

Ormond Primary School - Out of School Hours Care



Ormond Primary School manages its own Out of School Hours Program. The service provides a Before and School After School Care Program, accommodating 90 children a Vacation Care Program accommodating 60 children on centre based days and a maximum of 45 children on excursion days.

The Before and After School Care Program operates every day during the school term and the Holiday Program is open for 10 days during the April, June and September holidays. A maximum of 15 day is offered during the last three weeks of January.

The Out of School Hours Program provides quality childcare for Ormond Primary School Students. We facilitate recreational and play opportunities that nurtures children's interests and develops socialisation skills at all age levels.

Before School Care Hours 7.30am to 8.45am

Cost: \$15.00 per child per session

Breakfast is provided from 7.30am to 8.10 am, at Before School Care.

During the first term Foundation children are escorted to the classroom.

After School Care Hours 3.30pm to 6.00pm

Cost: \$19.00 per child per session

Foundation children are collected from the classroom and escorted to the After School Care Program during term one & two. A nutritional snack is provided during the After School Care Session.

January School Holiday Program - Monday 11th January to Wednesday 27th January 2021

Hours: 8.00am to 6.00pm

Daily fee: \$60.00 per child

Foundation children and new students are welcome to attend the January school holiday program.

For Holiday Program Bookings' please present the School Holiday Program Booking Form and a completed 2021 Out of School Hours Care enrolment form to the school office by Wednesday 9th December 2020.

Enrolment

Enrolment forms must include children's details, both parent/carer home and work details, additional emergency contact, authorisation regarding collection of children from the program. If your child will be attending Before & After School Care in 2021, please ensure you complete the Before & After School Care booking section on the enrolment form.

Over a Century of Educating for the Future....

Wheatley Road, Ormond – P.O. Box 465 Bentleigh 3204 – Telephone: (03) 9578 1327 – Facsimile: (03) 9578 4540
Email: ormond.ps@edumail.vic.gov.au

Ormond Primary School - Out of School Hours Care



All new enrolments must include a copy of your child's Immunisation Certificate. If your child has special dietary requirements, an allergy e.g. (asthma, anaphylaxis) or a medical condition you may be required to complete additional information and provide further documentation regarding your child's health. Enrolment forms must be returned to the School office with the child's Immunisation Certificate attached by Wednesday 9th December. Parents will be informed by text or email of their child's Before & After School Placement for 2021 by Friday 27th December.

Child Care Subsidy

To Claim Child Care Subsidy please ensure you complete the Child Care Subsidy section on the enrolment form.

If you have received Child Care Subsidy, at your child's Day Care Centre, in last 12 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 and you will be contacted to via text or email to confirm your child's Out of School Hours enrolment on the MyGov website.

If you have not applied for Child Care Subsidy prior to your child's school enrolment please follow the procedure on the Child Care Subsidy pamphlet provided.

For further information please contact the Out of School Hours Coordinator:

April Kopitz
Program Coordinator
Ph: 03 9578 5826

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM ENROLMENT FORM 2021

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.

Out of School Hours Care Program - Operating Times

Before School Care	7.30am to 8.45am
After School Care	3.30pm to 6.00pm
School Holiday Program & Pupil Free Day Care	8.00am to 6.00pm

Out of School Hours Care - Fees

Before School Care	\$15.00 per session
After School Care	\$19.00 per session
School Holiday Program & Pupil Free Day Care	\$60.00 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 rate.

Please Note: Child Care Benefit & Child Care Rebate does not apply to cancellations fees.

Before School Care Cancellations

The following fees apply to Before School Care cancellations.

Before School Care Cancellation	Fee
Failure to cancel the Before School Care Booking. With subsidy reductions for eligible families	Full Fee \$15.00
Cancellation after 6.00pm the night before care is required.	Half Fee \$7.50
Cancellation on the morning care is required, due to the child being absent from school on that day due to illness.	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.

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.

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.

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM ENROLMENT FORM 2021

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 Benefit does not apply to cancellations fees.

After School Care Cancellations

The following fees apply to After School Care cancellations.

After School Care Cancellation	Fee
Failure to cancel an After School Care Booking Or cancel after 9.00am on the day. With subsidy reductions for eligible families.	Full Fee \$19.00
Cancellation before 9.00am on the day care is required.	No Charge if the program is notified before 9.00am on the day care is required
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 **Tuesday 8th December 2021.**

For Further Information please contact the Out of School Hours Program on 03 9578 5826.

Regards,
April Kopitz
OSHC Coordinator

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

Family Name: _____

Childs Details

Child's Full Name: _____ Child Usually Called: _____

DOB: _____ / _____ / _____ Grade Level in 2021: _____ Gender: M F

Child's Address: _____

Child's Country of Birth: _____ Language Spoken at Home: _____

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

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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 2021

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 2021

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 _____

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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.

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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.*

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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.

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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 12 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 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 Care 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. **Bank transfer payments are not 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: _____

ORMOND PRIMARY SCHOOL OUT OF SCHOOL HOURS PROGRAM
ENROLMENT FORM 2021

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 it 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: _____

Date: _____

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.

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) _____

2021 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

Spreads

- Margarine
- Nuttelex
- Cheese Spread
- Vegemite
- Strawberry Jam
- Honey

Dips

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

Drinks

- Milo
- Milk
- Soy Good
- Bonsoy
- Orange Juice

Cheese

- Tasty Cheese
- Feta Cheese

Other foods please specify

-
-
-
-

- Savo
- Country cheese
- Cheds
- Cruskits
- Water biscuits
- Rice Crackers plain,
- Rice Cracker flavoured

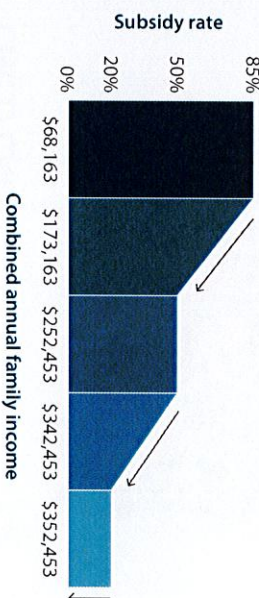


HOW DOES IT WORK?

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 subsidised 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 ^A	24 hours
Less than 8 hours	24 hours
For families earning up to \$352,453 ^A	
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 - \$11,984^A per hour
- Family day care - \$11,104^A per hour
- Outside school hours care - \$10,484^A per hour
- In Home Care - \$32,584^A per hour (per family).

For more information visit:

servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy

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^A or less do not have an annual cap on their subsidy.
- Families earning over \$188,163^A and under \$352,453^A have an annual cap on their subsidy of \$10,373^A per child, per year.

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



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/centlink/additional-child-care-subsidy

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.



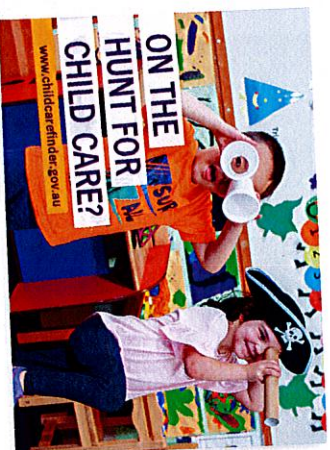
You will be asked to provide:

- 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

