



# Out of School Hours Care

Date:

**ENROLMENT INFORMATION— Enrolment will commence when you receive confirmation email of your start date.**

Computer Generated  
Child ID:

## CHILD DETAILS

### PERSONAL DETAILS OF CHILD

	Surname:		
First Given Name:			
Second Given Name:			
Preferred Name (if applicable):			
❖ Gender (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	❖ Birth Date: (dd-mm-yyyy) _____ / _____ / _____
Birth Certificate Supplied: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Address: No. & Street: or PO Box			
Suburb:		Postcode:	
❖ Country of Birth:			
❖ Does the Child speak a language other than English at home? <b>(tick)</b>			
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes* (please specify): _____ * If more than one language is spoken at home, indicate the one that is spoken most often			
❖ Is the Child of Aboriginal or Torres Strait Islander origin? <b>(tick one)</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander			
❖ What is the child's living arrangements? <b># (tick one):</b>			
<input type="checkbox"/> At home with TWO Parents/Guardians <input type="checkbox"/> At home with ONE Parent/Guardian			

**CHILD CARE BENEFIT (fee reductions)** please contact the Family Assistance Office on 13 61 50 or call into your local Centrelink Branch before commencing care, to register for Child Care Benefit. You will be given a reference number (CRN) for yourself and your child. Please list these details below.

Child CRN:	Parent 1 CRN:	Parent 2 CRN:
------------	---------------	---------------

## DAYS REQUIRED

OHSC Opening Hours 7am – 6.00pm				
<input type="checkbox"/> MONDAY	BSC	ASC		
<input type="checkbox"/> TUESDAY	BSC	ASC		
<input type="checkbox"/> WEDNESDAY	BSC	ASC		
<input type="checkbox"/> THURSDAY	BSC	ASC		
<input type="checkbox"/> FRIDAY	BSC	ASC		

**FAMILY DETAILS****PARENT/CARER DETAILS:**

PARENT/CARER 1: The parent who is registered for child care benefit and tax purposes	
Title: (Miss Mrs Ms Mr)	Surname:
First Given Name:	
Address: No. & Street: or PO Box	
Suburb:	Postcode:
Telephone Number:	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	Work Number:
Email Address:	Visa Number: (if applicable)
Birth Date: (dd-mm-yyyy) ____/____/____	❖ Country of Birth:
❖ Language spoken at Home:	❖ Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language?
Occupation :	Work Days:
Work Address: No. & Street: or PO Box	
Suburb:	Postcode:
Relationship to Child:	<input type="checkbox"/> Mother/Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____
PARENT/CARER 2:	
Title: (Miss Mrs Ms Mr)	Surname:
First Given Name:	
Address: No. & Street: or PO Box	
Suburb:	Postcode:
Telephone Number:	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	Work Number:
Email Address:	Visa Number: (if applicable)
Birth Date: (dd-mm-yyyy) ____/____/____	❖ Country of Birth:
❖ Language spoken at Home:	❖ Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language?
Occupation :	Work Days:
Work Address: No. & street: or PO Box	
Suburb:	Postcode:
Relationship to Child:	<input type="checkbox"/> Mother/Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____

**AUTHORISED EMERGENCY CONTACTS**

Please list below the detail of those people who you have authorised as emergency contacts for the child. This list may be amended at any time. In the event that the parents of guardians cannot be contacted the person/s listed below with authority will be contacted regarding collecting the child, in event of an emergency involving the child, consent to medical treatment or the administration of medication, or to authorise an Educator to take the child outside of the Service premises. Please tick the appropriate boxes for each contact to confirm authorisations.

