Before & After School Care Enrolment Information 2022

Bookings for Families with Shared Access.

Parents with children attending alternative weeks due to shared access arrangements will be required to complete separate enrolment forms. Please contact the OSHC Coordinator for further information.

Casual Before & After School Care Bookings

Families will be informed at the beginning of the year if the program has availability to accept casual Before & After School Care bookings.

After School Care Cancellations

The program must be informed of After School Care cancellations by 9.00am on the day care is required. Families who fail to contact the program late on the day care is required will be charged at the full After School Care rate.
** *Please Note:* Child Care Subsidy Allowable Absence does apply to cancellations for eligible families.

The following fees apply to After School Care Cancellations

After School Care Cancellation	Fee
Failure to cancel an After School Care Booking & the program needs to contact parents.	Full Fee $22.00 Plus $9.00 Late Cancelation Fee
Cancellation after 9.00am on the day care is required.	Full Fee $22.00 With subsidy reductions for eligible families
Cancellation before 9.00am on the day care is required.	No Charge
Cancellation on the day care is required, due to the child being sent home from school sick	No Charge If the program is informed before 3.00pm.

Child Care Subsidy

If your child is attending the program for the first time or you have recently applied for the Child Care Subsidy Scheme.

Please provide the name of the parent registered with Centrelink to receive Child Care Subsidy and the child's & parent Customer Reference Number on the Out of School Hours Enrolment Form.

To activate your Child Care Subsidy with Centrelink for the Out of School Hours Program you will receive notification from the Out of School Hours Care Program to update your Child Care Subsidy information on the myGov app or web site.

For more information, contact the OSHC Program or call Centrelink. (Phone 136150)

Parent Handbook

Families will receive an information booklet at the beginning of the school year.

Enrolment for New Students

An Immunisation Certificate must be included with the enrolment form.
Enrolment Forms must be submitted to the school office by Friday 3rd December 2021

For further information please contact the Out of School Hours Coordinator April Kopitz on 03 9578 5826.

Before & After School Care Enrolment Information 2022

Ormond PRIMARY SCHOOL

Permanent Before & After School Care Bookings

Please read the booking and cancellation information before you indicate on the enrolment form the number of days you would like your child to attend the program.
Please attach a copy of your child's immunisation form when you submit your enrolment form.

Program Hours

Before School Care	7.30am to 8.45am
After School Care	3.30pm to 6.00pm
School Holiday Program & Curriculum Days	8.00am to 6.00pm

Out of School Hours Fees

Before School Care	$18.00 per session
After School Care	$22.00 per session
School Holiday Program & Curriculum Days	$65.00 per day
Family Registration Fee	$20.00 per year

Before School Care

Children requiring breakfast must arrive at Before School Care before 8.10am to order breakfast.

Before School Care Cancellations

The program must be informed of Before School Care Cancellations by 6.00pm the night before care is required. Families who fail to cancel the night before or on the morning the care is required will be charged the full Before School Care fee.
***** Please Note: Child Care Subsidy Allowable Absence does apply to cancellations. See information Before & After School Care Cancelations.***

The following fees apply to Before School Care cancellations.

Before School Care Cancellation	Fee
Failure to cancel the Before School Care Booking.	Full Fee $18.00 Allowable Absence Subsidy Reduction
Cancellation after 6.00pm the night before care is required or before 7.30am on the day care is required.	Half Fee $9.00
Cancellation on the morning care is required, due to the child being absent from school	No Charge if the program is notified before 8.00am on the day, or the night before.
Cancellation the day before care is required.	No Charge if the program is notified before 6.00pm on the day before care is required.

Text Message 24/7

For your convenience you can text your booking or cancellation message at any time. Please state your child's full name and the session date you wish to cancel to 0439 111 026.

Foundation Children

In the first term Foundation children attending the After School Care program will be collected from their classroom and taken to the After School Care Program. Alternately Foundation children attending Before School Care will be escorted to class in the morning.

