



BOOKING FORM

2018 METHODIST LADIES' COLLEGE OUT-OF-SCHOOL-HOURS CARE (OSHC)

Child's Name _____ Date of Birth ____ / ____ / ____

Child's Class _____

Child's CRN _____

Parents' CRN _____

Please note: parents with separate CRN numbers need to submit individual Booking Forms.

Mother's Date of Birth ____ / ____ / ____ Father's Date of Birth ____ / ____ / ____

TICK THE DAYS YOUR CHILD WILL BE ATTENDING OSHC

Before-School Hours

Monday Tuesday Wednesday Thursday Friday Casual

After-School Hours

Monday Tuesday Wednesday Thursday Friday Casual

Start date for OSHC for 2018 ____ / ____ / 2018

2018 FEES

SERVICE	HOURS OF SERVICE	COST PER SERVICE
Before-School Care	6.30-8.30am	\$15
After-School Care	2.30-6.30pm	\$34

- Yes No Do you wish to receive your Child Care Benefit as a fortnightly deduction?
- Yes No Does your child, or one of their siblings, already attend MLC?
- Yes No Are the contact details and information recorded with the College up to date?
- Yes No Is the College aware of any court orders, parenting orders or parenting plans?
- Yes No Are your child's medical records and documentation up to date with the College, including details such as anaphylaxis plans, allergies, asthma, medical treatment, disability plans, special cultural needs? If No please send updated information to the Health Centre.
- Yes No Are your child's immunisations up to date? If No, please provide a written statement confirming your child's non-immunised status. In the event that there is a suspected or identified vaccine-preventable disease, unimmunised children will be excluded from the service for the recommended minimum-exclusion period. Children without immunisation records, or with incomplete immunisation records, will be considered unimmunised.

EMERGENCY COLLECTION AUTHORITY

I/We give permission for the people listed below to be contacted if we, the parents/guardians, can't be contacted. I/We also give permission for these people to pick up our child.

CONTACT ONE

Name _____

Relationship to Child _____

Address _____

Mobile _____

Please tick

Medical Authorisation

Delivery/Collection

Excursion Authority

CONTACT TWO

Name _____

Relationship to Child _____

Address _____

Mobile _____

Please tick

Medical Authorisation

Delivery/Collection

Excursion Authority

CONTACT THREE

Name _____

Relationship to Child _____

Address _____

Mobile _____

Please tick

Medical Authorisation

Delivery/Collection

Excursion Authority

MLC OSHC TERMS AND CONDITIONS OF ENROLMENT

OSHC aims to provide a quality, caring and safe care programme for your child/ren. Please read the Parent Handbook and the conditions outlined below. Return this signed form to the ELC Director or the Junior Years' Reception.

We seek your cooperation by complying with the conditions set out below.

1. The enrolment form and agreement must be completed prior to your child/ren's first day of attendance at OSHC. Forms must be submitted in person with all relevant documentation.
2. All children who attend OSHC must be booked in prior to care.
3. Fee accounts must be paid fortnightly by means of a direct debit from a bank account or credit card. Please complete and return the MLC Early Learning Centre (ELC) Payment Options Request Form to the ELC Director. Overdue fee accounts may result in the suspension or termination of your child's enrolment at OSHC. Direct debits returned as unpaid are regarded as late payment. Outstanding fees may be handed over to the College's debt-collection agency, and all costs associated with the recovery of the debt will be added to the fee account.
4. You are responsible for contacting the Department of Human Services to obtain your child's individual CRN number in order to be eligible for fee relief.
5. Children must be signed in by a parent or guardian upon arrival at OSHC and signed out upon departure. OSHC staff hold no responsibility for children who are not signed in.

If children, for whatever reason, are not attending a session they are booked in for OSHC, then OSHC must be notified via phone or email.

Casual use of the service is dependent on availability of spaces on the day/s required. Please contact the Centre via phone or email for bookings/enquiries.

6. Only persons nominated on the Enrolment Form are allowed to collect children. If someone other than the nominated person/s is collecting the child, written permission (or, in an emergency, verbal permission) and photo ID is required. If someone is prohibited from visiting OSHC or collecting your child, the information must be included on the Enrolment Form.
7. For children who are collected after OSHC's 6.30pm closing time, a late fee of \$15 for every 15 minutes or part thereof will be charged to the fee account. Please call the Centre if you think you are going to be late, so that children can be informed.
8. If a child becomes ill while in care, staff will notify parents and the child is to be collected as soon as possible afterwards. Please make sure your contact details are current.

No medication will be administered to children unless the following steps have been followed:

- Medication form is completed stating time, dose and name of the medication to be administered.
 - The medication needs to be in an original bottle, with the child's name and dosage marked on it.
 - Medication is not to be left in children's bags for them to self-administer (asthma puffers are excepted).
9. Details of any medical conditions, special needs or family circumstances that may assist staff in working with your child are to be included on/attached to the Enrolment Form. All changes to enrolment information must be provided.

As a condition of enrolment, please ensure you attach a copy of your child/ren's immunisation records, in the form of a letter from Medicare, or a conscientious or medical objection to immunisation, to your enrolment form.

10. Staff will occasionally check children's hair for lice should they be present in OSHC.

11. If a child's behaviour is such that it endangers the safety of themselves, other children or staff, your child's behaviour will be reviewed in consultation with parents.
12. If your child has an allergy, asthma or anaphylaxis, you agree to their information being on display at OSHC to ensure their safety.
13. Please be aware that the OSHC policies and procedures are available for you to view. Hard copies are kept at the Early Learning Centre Foyer.
14. In an emergency situation when evacuation is necessary, your child may need to leave the premises under the direction of OSHC staff.
15. A minimum of five students is required to operate before school care and after school care. Parents will be given two weeks' notice if the College is going to have to terminate a particular day's service.

Child's Name _____ Date ____ / ____ / ____

I have read MLC's OSHC Terms and Conditions and also the Parent Handbook. I am the enrolling parent/ guardian and I agree to abide by these terms and conditions.

1. Parent/Guardian Name _____ Date ____ / ____ / ____

Signature _____

2. Parent/Guardian Name _____ Date ____ / ____ / ____

Signature _____