

Acknowledgement of Conditions of Enrolment for New Families – Outside School Hours Care 2021

General:

- I acknowledge that information about the child on the enrolment form may be provided upon request to either parent/carer.
- Children attending Before School Care will be signed out by Educators and released into the school's supervision at the beginning of the school day.
- Children attending After School Care will be signed into the service by Educators either upon arrival at the service or when collected by service Educators at the end of the school day.
- CEEC Kindergarten children that utilise an Outside School Hours Care, managed by Catholic Early EdCare at the adjacent School or Parish facility, will be signed in and out of Before or After School Care by OSHC staff (as required) and signed in and/or out of the kindergarten program by Kindergarten staff.

Medical:

- I authorise Catholic Early EdCare staff to administer first aid to my child/children as required.
- I understand that in order for medication to be administered to my child while at the service, I/we must complete an Authorisation to Administer Medication form, providing the medication in its original container, with a dispensing label attached by a pharmacist detailing the name of the child and dosage to be given.

Fees:

- I understand that Child Care Subsidy will only apply at this service until my/our child's last day of actual attendance.
- I may be financially responsible for any wilful damage of equipment or property by my/our child
- An administration fee may be applicable should archived information be requested, relevant to my child's attendance.
- I understand Xpay is the preferred method of payment.

Media:

- I acknowledge that should Catholic Early EdCare wish to use my child/children's image outside of the service (eg. presentations, websites, promotional material etc) a separate Talent Release Form will be provided to the Parent/Carer for completion.
- I acknowledge that should an external party (students / excursion provider / incursion provider etc) wish to take images of my child/children, the external party will be required to seek permission from the Parent/Carers in advance.

I have read and acknowledge the information above, as conditions of enrolment.

Child / Children's Names		
Parent Name	Parent Signature	Date

SERVICE NAME

OUTSIDE SCHOOL HOURS CARE

SUBURB NAME

REQUEST FOR BOOKING

The request for booking does not guarantee a place.

Parent/Carer Information

Parent/carers 1

Parent/carers 2

First name

Last name

Contact phone

Mobile

Email

Primary language spoken

Child's Information

First name

Middle name

Surname

Address

Date of birth

Gender

Requested start date

Bookings required

Before School Care Monday Tuesday Wednesday Thursday Friday

After School Care Monday Tuesday Wednesday Thursday Friday

Casual Booking

A casual booking is where a child with a current enrolment attends on an irregular basis and is subject to availability.

 Email address

 Call 0000 0000

 catholicearlyedcare.qld.edu.au/xxxxxxxxxxxxxx

Cultural Background

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Other _____

Additional Information

Pertaining to enrolment (special needs, custodial arrangements, etc.)

Please tick all appropriate boxes and discuss your response with your teacher when enrolling

Additional needs

Allergies: _____

Custodial Arrangements are in place

Medical needs: _____

Priority of Access

Child Care Providers are asked to consider prioritising children who are:

- at risk of serious abuse or neglect
- a child of a single parent or parents who satisfy the work / training / study test under section 14 of the A New Tax System (Family Assistance) Act 1999.

This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009 -2020.

Catholic Early EdCare services priorities for placement include:

- siblings of children already enrolled at the service
- families attending the Catholic school.

How or where did you hear about our service?

School

Parish

Local business or community group

Friend or relative

Google

Social media

Other _____

Signatures

Parent/carer 1 signature

Date

Parent/carer 2 signature

Date

Acknowledgement of Conditions of Enrolment for Existing Families – Outside School Hours Care 2021

General:

- I acknowledge that information about the child on the enrolment form may be provided upon request to either parent/carer.
- Children attending Before School Care will be signed out by Educators and released into the school's supervision at the beginning of the school day.
- Children attending After School Care will be signed into the service by Educators either upon arrival at the service or when collected by service Educators at the end of the school day.
- CEEC Kindergarten children that utilise an Outside School Hours Care, managed by Catholic Early EdCare at the adjacent School or Parish facility, will be signed in and out of Before or After School Care by OSHC staff (as required) and signed in and/or out of the kindergarten program by Kindergarten staff.

Medical:

- I authorise Catholic Early EdCare staff to administer first aid to my child/children as required.
- I authorise the service to seek medical treatment for my child from a medical practitioner, hospital or ambulance.
- I authorise for my child to be transported by an ambulance service.
- I accept the approved provider will make every effort to contact me/us in the event of any illness/injury/trauma (incident) and / or emergency as required under Regulation 86 *Education and Care Services National Regulations*.
- I understand that in order for medication to be administered to my child while at the service, I/we must complete an Authorisation to Administer Medication form, providing the medication in its original container, with a dispensing label attached by a pharmacist detailing the name of the child and dosage to be given.

Fees:

- I understand that Child Care Subsidy will only apply at this service until my/our child's last day of actual attendance.
- I may be financially responsible for any wilful damage of equipment or property by my/our child
- An administration fee may be applicable should archived information be requested, relevant to my child's attendance.
- I understand Xpay is the preferred method of payment.