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2022

Family Name: _____

Childs Details

Child's Full Name: _____

Preferred Name: *(if applicable)* _____

DOB: ____/____/____ Year Level in 2020:_____ Gender: M ☐ F ☐

Child's Country of Birth:_____

Does this child have a developmental delay or disability including intellectual, sensory or physical impairment? (Please tick)

Yes ☐ No ☐ *If YES - Please provide further information in the child health section on page 3.*

Parent/Guardian Details

Mother

Name: _____

Home Address: _____

Mothers Phone No: H _____ W _____ M _____

Mothers Country of Birth: _____ Language Spoken at Home: _____

Mothers Work Details: Full time ☐ Part time ☐ Study ☐ Home Duties ☐ Other ☐

Does this child live with their mother? (Please tick) Yes ☐ No ☐

Father

Name: _____

Home Address: _____

Fathers Phone No: H_____ W _____ M _____

Fathers Country of Birth: _____ Language Spoken at Home: _____

Fathers Work Details: Full time ☐ Part time ☐ Study ☐ Home Duties ☐ Other ☐

Does this child live with their father? (Please tick) Yes ☐ No ☐

Guardians – *(Only if Applicable)*

Full Name: _____

Home Address: _____

Guardians Phone No: H_____ W _____ M _____

Guardians Country of Birth: _____ Language Spoken at Home: _____

Guardians Work Details: Full time ☐ Part time ☐ Study ☐ Home Duties ☐ Other ☐

Does this child live with the Guardian? (Please tick) Yes ☐ No ☐

Custody Arrangements

Child resides with: (Please Circle)

Both Parents Shared Access Mother Only Father Only

Parents with shared access may be required to complete another enrolment form if parent wish to pay fees on separate accounts. Please inform the Coordinator of your shared child care requirements.

Details of Custody Arrangements: Is there any Court Orders or Parenting Plans relating to the duties, responsibilities or authorities of any person in relation to the child or access of the child?

Yes ☐ No ☐

Is there orders relating to the child's residence or contact, (access) with a parent or other persons?

Yes ☐ No ☐

Please provide legal documentation. (Court orders)

_____

_____

_____

Lawful Authority

Please provide two emergency contacts the service can call when the parents or guardian cannot be contacted. *(Please read and sign the Lawful Authority).*

I _____*(Please Print Full Name)* Give my consent for the listed emergency contacts in my absence: to consent to medical treatment of my child, permit the administration of medication and collect my child from the service.

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2022

Emergency Contacts

1) Name: _____ Relationship to Child: _____

Home Address: _____

Contacts Phone No: H _____ W _____ M _____

2) Name: _____ Relationship to Child: _____

Home Address: _____

Contacts Phone No: H _____ W _____ M _____

Authorisation & Declaration 2020

I _____ (Please Print Full Name)

A person with parental responsibility of the child referred to in this enrolment form (Reg. 161): Authorise the Approved Provider, Nominated Supervisor, or an educator of in the case of Out of School Hours educator to seek

- medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
- transportation of the child by an ambulance service; and
- if relevant, an authorisation given under regulation 102 for the Education and Care Service to take the child on regular outings.
- agree that I am responsible for any expenses incurred during a medical emergency in relation to the child;
- agree to collect or make arrangements for the collection of the child if he or she becomes unwell
- understand that in an emergency situation or where evacuation is necessary that the child may need to leave the Education and Care Service under the direction and supervision of the approved provider, nominated supervisor or educator;
- have read & understood the Education and Care Service's policies including the 'Payment of Fees';

I declare that the information in this enrolment form is true and correct and undertake to immediately inform the Education and Care Service in the event of any change to this information.

Signature of the person with parental responsibility _____

Authorise Collection of Children

In addition to the child's parents who is authorised to collect the child from the service. Please inform the program when an authorised person is collecting your child from the service.

If you require someone not listed on this form to collect your child, please inform the Coordinator in writing.

1) Name: _____ Relationship to Child: _____

Home Address: _____

Contacts Phone No: H _____ W _____ M _____

2) Name: _____ Relationship to Child: _____

Home Address: _____

Contacts Phone No: H _____ W _____ M _____

3) Name: _____ Relationship to Child: _____

Home Address: _____

Contacts Phone No: H _____ W _____ M _____

Medical Details

Family Doctor: _____ Phone: _____

Address: _____

Medicare Number: _____ Ambulance Membership Number: _____

Child Immunisation Certificate

Does your child have an immunisation certificate? (please tick) Yes ☐ No ☐

If YES: Please provide the service with a copy of the child's immunisation certificate with this enrolment form (New Children Only)

If NO: If your child does not have an immunisation certificate you will be required to present a letter of exemption from a doctor.

