class dismissal

If children do not meet expectations the following may occur:

- The supervisor will talk with you regarding your child/children's behaviour
- If the child's behaviour continues, the supervisor will call the parent to collect the child.
- Parents will be asked to talk over any issues with children and list ways to improve. The centre may need to develop a behaviour management plan for your child.
- If poor behaviour continues and the above strategies have not worked, the issue will be taken to the management for consultation. Suspension or expulsion from the centre may be considered.

We \_\_\_\_\_ (Parent/Guardian Names) acknowledge that we have read the above behaviour management procedures for attending Out of School Hours Care.

We have discussed this procedure with (Child/ren's Name) \_\_\_\_\_ and he/she understand that there are consequences for unacceptable/inappropriate behaviour.

**Parent/Guardian Signature:**

**Date:**

### PAYMENT OF FEES

- Fees are to be paid within **14 days of being invoiced**. If invoices are not paid within 14 days, parents will be sent a letter requesting payment. Alternative arrangements for payment of outstanding debt can include a payment plan (where the child continues to attend) and an acceptable reduction of the debt is set up.
- If the debt is still **outstanding after 28 days** and the payment plan is not being adhered to the parent/carer is to be contacted and advised that the child/children are excluded from OSHC services until the full debt is recovered/or payment plan is in place.
- Any debt collection costs incurred recovering overdue fees are the responsibility of the parent/carer concerned.
- Note if the account is in one parent/carer/guardian's name only and we are unable to contact this person to receive payment, than the other parent/carer/guardian is also liable for the debt (the exception being if there is a court order/legal document declaring you are separate Entities).

### Additional Child Care Subsidy (ACCS)

- When a child is at risk of harm, abuse or neglect as defined in the Child Care Subsidy Minister's Rules 2017 and where the ACCS eligibility requirements are met, the child's primary carer may:
  - Receive a higher rate of subsidy
  - More hours of subsidised child care
- One or more individuals may be responsible for the child's care and liable to pay the child care fees. The payable fees will be assessed and processed per the written compliance arrangement through Centrelink.
- If a third party – such as the state, an employer or other organisation agrees to be responsible for the payment they are not deemed eligible for the subsidised child care rebate.

### COSTS OF DEBT RECOVERY

I, \_\_\_\_\_ (full name) agree that I, and the second parent/guardian if named in this enrolment, are liable for any recovery costs including administrative fees, debt recovery fees, solicitor fees and disbursements incurred by the Dubbo Neighbourhood Centre Ltd. as a result of my failure to pay the fees and charges for the service provided within the terms of payment specified in this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### DISCLAIMER/INFORMED CONSENT

I hereby acknowledge that:

- I have read and will comply with the centres policies and procedures, and conditions and policies contained in this Enrolment Form and Family Handbook, which forms part of this agreement (and which may be changed by notice from time to time by the Centre at its sole discretion).
- I will inform the centre immediately in writing if there are any changes to the information provided by me in this enrolment record.
- Subject to any applicable Australian Consumer Law, or any other applicable law which cannot be excluded I/we will indemnify the Centre its employees or any of its authorised person/s from any loss, damage, claim, cost or expense of any nature whatsoever incurred by my child/children, by me or any third party in connection with any act or omission by me and or us and or Other Person/s failing to comply with any Policies & Procedures and or due to the inaccuracy of the Information and or the Acts or omissions of the Other Person's.

### DECLARATION

I hereby declare, that to the best of my knowledge, the information provided in this enrolment form is true and accurate.

Primary Account Holder's Full Name (please print)			
Signed:		Date:	

**Please transfer the non-refundable Enrolment fee for this application to be processed. Refer to page 2**

## Transportation Authorisation (permission) – Orana Heights Before School Care

Education and Care Services National Regulations [NSW]

### 102D Authorisation for service to transport children

(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service and must state:

	<b>Service (tick relevant box):</b>	<input type="checkbox"/> Orana Heights Before School Care <input type="checkbox"/> Regular transport not applicable	
a)	<b>Child/s name (please write name):</b>		
b)	Reason the child is to be transported:	Transport from <b>Before School Care to School</b>	
c)	if the authorisation is for a <b>regular outing</b> , a description of when the child is to be taken on the regular outings:	<b>Regular transport:</b> Each day the child attends Before School Care, they will be transported to school to arrive before their school bell time. Bus run 1 will depart at approx. 8.10am with drop-off at schools before bell time (prior to 8.45am or prior to 9am depending on the school) Where more than 10 children are requiring transport a second Bus run will be scheduled.	
e)	a description of the proposed pick-up location and destination:	Pick-up/depart from:	<b>Orana Heights Public School</b>
		Destination ( <b>write in the name of School</b> ):	
f)	the means of transport:	Dubbo Neighbourhood Centre vehicle: <b>Make/Model:</b> _____ <b>Colour:</b> _____ <b>Rego:</b> _____	
g)	the period of time during which the child is to be transported:	Approximately 10 to 50 minutes depending which school they attend and the number of schools the mini bus is dropping to on the day.	
h)	the anticipated number of children likely to be transported:	Up to 10 children (per trip)	
i)	the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation:	Two staff members: - 1 Driver - 1 Educator	
j)	any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported:  <b>Tick the box for the age group of child:</b>	For vehicles designed to seat 12 or fewer adults, including the driver, the following legislation applies: - Children under 7 years travelling in vehicles must be restrained in suitable and approved child restraints or booster seats that are properly fitted to the vehicle and adjusted to fit the child's body correctly. Specifically, children who are: <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Between 4 years and 7 years must be restrained in forward-facing restraints or booster seats fastened by a lap sash seatbelt.</li> <li>- <input type="checkbox"/> Children older than 7 years old will wear the standard lap sash seatbelt (no booster seat required).</li> <li>- Note children under 4 years do not attend Before School Care, therefore will not be transported from BSC to school.</li> </ul>	
k)	Risk assessment:	A risk assessment has been prepared and is available at the service, or you may email <a href="mailto:oosh@dnc.org.au">oosh@dnc.org.au</a> to request a copy.	
l)	Policies and procedures:	Policies and procedures for transporting children are available at the service, or you may email <a href="mailto:oosh@dnc.org.au">oosh@dnc.org.au</a> to request a copy.	
(5)	If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.		
<b>Authorisation:</b> I hereby give permission for my child to be transported as described above.			
Name (parent/guardian):		Signature:	
Date:			