Name:		
Mobile Number:	Home Phone:	
Address:	Postcode:	
Relationship to Child:		
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (Reg 160(3b)(iii))	<input type="checkbox"/> Notification in the event of an emergency (Reg 160(3b)(ii))	<input type="checkbox"/> Authorised for the administration of medication(Reg 160(3b)(iv))
<input type="checkbox"/> Authorised to consent to medical treatment (Reg 160(3b)(iv))	<input type="checkbox"/> Authorised to authorise an educator to take the child outside of the premises. (Reg 160(3b)(iv)&(v))	
Name:		
Mobile Number:	Home Phone:	
Address:	Postcode:	
Relationship to Child:		
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (Reg 160(3b)(iii))	<input type="checkbox"/> Notification in the event of an emergency (Reg 160(3b)(ii))	<input type="checkbox"/> Authorised for the administration of medication(Reg 160(3b)(iv))
<input type="checkbox"/> Authorised to consent to medical treatment (Reg 160(3b)(iv))	<input type="checkbox"/> Authorised to authorise an educator to take the child outside of the premises. (Reg 160(3b)(iv)&(v))	
Name:		
Mobile Number:	Home Phone:	
Address:	Postcode:	
Relationship to Child:		
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (Reg 160(3b)(iii))	<input type="checkbox"/> Notification in the event of an emergency (Reg 160(3b)(ii))	<input type="checkbox"/> Authorised for the administration of medication(Reg 160(3b)(iv))
<input type="checkbox"/> Authorised to consent to medical treatment (Reg 160(3b)(iv))	<input type="checkbox"/> Authorised to authorise an educator to take the child outside of the premises. (Reg 160(3b)(iv)&(v))	
Name:		
Mobile Number:	Home Phone:	
Address:	Postcode:	
Relationship to Child:		
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (Reg 160(3b)(iii))	<input type="checkbox"/> Notification in the event of an emergency (Reg 160(3b)(ii))	<input type="checkbox"/> Authorised for the administration of medication(Reg 160(3b)(iv))
<input type="checkbox"/> Authorised to consent to medical treatment (Reg 160(3b)(iv))	<input type="checkbox"/> Authorised to authorise an educator to take the child outside of the premises. (Reg 160(3b)(iv)&(v))	
Name:		
Mobile Number:	Home Phone:	
Address:	Postcode:	
Relationship to Child:		
<input type="checkbox"/> Authorised to collect (Authorised Nominee) (Reg 160(3b)(iii))	<input type="checkbox"/> Notification in the event of an emergency (Reg 160(3b)(ii))	<input type="checkbox"/> Authorised for the administration of medication(Reg 160(3b)(iv))
<input type="checkbox"/> Authorised to consent to medical treatment (Reg 160(3b)(iv))	<input type="checkbox"/> Authorised to authorise an educator to take the child outside of the premises. (Reg 160(3b)(iv)&(v))	

### CHILD RESTRICTION DETAILS

Is the Child at risk of harm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an Access/Custody Alert for the Child?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access Type: (tick)	<input type="checkbox"/> Court Order	<input type="checkbox"/> Family Law Order
	<input type="checkbox"/> Restraining Order	<input type="checkbox"/> Other
Please attach all documentation to this enrolment regarding any Access/Custody issues.		
Describe any Access Restriction:		

### OTHER SIBLINGS/FAMILY MEMBERS ATTENDING HILLSMEADE PRIMARY SCHOOL

Siblings Name:	Siblings Name:
----------------	----------------

Are there any Cultural/Religious beliefs that we should be aware of while your child is at Hillsmeade OSHC?

- No       Yes If **Yes** please specify: .....

Does your child have any religious, cultural, medical or other dietary restriction?

No  Yes If **Yes** please specify: .....

Is your child allowed to celebrate in all festivals/celebrations?

Yes  No **If No** please specify.....

Does your child's family, grandparents or any other relatives come from another cultural background?  Yes  No

**If yes** please state which Culture/ Country .....

We would like to provide an environment that supports your child's family background. Are there any areas that you would like us to focus on? (E.g. painting, dance, festival dates) .....

## HEALTH

### FAMILY DOCTOR DETAILS:

Doctor's Name:		<input type="checkbox"/> Individual	<input type="checkbox"/> Group
Full Address:			
Phone Number:		Fax Number:	
Maternal & Child Health (MCH) Centre:		Health Care Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the family have a current Ambulance Subscription: (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medicare Number: _____			

## CHILD MEDICAL AND IMMUNISATION DETAILS \*\*\*\*COPY REQUIRED\*\*\*\*

### MEDICAL CONDITION DETAILS:

Does the child suffer from any of the following impairments? (tick)	Hearing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Speech:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mobility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### IMMUNISATION DETAILS OF CHILD

What is the child's Immunisation Status: (tick)	<input type="checkbox"/> Complete Immunisation	<input type="checkbox"/> Partial Immunisation	<input type="checkbox"/> Not Immunised
Please attach a copy of the Immunisation Certificate			

### ASTHMA MEDICAL CONDITION DETAILS:

Does the child suffer from Asthma? ** (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please go to other medical conditions)
--	------------------------------	---

*Answer the following questions ONLY if the student suffers from any asthma medical conditions.*

Please indicate if the child suffers from any of the following symptoms: (tick)	If my child displays any of these symptoms please: (tick)	
	<input type="checkbox"/> Cough	Inform Doctor <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Difficulty Breathing	Inform Emergency Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Wheeze	Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Exhibits symptoms after exertion	Other Medical Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Tight Chest	If yes, please specify:	

**You are required to supply the Education and Care services Asthma Management Plan completed with your doctor to the Centre. This must be supplied before enrolment can commence. Then a risk minimisation plan will be completed in consultation with you and your child's educator.**

Name of medication taken: **This is to be supplied at time of commencement**

Is the medication taken regularly by the child (preventive) or only in response to symptoms? (tick)  Preventative  Response

Indicate the usual dosage of medication taken:

Indicate how frequently the medication is taken:

Medication is usually administered by: (tick)  Child  First Aid  Teacher  Other

Medication is stored: (tick)  with Child  with First Aid  Elsewhere

#### OTHER MEDICAL CONDITIONS

Has your child been diagnosed as at risk of anaphylaxis?

