Out of School Hours Care Centre

Conditions of Enrolment

I, the undersigned Parent/Guardian, acknowledge that:

1. Centre Educators, committee and other authorised persons reserve the right to seek medical attention and/or ambulance or hospital assistance should the need arise. I agree to meet any associated medical expenses incurred.
2. I give permission for transportation of my child/ren by an ambulance service if in a serious incident and the child requires hospitalization. An Educator from the OOSH service will accompany that child/ren.
3. Centre Educators may administer First Aid to my child if required. This includes Phenergan (Antihistamine) and Claratyne (Hayfever Relief).
4. In the event that my child’s temperature rises above 37.7 degrees Celsius or they are unwell and neither parent can be contacted, Santa Sabina Educators may administer one dose of Panadol in accordance with the manufacturer’s instructions (If you prefer an alternative please state the brand and dosage you would like administered to your child).
5. My child’s foods and other allergy/intolerance status will be displayed in the Centre for the purpose of ensuring that all relevant Educators are aware of my child’s needs.
6. My child may view G and/or PG DVDs at the centre.
7. My child will be administered with sunscreen (with a minimum protected factor of SPF30+), as required (refer to centre policy & procedures) before outdoor play activities.
8. The Centre Director, committee and any other authorised persons reserve the right to immediately suspend my child if s/he continues to use disruptive or aggressive behaviour and puts other children and/or Educators/parents safety at risk. I accept if after the subsequent return to Santa Sabina OOSH, the behaviour re-occurs, my child will forfeit his/her place. (refer to centre policy & procedure)
9. The centre has no right to refuse natural parent’s access to their child, unless the centre has viewed a custody order or equivalent.
10. The Centre’s Educators have been cleared to work with children. All Educators, as mandatory reporters, are under obligation by law to report to the Family of Community Services (FOCS) any concerns of children at risk of harm.
11. Only an authorised person (listed on the enrolment form) may collect and sign children in and out of the centre if my child is NOT attending on a scheduled day.
12. If I am unable to collect my child from the centre before the centre closes at 6.00pm, a late fee of $1.00 per minute will be added to my account. If my child has not been collected within ½ hr of the centre closing and parents have made no contact with the centre, Educators have the right to take the child to the closest police station.
13. I agree to notify the service if my child is absent on a day that they are booked in.
14. **NOTE:** If your child is absent from the service a medical certificate must be provided to explain absences. The service needs to record the number of allowable and approved absences your child is entitled under Child Care Benefit legislation.
15. The Santa Sabina OOSH Management Committee and employees will not accept responsibility for the loss or damage of personal effects or possessions of my child whilst at the centre or on an excursion.

16. Fees must be paid promptly at all times (Please see the Director if you are experiencing financial difficulties).

17. I understand that if my child or I have a problem with a child who is at the centre, I must speak to the Director who will address the situation. I will be informed of the outcome.

18. I understand that offensive language and/or gestures are not to be used in front of children or on school grounds.

19. Enrolment information I may supply is confidential. Any changes to information I have given during enrolment are to be notified to the Centre.

20. The information I have given is true and correct; I understand that any false and/or misleading information will result in my child’s place being terminated.

21. I understand that it is in my child’s best interest to notify the Centre Educators of anything that may affect my child’s behaviour for example the death of a family member or divorce.

22. My child may have their photo taken, or be filmed, whilst he/she is a member of Santa Sabina OOSH and the image may be shown in various forms of SS Community media.

   **NOTE:** There are a number of reasons the service takes photographs/videos of the children, including:
   - Providing visual documentation for families to see what their child does throughout the day
   - To assist with evaluations of the program
   - To use as part of promotion and publicity for the service

23. TAFE, University or High School Students may work with the Centre to observe and interact with the children at Santa Sabina OOSH.

24. The Centre and grounds is a non-smoking and allergy aware environment.

25. I understand that the centre has an anti-bias policy and all persons will be treated with respect regardless of their ages, gender, race, culture or religious beliefs.

26. I understand that it is my responsibility to view and follow Santa Sabina OOSH’s Rules, Philosophy, Policies & Procedures Manual located on the sign in desk at the Centre at anytime to ensure I understand all centre policies.

27. I understand it is an expectation of Santa Sabina OOSH that I acknowledge Educators upon arrival and departure and have my child signed in and out on the appropriate documentation on arrival and departure each day they attend the service.

28. My Child’s Personal Development summaries will be kept on the premises at OOSH at all times.

29. As an authorised parent/guardian, I give authorisation for any Santa Sabina Educator/Staff member to take my child/ren outside the OOSH education and care service premises.

30. The information provided in this enrolment record is to the best of my knowledge correct.

31. I will inform the service immediately in writing or email if there are any changes to the information provided by me in this enrolment record.

32. Families are required to inform the Director or Administrator about any changes to their child’s medical status so they can be adjusted in centre records and shared amongst educators.

33. I am totally responsible for the suitability and actions of any person/persons whom I authorise to visit, deliver, and or collect my child/children to/from the service or any other place (Other Person/s)

The Enrolment form and non-refundable annual family membership fee of $30 is attached.

Print Name: ___________________________ Signature: ___________________________

(Parent/Guardian)