



KT OOSH Services

Quality Before & After School Care
 ABN: 15 154 903 876

Our Lady of the Angels Primary School: ola@ktoosh.com.au
 Ironbark Ridge Public School: irps@ktoosh.com.au
 Rouse Hill Anglican College: rhac@ktoosh.com.au

Head Office Phone: (02) 8814 7610
 Head Office Postal Address: PO Box 3595, Rouse Hill NSW 2155

2019 Re-Enrolment Form

Childs Name: _____

School attending in 2019: _____

Any changes are updated in Qikkids	<input type="checkbox"/>	N/A	Staff Sign	
Action plans are provided and in date	<input type="checkbox"/>	N/A	Staff Sign	
Attendance is ended for 2018 & activated for 2019	<input type="checkbox"/>		Staff Sign	
Risk Management Plans are completed	<input type="checkbox"/>	N/A	Staff Sign	
Immunisation History Statement up to date	<input type="checkbox"/>	N/A	Staff Sign	
CCMS enrol & 'School Age' is correct	<input type="checkbox"/>		Staff Sign	
Email address is correct in survey monkey	<input type="checkbox"/>		Staff Sign	
Contact details are entered into contacts list (Phone)	<input type="checkbox"/>		Staff Sign	
\$5 Re-enrol fee is processed & noted bonds screen	<input type="checkbox"/>		Staff Sign	
Confirmation email sent to Parents	<input type="checkbox"/>		Staff Sign	
Birth Certificate Provided	<input type="checkbox"/>		Staff Sign	

****Office Use Only****

CHILD'S DETAILS

First Name: _____ Last Name: _____ D.O.B: ___/___/___

Have any details changed for this child in the last 12 months?

Yes No

These changes may relate to any of the following:

- Anaphylaxis / Asthma – New illness or no longer present?
- Allergies – New illness or no longer present?
- Any medical conditions such as diabetes
- Speech / Language delays or concerns
- Physical / Gross Motor delays
- Behavioural concerns including diagnosed behavioural conditions
- Any regular medication your child is taking
- Any dietary requirements
- Any cultural requirements
- Living arrangements
- Custody Details
- Changes to child's current Doctor / Dentist

If yes, provide details below:

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Has your child seen a therapist, psychologist or paediatrician in the last 12 months?

Yes No

If yes, provide details below and supporting documentation:

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.....

GUARDIAN DETAILS

Guardian 1 First Name: _____ Last Name: _____

Guardian 2 First Name: _____ Last Name: _____

Have any contact details for these guardians changed in the past 12 months?

Yes No

If yes, provide details below:

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Requested Bookings for 2019 (Permanent Care)

In 2019 I would like to enrol for Casual Care only					Yes <input type="checkbox"/> No <input type="checkbox"/>
In 2019 I would like Permanent Care for the following session (please tick):					
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please note that attendance charges will commence Term 1, Day 1 2019					
<i>Please Note the following:</i> * Upon enrolment with KT OOSH you are automatically enrolled to use the service for casual care, emergency care and vacation care. * Two weeks written notice via email is required when changing or cancelling permanent care. * Child Care fees are payable for all public holidays and pupil free days.					

Privacy Statement

KT OOSH Services maintains records of children’s attendance, health, family financial matters, such as fee payments, and the developmental records of each child as required by The Department of Education & Communities (DECS) legislative requirements.

All information is confidential and is only available to parents/guardians of the child/ren concerned, and by the request of DECS and FAO. Special requirement records will be kept, if notified by a parent, who may relate to a child’s culture or religion or if the child has a disability or other special need. The specific needs of all children will be recorded.

The Centre will undergo Assessment periodically. This is a quality and improvement program. We encourage the involvement of students from various Early Childhood Learning Institutions, including University and TAFE. Students will become involved in observing your child, upon requests to the parents for permission.

Please tick to confirm you have read the privacy statement.

Terms and Conditions of enrolment

Drop Off and Pick Up – I understand that it is a condition of enrolment that when dropping off and collecting my child that I am required to sign my child in and out of the Centre. I also understand that if I am unable to do so myself, that I am to advise the centre in writing of the person I authorise to do so and that they will be required to show identification.

I understand that KT OOSH Services uses a digital sign in process called KIOSK and that myself and all other authorised persons to collect my child will be issued with a unique 4-digit PIN.

Absent Days – I understand that it is my responsibility to advise the Centre as early as practical if my child will be absent on a day that they have been booked in. I also understand that if I do not advise that my child will be absent I will be charged a non-notification fee.

Extra-Curricular Activities – I understand that if my child is to attend extra-curricular activities that I need to give written authority and permission for them to be signed out by the authorised person running that activity. I also understand that I must keep the Centre up to date with any changes and updates to these activities.

Medical – I understand that in the case of an emergency, illness or accident concerning my child and the Centre not being able to contact me, I consent the Approved Provider, Nominated Supervisor or Educator seeking on my behalf medical or hospital attention for my child and I accept liability for medical and/or ambulance expenses that may be incurred. Also, if after every reasonable effort to contact me has failed and the Doctor consulted considers it necessary or medication, anaesthetic or minor surgery he/she has my permission to administer the same. I understand that should emergency care be required, I authorise for my child to be transported in an ambulance.

Medication Administration – I understand that if my child develops a fever and requires paracetamol while attending the centre that I give permission for Educators to administer and age and weight appropriate dose of Panadol Children's Elixir 5-12yrs (Colour free). I understand that Educators will attempt to contact me prior but if this is not possible Educators will act in the best interest of my child. I understand that I will be required to sign the necessary medication form when I arrive at the Centre. I also understand that if my child has any allergy to Panadol Children's Elixir 5-12yrs (Colour free) that I have highlighted that already in this enrolment form where required.

Behaviour – I understand that socially acceptable behaviour by my child is a condition of their enrolment. I further understand that if my child's behaviour is or becomes unacceptable, and it cannot be managed by the Educators informally, I will be invited to meet with the Nominated Supervisor to discuss my child. In some cases, the Centre Supervisor request that my referral to an outside agency or medical practitioner for assistance that may become a condition of my child remaining enrolled at the Centre, and that my child may be excluded from the Centre for a period of time until their behaviour is within socially acceptable limits.

Sun Screen & Hand Sanitiser – I give permission for sunscreen and hand sanitiser to be used by my child whilst they are in care. I also understand that if my child has any allergy to either sunscreen or hand sanitiser that I have highlighted that already in this enrolment form where required.

Hand Washing – I understand that upon arrival and departure of the Centre I am required to wash my hands and my child's hands to minimise the spread of infections through the Centre.

Payment of fees – I understand that all fees are to made via Direct Debit each fortnight.

Non-Payment of Fees – I understand that if I do not have sufficient funds in my account and my fees bounce, I will be charged a dishonour fee. If my fees fall into arrears of 28 days, I understand it will be handed to a debt collection agency, and any additional costs to recover the debt will be at my expense.

Complying Written Agreement (CWA) – I understand that I will be required to sign a CWA agreement once my enrolment has been accepted between myself and KT OOSH Services.

Child Care Subsidy – I understand that it is a condition of my enrolment to provide information using my Centrelink online account through myGov who will determine my families level of subsidy.

Late Fees – I understand that If my child is collected after the centre closing time, late fees will apply and charged to my account in addition to the session fee.

Withdrawal Notice – I understand that 2 weeks' written notice is required if I wish to terminate my child's placement with the Centre.

Food – I understand that no food is to be brought into the Centre at any time due to some children's allergies to certain foods.

Excursions – I understand that as part of the education program I consent to my child being taken by Educators to places of interest within the School grounds (the car park area for experiences such as a visit from the local fire brigade or police station.

Vacation Care – I acknowledge that once I make a booking for vacation car that I am not entitled to any refunds or credits, should I cancel bookings (except under extenuating circumstances). I further acknowledge that I am unable to change the original days that have been book as Educators, activities and meals have already been accounted for.

Communication with the School – I understand that as a condition of my enrolment that I consent for Educators to have open communication with your child's School should it be required to ensure my child's health, safety and wellbeing.

Contact information – I understand that it is a condition of my child's enrolment that I will ensure that all current contact information including emergency contact numbers will always be kept up to date and that any changes or updates will be notified to the Centre prior to my child's next attendance.

Quality Improvement Plan – I understand that the Centre will make available to me at all times their Quality Improvement Plan and that I am able to add my suggestions etc in partnership with the Centre.

Centre Policies & Procedures – I understand that I can add to the Centre's program, policies and procedures and philosophy at any time during my child's enrolment. I understand that these are available at the Centre for review at all times.

Online programming system – I understand that KT OOSH Services uses a secure online programming system that educators will use to upload pictures of my child. I understand that this will allow Educators to write observations of my child in both individual and group settings.

I understand that only parents, guardians and educators can access this system by using an individually allocated Username and Password.

I further understand that:

- Photos will be taken of my child and displayed with the KT OOSH environment. I am aware that other organisations within the School Community that may have access to the same

space that KT OOSH Services use and therefore may view these photographs whilst on the premises.

- Individual photos of my child will be taken and uploaded in the secure online programming website for parents and guardians only to view.
- Group photos of my child will be taken. These photos will be uploaded in the secure online programming website for ONLY THE PARENTS AND GUARDIANS OF THE CHILDREN IN THIS GROUP PHOTO to view. In addition to viewing the group photo the same Parents and Guardians will be able to read the journal activity. This journal activity may have my child's name and initial of their surname in it.

Parking – I understand that where applicable all cars are to be parked in allocated car spaces and park rear to curb or parallel as is required. I also understand that I must supervise my child and any other children that I have with me, at all times, whilst moving to and from the parking areas.

Handwashing

By signing this form, I understand and agree to all of the acknowledgements, consents and terms of agreement in this form and as outlined in KT OOSH Services Policies and Procedures.

Guardian Signature:	
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Print Name:		Dated:	
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