- No  
 Yes (Specify): If yes please provide details of any medical plan, anaphylaxis medical management plan, or risk minimisations plan that needs to be followed. Include any dietary restrictions for your child.

Does the child have any other medical condition or suffer from any allergies or sensitivity? (If more than one condition please attach further details to this enrolment)

- No  
 Yes (Specify):

Symptoms:

If my child displays any of the symptoms above please: (tick)

Inform Doctor  Yes  No | Inform Emergency Contact  Yes  No  
Administer Medication  Yes  No | Other Medical Action  Yes  No

If yes, please specify:

Medication taken?  No  Yes - Name of Medication:

Is the medication taken regularly by the child (preventive) or only in response to symptoms? (tick)  Preventative  Response

Indicate the usual dosage of medication taken:

Indicate how frequently the medication is taken:

Medication is usually administered by: (tick)  Child  First Aid  Teacher  Other

Is a reminder required for the Child to take their medication? (tick)  Yes  No

Medication is stored: (tick)  with Child  with First Aid  Elsewhere

Please indicate any side effects of any medication that we should be aware of :

#### CONSENTS/PERMISSION

##### MEDICAL CONSENT

In the event of illness or injury to my child whilst at Hillsmeade OSHC, on an excursion, or travelling to or from the school; I authorise the Director, or his/her designated representative:

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner, such consent includes anaesthetics, blood transfusions, surgical operations and emergency ambulance transport
- administer such first aid as the Director, or his/her designated representative may judge to be reasonably necessary.
- consent for administration of paracetamol if required.  Yes  No

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

##### GENERAL CONSENT

##### GENERAL CONSENT FOR HILLSMEADE OHSC ACTIVITIES

I give permission for my child (Given Name): \_\_\_\_\_ (Surname): \_\_\_\_\_

- to attend local excursion activities in and out of the school other than activities requiring special precautions as defined by the Department of Education and Early Childhood Development.
- to have contact with Animals and Insects that may take place on local excursions.

- for my child to have their head checked for head lice randomly or as required. I understand the school will take all available measures to maintain the health and hygiene of children and staff attending the Hillsmeade OHSC.
- If you do not want any of the following products used on your child if required please tick

facepaint  Saline Solution  Band-aids

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

**PRIVACY CONSENT**

**MULTI MEDIA CONSENT**

At Hillsmeade OSHC we celebrate all our children's milestones and participation in events. As we are following the interest of your child and implementing an emerging curriculum as an education base, we may be required to photograph your child along with other mediums. In order for us to do this at a high standard we or other government agencies/ (or City of Casey) require your permission to photograph your child.

Photographs will be used for the following :

- group or individual photos.
- general display inside the school's premises
- for display in the kitchen or staff room for identifying children with allergies etc.
- in different media such as newsletters, pamphlets etc.
- the Information Privacy Act 2000 requires the school to obtain the consent of parent/s for the use of their child's images/work on the school's website or in the media. By signing below, consent is given for permission for your child's image/work being published on the school website/in the media.
- your child's photograph may also be used when we invite local press to school events, they are expected to follow school policy on the publication of photographs of children. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child, only group photos are published and are only identified by first name and year only.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

Thank you for taking the time to complete this Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Office Use Only**

Child's Name and Birth Date proof sighted (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:				
<b>CRN for Child</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>CRN for Parent</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inform Room when child starting	<input type="checkbox"/> Yes	Date:
Website Permission: <input type="checkbox"/> Yes <input type="checkbox"/> No			General Photo Permission: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Immunisation Certificate received?: (tick)		<input type="checkbox"/> Complete	<input type="checkbox"/> Not sighted	Birth Certificate received? (tick)		<input type="checkbox"/> Complete	<input type="checkbox"/> Not sighted	
Is there a Medical Alert for the Child? (tick)			<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Does the student have a Disability ID Number? (tick)			<input type="checkbox"/> No	<input type="checkbox"/> Yes	Disability ID No.:			
Court Order on file (if applicable)			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	<input type="checkbox"/> Pending			
Parent Handbook	<input type="checkbox"/> Yes	<input type="checkbox"/> No			New Enrolment Checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Asthma Plan Provided YES/ NO								