Child Health Information

Does your child have any special needs or additional care requirements? (Please tick)

Yes ☐ No ☐

If YES - please provide details and any management procedure to be followed with respect to the child's additional needs.

_____

_____

_____

Asthma Information

Please provide details of your child's asthma symptoms:

Have you provided an asthma plan to the school? Yes ☐ No ☐

My child will have asthma medication in their bag when in attendance at the program: *(please tick)*

Yes ☐ No ☐

Name of Medication	Method (e.g. puffer & spacer, tubuhaler)	When & how much?

Dietary Requirements

Does the child have any dietary restrictions? (Please tick)

Yes ☐ No ☐ *If YES - Please provide details.*

_____

_____

_____

_____

Anaphylaxis

Has your child been diagnosed at risk of anaphylaxis? (Please tick) Yes ☐ No ☐

Does your child have an auto injection device e.g. EpiPen/Anapen? (Please tick) Yes ☐ No ☐

Has an anaphylaxis medical management plan been completed in consultation with a doctor?
(Please tick) Yes ☐ No ☐

Have you provide the school with a copy of the anaphylaxis management plan?
(Please tick) Yes ☐ No ☐

You are required to provide the school and the service with an individual medical management plan for your child signed by the medical practitioner who is treating your child. This should be attached to your child's enrolment form. More information is available at www.education.vic.gov.au/anaphylaxis

Allergies

Does your child have any allergies or sensitivity? *If YES - please provide details of any allergies and any management procedure to be followed with respect to the allergy.*

(Please tick) Yes ☐ No ☐

_____

_____

_____

_____

_____

Does your child have any other medical conditions? (E.g. asthma, epilepsy, diabetes etc., relevant to the care of your child? *If YES - please provide details of any medical condition and any management procedure to be followed with respect to the medical condition.*

(Please tick) Yes ☐ No ☐

_____

_____

_____

_____

_____

Please note: if your child has a medical condition, allergy, asthma or dietary requirements you will need to complete additional forms regarding your child's allergy or medical condition. We may contact you for further information regarding your child's health condition prior to your enrolment conformation.

Child's Interests

Art & Craft ☐ Drawing ☐ Board Games ☐ Dramatic Play ☐ Construction Toys ☐
Drama ☐ Music ☐ Structured Games ☐ Reading ☐ Cooking ☐

Other activities your child enjoys:

_____

_____

_____

Additional Information Regarding your Child

Parents please provide additional information regarding your child's interests or other information that may assist the program to accommodate your child.

_____

_____

_____

Before & After School Care Bookings

Please read attached booking information before completing this section.

BEFORE School Care (7.30am – 8.45am)

Commencement Date: _____

(Please tick appropriate box)

Permanent Daily Basis ☐ Permanent Days Circled ☐

(Please nominate days)

Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐

AFTER School Care (3.30pm – 6.00pm)

Commencement Date: _____

(Please tick appropriate box)

Permanent Daily Basis ☐ Permanent Days Circled ☐

(Please nominate days)

Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐

Child Care Subsidy

****For new children attending the service****

If you have received Child Care Subsidy, at your child's Day Care Centre, in last 10 weeks prior to submitting your Out of School Hours Enrolment Form. Your Child Care Subsidy will be transferred directly to the Out of School Hour Program when we enrol your child on our fee system. When you receive the Out of School Hours enrolment confirmation you will be required to update and verify your enrolment with our service on your MyGov account.

If you wish to apply for Child Care Subsidy a step by step guide is available on this web site.
https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim

Please provide the following details if you are currently eligible for Child Care Subsidy

Name of parent, who is registered with Centrelink to receive the Child Care Subsidy?

Parent Name:_____

DOB: ____/____/____ Customer Reference Number:_____

Child's Name:_____

DOB: ____/____/____ Customer Reference Number:_____

Before & After School Fee Agreement

To ensure the Before & After School Program is financially viable families are required to *pay fees fortnightly* at the service *or the school office*. **No bank transfer payments are accepted**.

Please complete the following fee agreement
Name and address of person responsible for Before & After School Fees.

Name: _____

Email Address: _____

Home Address: _____

I _____ (please print full name), hereby agree to pay my Before & After School Care fees ***fortnightly***.