Authorisations:

The Primary Carer (Parent) can authorise Emergency Contacts (Xplorers) as Authorised Nominees to:

- Be an emergency contact
- Collect the child
- Authorise administration of medication
- Authorise an educator to take the child outside the education and care service premises

Should you wish to update authorisations for your Authorised Nominees, please speak with the Service Leader.

Media:

- I acknowledge that should Catholic Early EdCare wish to use my child/children's image outside of the service (eg. presentations, websites, promotional material etc) a separate Talent Release Form will be provided to the Parent/Carer for completion.
- I acknowledge that should an external party (students / excursion provider / incursion provider etc) wish to take images of my child/children, the external party will be required to seek permission from the Parent/Carers in advance.

I have read and acknowledge the information above, as conditions of enrolment.

Child / Children's Names		
Parent Name	Parent Signature	Date



CONFIRMATION OF ENROLMENT & BOOKING REQUEST FORM – OSHC 2021

Child Name		D.O.B.	
Primary Carer Name		D.O.B.	
Email Address			

Booking Confirmation for the School Year 2021						
Current Bookings	<input type="checkbox"/> Please continue my child's current booked days indicated below for the school year 2021					Or until / /
	Before School Care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	After School Care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Or Change Bookings	<input type="checkbox"/> Request to amend my child's current booked days (this does not guarantee a space)					
Permanent Booking Days Requested	Before School Care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	After School Care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Or Casual Booking	<input type="checkbox"/> A casual booking is where a child with a current enrolment attends on an irregular basis and is subject to availability					

Updated Plans for 2021				Received <i>(Service use only)</i>	
Medical Action Plan (if applicable)	<input type="checkbox"/> Attached			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Parenting Agreement (if applicable)	<input type="checkbox"/> Attached			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Court Orders (if applicable)	<input type="checkbox"/> Attached	Expiry Date		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Immunisation Record	<input type="checkbox"/> Attached			<input type="checkbox"/> YES	<input type="checkbox"/> NO

Confirmation			
<input type="checkbox"/> Yes	I have confirmed all the information provided in myXplor is current and correct.		
<input type="checkbox"/> Yes	I agree to inform the service in the event any of these details change.		
<input type="checkbox"/> Yes	I have read and acknowledge the conditions of enrolment – Outside School Hours Care 2021		
Name			Date

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Admin Use Only:			
Date Received		Date Actioned	
Actioned By		Follow Up Required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Documentation complete	<input type="checkbox"/> YES <input type="checkbox"/> NO	Waitlisted	<input type="checkbox"/> YES <input type="checkbox"/> NO
Confirmation Sent	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date Sent	

ST BENEDICTS

OUTSIDE SCHOOL HOURS CARE

MANGO HILL

FEE SCHEDULE

Program Fees

	Permanent fee	Casual fee
Before school care	\$18.00	\$23.00
After school care	\$24.00	\$29.00
Last day of school	\$24.00	\$28.00
Vacation care & pupil free days	\$46.00	\$51.00

Educational Program Fees

These are additional fees paid for incursion and excursion days during vacation care	Educational program 1	Educational program 2	Educational program 3
	\$5	\$15	\$25

Other Fees

Non communication fee (per occurrence)	\$5
Enrolment fee (initial enrolment)	\$40
Annual enrolment fee	\$25

Fee Inclusions

Breakfast and Afternoon Tea

Late Collection Fee

Late Collection Fee: \$25 for every 15 minutes or part thereof per family per occurrence after

✉ mangohilloshc@catholicearlyedcare.qld.edu.au

☎ Call (07) 3293 4507 0409 474 001

🖱 catholicearlyedcare.qld.edu.au/st-benedicts-outside-school-hours-care-mango-hill/

These are the current fees as at January 2021

Fees are reviewed annually and may be increased each year. Fees are set in consultation with the Coordinator and the Area Manager. Quality care for children, affordability for families and financial viability of the service are the key elements in determining fees.

Information about the Australian Government's Child Care Subsidy payments for eligible families is available at: www.familyassist.gov.au/payments/family-assistance-payments

In addition:

- all fees must be paid to the end of the previous week of care
- failure to pay child care fees at least fortnightly may result in suspension of enrolment until fees are paid in full
- failure to pay fees incurred within the prescribed timeframe may result in withdrawal of care places until fees are paid in full or payment plan arrangements made
- failure to adhere to agreement may result in account referral to a debt collection agency, cost of which will be added to accounts
- all payments received will be receipted as per fee payment policy
- if experiencing financial hardship payment plans are available, please speak with the Coordinator for further information.

Payment options

This is a not for profit, self-funded service. We rely on the prompt payment of fees to maintain effective and efficient operations. Our only regular operating income comes directly from Child Care Subsidy and parent fees.

Please ensure that your account remains up to date.

Preferred method:

- Xpay