I understand that all outstanding fees must be paid for the first half of the term before my child/ren can return to the program in the second half of the term and all fees must be paid at the end of each term before children can attend the following term.

Parent's Name: _____ Parents Signature: _____

Declaration

Parents please read and initial each individual declaration statement

a) I/We have read the cancellation and booking procedures and agree to abide by the requirements and late penalties.

b) I/We understand it is my/our responsibility to inform the program if my/our child is not attending the program for a regular session booking.

c) I/We understand I must give the service one weeks' notice if I no longer require my child's Before & After School Care permanent booking.

d) I/We realise the program must be informed if my child is being collected by another person.

e) I/We agree to abide by the terms of the fee payment scheme and understand all outstanding before & After School Care Fees must be paid at the end of each term, before my child can return to the program the following term.

f) I/We realise that is my/our responsibility to inform the program if my child/ren contracts any illness, which could be detrimental to the health of others at the program.

g) I/We agree to collect or make arrangements for the collection of the child referred to in this enrolment form if she/he becomes unwell at the service.

h) I/We consent to the Coordinator or the person in charge to administer medication in emergency.

i) I/We authorise the person in charge, in the event of any illness or accident to obtain on my/our behalf any such medical assistance as my/our child may require and agree to meet any expenses.

Parent Names: _____

Parent Signatures: _____

_____

Confidentiality of Enrolment Records:

The approved provider Ormond Primary Out of School Hours Program will ensure the information in this child's enrolment record will be not divulged or communicated directly to another person other than prescribed other than prescribed under regulation 181 and 182 of the Education and Care Services Children's Services Regulations 2017.

This includes, to the extent necessary for the education and care of the child or medical treatment of the child; or where expressly authorised, permitted or required to be given by or under any act or Law; or with written consent of the person who provided the information.

Ormond Primary School Out of Hours Program - Dietary Condition 2022

Child's Name ..... D.O.B .....

Date Revised ___ /___ /___

Dietary Condition (Please tick)

- ☐ Celiac
- ☐ Fructose Intolerant
- ☐ No Dairy
- ☐ No Pork Products
- ☐ Vegetarian
- ☐ Food Allergy (Please Specify) _____
- ☐ Other (Please Specify) _____

Foods NOT to be consumed (General)

- ☐ No Dairy
- ☐ No Fructose
- ☐ No Wheat
- ☐ No Meat Products (Vegetarian)
- ☐ No Nuts
- ☐ No Pork
- ☐ Other (Please Specify) _____

2022 Ormond Primary School Out of School Hours Care Individual Diet

Child's Name _____ Date revised: __/__/__

Please circle or highlight foods your child CAN consume at the program.

***Please note**: These are the foods that are regularly served at the before and after care program. This does not include food used in cooking sessions or at the end of term party.*

Fruit & Vegetables
Apples
Oranges
Banana
Watermelon
Pears
Tomatoes
Carrots
Cucumber
Grapes
Strawberries
Rock Melon
Kiwi fruit
Honey dew
Pineapple
Rockmelon
Beans
Capsicum
Snow Peas
Dried fruit (i.e Sultanas)
Onion
Other .....

Breads
Pita
French stick
Multigrain bread
White bread

Cereals
Wheat bix
Vita Bix
Uncle Toby's Quick oats
Creamy Honey
Be Natural Pink Apple Cereal

Biscuits
Savoy
Sao
Country cheese
Cheds
Cruskits
Water biscuits
Rice Crackers plain,
Rice Cracker flavoured

Spreads
Margarine
Nuttelex
Cheese Spread
Vegemite
Strawberry Jam
Honey

Drinks
Milo
Milk
Soy Good
Bonsoy
Orange Juice

Dips
Hommus
Tzatziki
French onion
Spring onion
Cheese and chive
Other.....
.....

Cheese
Tasty Cheese
Feta Cheese

Other foods please specify
.....
.....
.....
.....

CHILD CARE SAFETY NET

The Package includes a Safety Net to give the most vulnerable and disadvantaged children, as well as those from regional and remote communities, a strong start through access to quality early learning and child care.

ADDITIONAL CHILD CARE SUBSIDY

Included in the Child Care Safety Net is an Additional Child Care Subsidy. If you meet the eligibility requirements of the Child Care Subsidy, you may be able to get extra help with the cost of approved child care if you are a:

- family that requires practical help to support your child's safety and wellbeing
- grandparent who is a primary carer
- family experiencing temporary financial hardship
- family transitioning from income support to work.

For more information visit:
servicesaustralia.gov.au/individuals/services/centrelink/additional-child-care-subsidy

SES20-0237 | June 2020

HOW TO APPLY

You can apply for the Child Care Subsidy by using your Centrelink online account through myGov, or the Express Plus Centrelink app.

You will be asked to provide:

- your combined family income estimate for the 2019-2020 financial year
- the hours of recognised activity including work, training, study and volunteering
- the type of child care your family uses.

PAYMENT AND SERVICE FINDER

To estimate how much Child Care Subsidy you may get, use the Centrelink Payment and Service Finder. Visit: servicesaustralia.gov.au and search 'Centrelink Payment and Service Finder'.

NEED HELP FINDING SUITABLE CHILD CARE?

The Child Care Finder is a simple way for you to find a service that suits your needs. It will tell you about services near you, their vacancies, fees, opening hours and National Quality Framework ratings. Visit: childcarefinder.gov.au

Australian Government
Department of Education, Skills and Employment

Child Care Package

More support for more families

WHAT IS THE CHILD CARE PACKAGE?

The Package is helping parents and carers who want to work or who want to work more, while making early childhood education and care more affordable and accessible. The Package includes the Child Care Subsidy, which is generally paid directly to approved child care providers to reduce the fees you pay.

ANNUAL SUBSIDY CAP

Families earning $188,163^ or less do not have an annual cap on their subsidy.

Families earning over $188,163^ and under $352,453^ have an annual cap on their subsidy of $10,373^ per child, per year.

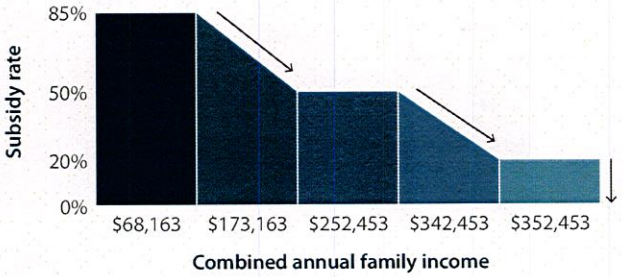
^ These amounts are correct for 2019/20 and will be subject to adjustment through indexation in subsequent years.

HOW DOES IT WORK?

There are three things that will determine a family's level of Child Care Subsidy.

1 Combined family income

A family's annual adjustable taxable income will determine the percentage of subsidy they are eligible for.



2 Activity test

The number of hours of subsidised care families can access is determined by an activity test. The higher the level of activity, the more hours of subsided care families can access, up to a maximum of 100 hours per fortnight.

Recognised activities

- paid work - including leave, such as parental leave
- self-employment
- studying and training
- unpaid work in a family business
- looking for work
- volunteering.

There are exemptions to the activity test for families who legitimately cannot meet the activity requirements, and exemptions to support children's participation in centre based day care preschool programs.

Preschool exemption

Families who do not meet and are not otherwise exempt from the Child Care Subsidy activity test are entitled to 36 hours of subsidised care per fortnight to support their preschool-aged child to attend a preschool program at a centre based day care service.

For more information on the preschool exemption visit: **education.gov.au** and search 'preschool exemption'.

Hours of activity

The parent or carer with the lowest hours of activity per fortnight will determine the hours of subsidised care. The hours are per child.

Hours of activity*	Hours of subsidy*
For families earning up to $68,163^	
Less than 8 hours	24 hours
For families earning up to $352,453^	
8 hours to 16 hours	36 hours
More than 16 hours to 48 hours	72 hours
More than 48 hours	100 hours

*per fortnight

Families whose hours of paid work vary from one fortnight to the next (such as casual workers) can estimate their fortnightly hours of work based on a three-month period.

3 The type of early childhood education and care service

The maximum hourly rate that will be subsidised is based on the type of child care service families use:

- Centre based day care - $11.98^ per hour
- Family day care - $11.10^ per hour
- Outside school hours care - $10.48^ per hour
- In Home Care - $32.58^ per hour (per family).

For more information visit:
servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy