



# Family Enrolment & Agreement Pack



# Yeronga Outside School Hours Care Family Enrolment and Agreement Package

The Committee and staff of the Yeronga Outside School Hours Care (YOSHC) would like to welcome parents, children, families and visitors to our service. Our service is sponsored and supported by Yeronga State School Parents and Citizens Association, and is an active part of the Yeronga State School community.

Outside School Hours Care is designed to provide Before, After and Holiday Care from a child's first day of school until the last day of holiday care in their final year of grade 7. We fully support working parents and work with them to make our Service a place that children enjoy attending. All children are special and they require staff that will listen, help and spend time with them supporting their physical and emotional growth.

Our Service is licensed by the State Department of Education, Training and Employment. Our Service abides by the Education and Care Services National Law and the Education and Care Services National Regulations. YOSHC is yet to be assessed under the national quality framework which was introduced nationally in January 2012. Assessments are currently being processed throughout Australia and remains an ongoing process. YOSHC endeavours to keep families informed of progress as we become informed.

We hope that you find this information package helpful and informative.

Please use this checklist below to ensure you have received and completed the relevant information.

- I have access to the following information:
  - Yeronga OSHC Enrolment and Agreement Pack (to be completed and returned to the Nominated Supervisor)
  - Yeronga OSHC Policies and Procedures (available at YOSHC HQ or via the website: [www.yoshc.com](http://www.yoshc.com) )
- I have discussed with the Nominated Supervisor or an Administrator my child's enrolment and attendance at the service. I am satisfied that the consultation process allowed me to express any concerns or voice any questions I had. I understand that if I have any further questions or would like to view the service whilst operating I am able to come in during service hours or book a time to further consult with the Nominated Supervisor.
- I understand it is my responsibility as parent/guardian to apply for Child Care Subsidy, and the Service will not be able to apply CCS to my fees until they receive confirmation through the Child Care Subsidy System (CCSS) which is directly linked to the YOSHC computer.
- I have read, and agree to abide by the Yeronga OSHC Policy and Procedure Manual (available for all parents at the YOSHC 'sign in' desk. Also available online through the YOSHC website: [www.yoshc.com](http://www.yoshc.com) ).
- I have completed the Enrolment and Agreement Pack honestly and to the best of my knowledge. I understand I must contact the Service immediately if information on this form changes.

Parent/Guardian Name: .....

Signed: ..... Date: ..... / ..... / .....

## Service Use Only

Date Completed Enrolment Form returned: ...../...../.....

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> CRN's received and entered                            | <input type="checkbox"/> CCCS rolls started                                     | <input type="checkbox"/> Immunisation record received                    | <input type="checkbox"/> Court Order received and staff notified if applicable |
| <input type="checkbox"/> Auth to collect, medical, excursion, emergency ticked | <input type="checkbox"/> Security Q & A entered in child notes                  | <input type="checkbox"/> Child info added to arvo update sheet if needed | <input type="checkbox"/> Family email added to address book                    |
| <input type="checkbox"/> Interview requested re. cultural beliefs              | <input type="checkbox"/> Child added to class list if in prep, grade1 or grade2 | <input type="checkbox"/> Nationality; Language info entered              | <input type="checkbox"/> Photo permission entered                              |
| <input type="checkbox"/> Action Plan received if child has Asthma or Allergy   | <input type="checkbox"/> Action Plan laminated & added to noticeboard           | <input type="checkbox"/> Enrolment and Administration Fee charged        | <input type="checkbox"/> Medical/allergy/asthma plan needs to be formulated    |

Service Representative: .....

Signed: .....

# Enrolment and Agreement Form

Family surname:		School Attending:		
<b>Children's Details</b> (please write siblings details as well (if attending another childcare centre) in this section. For Centrelink)		<u>DOB &amp; Class</u>	<u>Sex</u>	<b>CRN = Customer Reference Number</b> This info is required to claim the Child Care Subsidy (CCS)
1.	Childs name:	/ /	M F	CRN:
	Preferred Name:	Class:		Nationality:
2.	Childs name:	/ /	M F	CRN:
	Preferred Name:	Class:		Nationality:
3.	Childs name:	/ /	M F	CRN:
	Preferred Name:	Class:		Nationality:
<b>Parent / Guardian 1</b> (parent who centrelink is linked to)	Name:		Date of Birth: / / (centrelink requirement)	
	Family / Parent CRN (Customer Reference Number):			
	Relationship to Child:			
	Nationality:		Language/s Spoken:	
	Home Phone:		Mobile:	
	Email:			
	Home Address:		Postcode:	
	<input type="checkbox"/> Please tick if this address is also the child's residential address. If not, please specify child's residential address:			
	Place of Employment:		Occupation:	
	Work address:		Postcode:	
Work Phone:		Work email:		
<b>Parent / Guardian 2</b>	Name:		Date of Birth: / / (centrelink requirement)	
	Relationship to Child:			
	Nationality:		Language/s Spoken:	
	Home Phone:		Mobile:	
	Email:			
	Home Address:		Postcode:	
	Place of Employment:		Occupation:	
	Work address:		Postcode:	
	Work Phone:		Work email:	

Our program is enhanced by the special skills, abilities and knowledge that our families have. Any skills can complement the program that we offer our children. Would you be interested in:

- Joining the YOSHC Management Committee?  Yes  No
- Sharing your talent/skills/knowledge with the children at YOSHC?  Yes  No

If yes, please note your talent, skill or knowledge here:.....  
 (eg. Play a musical instrument, speak another language, artistic, dance, can build, tradesperson, garden, sew, cook etc)

How can we best communicate to you management information about the centre? (Please circle)  
 Monthly Newsletter / Email / Noticeboard

Important information about custody of your child / children:  
 Who has legal custody of the child / children?.....  
 Is there a court ordered parenting order or parenting plan in place for your child / children?  Yes  No  
**If Yes: You must supply a copy to the centre**  
**(Please note: It is the families' responsibility to ensure that these documents are updated in writing at all times).**  
 Is there any other information about the children's living arrangements that we need to know about:

Can YOSHC take and use photographs of your child/children for:  
 • Educational purposes, developmental measurement tools, displays, program evaluations and Quality Assurance  Yes  No  
 • The YOSHC Newsletter, newspaper articles, brochures and on our centre website?  Yes  No

Does your family have any religious, cultural, spiritual or personal beliefs that YOSHC can support and incorporate to best care for your child/children?  Yes  No  
 If Yes, please specify or tick the box below to discuss further with a staff member:  
 • I would like to discuss this further

Do you permit your child/children to celebrate:  
 • Birthdays  Yes  No  
 • Easter  Yes  No  
 • Christmas  Yes  No  
 At times children may bring a cake or something similar along to celebrate with their friends, do you give permission for your child to share this cake?  Yes  No

Family Doctor:	Medical conditions require a doctor's letter of conditions and requirements.
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Address:	Postcode:
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Phone:	Family Medicare Number:
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Has your child/children ever suffered from a serious illness, injury or required hospitalisation? If yes please state child's name and specify medical details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does your child/children have any allergies and/or asthma? If yes please state child's name and allergy and/or asthma details including triggers and severity of condition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Authorised Nominee/s:

An authorised nominee is defined under the Education and Services National Regulation as a person who has been given permission by a parent or family member to collect the child from the education and care service.

The YOSHC Management Committee has ruled that Authorised Nominees need to be at least 16 years old to be authorised to collect a child from YOSHC (2014 MCM).

Please note: that unfamiliar authorised collectors and emergency contacts of the child/children will be required to present photographic ID such as Driver's License, 18+ card, Senior's Card or passport before picking up the child/children.

**We recommend that you advise all contacts to bring along photographic ID when collecting your child.**

**Please note: Cancellations and changes to bookings will only be accepted from a child's parent/guardian**

In accordance to the Education and Care Services National Regulation Parent/guardians must list contacts (authorised nominees) for the Education and Care service to contact *in the event that we require consent to medical treatment or administration of medication and we are unable to reach the parent or guardian of the child.*

<b>1. Name:</b>	Relationship to child:
Address: <span style="float: right;">Postcode:</span>	
Phone:	Mobile:
<b>2. Name:</b>	Relationship to child:
Address: <span style="float: right;">Postcode:</span>	
Phone:	Mobile:
<b>3. Name:</b>	Relationship to child:
Address: <span style="float: right;">Postcode:</span>	
Phone:	Mobile:

I authorise the Authorised Nominee's specified above to:

- Collect my child/children from the service
- Be contacted in the event of an emergency where a parent/guardian cannot be reached
- Consent to medical treatment of my child and to authorise the administration of medication to my child
- Authorise an educator to take my child outside the education and care service

Parent/Guardian Name: .....

Signed: ..... Date: ..... / ..... / .....

In an emergency a person who is not listed on the child's enrolment form may be required to collect a child, or a parent may request that a child leave the service alone. Permission in this instance may be granted via email or phone. If the request is made via telephone, the parent/guardian will have to answer a security question before notifying staff of the emergency persons details, staff will then fill in an 'additional authorized person' form and the form will be signed by the parent/guardian when they next visit the centre.

Can you please specify a question that we can use to identify you:

If you're stuck try: What was my first pet's name? Or What is the name of my favourite book?

Answer:

Is there any further information you would like to make the service aware of:

I/We agree to notify the centre of any change to information provided in the enrolment pack.

I/We agree to pay all childcare fees incurred, including absent days and fees resulting from late collection.

I/We agree to abide by the centres fee schedule and associated booking and cancellation procedures.

I/We understand that all fees must be paid one week in advance to secure a booking. This includes the enrolment fee which must be paid for each child prior to commencement at the centre.

I/We agree to pay outstanding fees applicable together with all debt recovery expenses incurred if my/our family develops an outstanding account at the centre. This includes mercantile agent's fee, court costs and legal fees reasonably incurred by the centre.

I/We understand that in the case of a default, the parent/guardian acknowledges that any enrolment information specifically required for the purpose of debt recovery and identification of individuals in default may be forwarded to legal/collection agencies for legal recovery action.

I/We understand that in the case of a default, enrolment details may be listed on the National Default Register for a period of six (6) years and 30 days or until paid. This information may be accessed by other providers at the time of enrolment.

I/We understand that care may be refused in the case of a default.

I/We acknowledge that I/we have received a "Family Package" and agree to abide by the rules, policies and procedures of the service.

I/We understand that it is necessary to personally sign children out as required for the various care programs. If any person apart from those listed on the enrolment form is to collect and sign out my/our child/children, I/we agree to notify the centre in advance to this effect.

I/We agree to inform the centre of any absence of my child/children on or prior to the day due to attend.

I/We understand that management and/or staff **can not** enforce Family Court Orders or Domestic Violence Orders by law.

I/We agree to keep my/our child/children from attending the Program should he/she be suffering from any illness/infectious or contagious disease as per the Infectious Disease policy of the centre. I/We accept that the centre will enforce the recommended minimum exclusion periods recommended by an appropriate governing body.

I/We understand and accept that while all efforts are taken to prevent illness or injury to your child we reserve the right to seek and/or provide medical and/or emergency treatment for your child if deemed necessary by centre educators. In the event of an emergency every effort will be made to contact parents/guardians and emergency contacts. If we are unable to do this educators at the centre will contact the ambulance for transport and authorise treatment as deemed necessary by medical staff. The parents/guardians will be responsible for any costs incurred by this treatment or transportation. The parent will notify the centre in writing of any restrictions regarding medical treatment of the child.

I/We understand that for my child to receive medication whilst at the centre I must complete a medication form for the administration of any medication to my child/children. This includes prescription and over the counter medications and creams as per the Education and Care Services Regulation 2011.

I/We understand that educators may need to escort my child/children off the premises to safety if there is an emergency evacuation

I/We understand that my child/children will be transported by bus, train or will walk to and from school and excursions.

I/We understand that when travelling on a seat-belt fitted bus, my child/children will be required to wear a seat belt.

I/We agree to keep the centre updated on changes to authorised nominees. I understand that in keeping with the Education and Care Services National Regulation (S 160:3) my child/children will not be released into the care of a person who has not been listed on this form as a parent or authorised nominee. I understand that the service will take reasonable steps to prevent a non-custodial parent (as determined by a current court order or parenting order) from having access to, or collecting, any child listed on the order.

I/We will ensure that all authorised nominees are advised of their responsibilities to ensure they collect my child by the service closing time. Failure to do so will result in a late collection fee being applied.

I/We understand that the service must comply with the Priority of Access for CCS purposes. I acknowledge that where a child with a higher priority requires care that I may be contacted to change or reduce my days. I understand that I will be provided with 14 days' notice if this occurs.

- First Priority  
A child at risk of serious abuse or neglect.
- Second Priority  
A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the Family Assistance Act
- Third Priority  
Any other child

I/We understand that my child's lunch box will be kept within their bag in a shaded area whilst on Holiday Care. When going on excursion children will carry their bags with lunchboxes contained within. If families require special care for lunches, excursion restraints should be taken into consideration.

I/We understand that the information within this Family Enrolment Package will be used in keeping with the Information Handling Policy and the other Policies and Procedures of the service from time to time.

I/We understand that the service may screen G and/or PG rated movies, DVD's, computer games and music whilst my child is in attendance at the service.

I/We agree to abide by the YOSHC Sun Safety Policy. This includes wide brimmed hats are to be worn by all children at the service when outside, suitable sunscreen is applied throughout the day, there will be limited outdoor activities planned between 10am and 2pm; sun smart rashies are to be worn on swimming days. Please read the full policy via the Policies and Procedures.

I/We authorise educators of the centre to seek and/or provide medical and/or emergency treatment for my child **including the administration of life saving medication (eg. Epipen or Ventolin)** should this be considered necessary and agree to meet all costs incurred by this treatment and or transport.

**By signing this document I acknowledge that I have read, understood and agree to abide by the information contained in this enrolment and agreement pack.**

Name: .....	
Signature: .....	Date: ...../...../.....
Name: .....	
Signature: .....	Date: ...../...../.....



# Care Requirements Form

Family Name: \_\_\_\_\_ Date of Care to Begin:...../...../.....

**Before and After School Care:**

We require care on a **permanent** basis for the following days (Please tick appropriate days):

Child 1: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

Child 2: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

Child 3: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

**OR**

We will be attending Yeronga OSHC on a **casual** basis and will notify YOSHC when we need care.

**Holiday Care:**

We will be attending YOSHC for Holiday Care only.

We will/may be attending YOSHC for Holiday Care as well as Before and After School Care

# Yeronga OSHC

<u>Contact Details:</u>	<u>Hours:</u>
Nominated Supervisor: Tanya Harris Educational Leader: Lucy Reid P&C Finance Administrator: Cara Burrus Tel: 07 3426 0361 Mail: 122 Park Road, Yeronga Q 4104 Email: <a href="mailto:yoshc@live.com.au">yoshc@live.com.au</a> Website: <a href="http://www.yoshc.com">www.yoshc.com</a>	Before School Care 7.00am – 8.45am After School Care 3.00pm – 6.00pm Holiday Care & Pupil Free Days 7.00am – 6.00pm

## Fees and Charges\*

(\*Please note these fees are subject to minor change with the review of the budget at the end of the year)

<u>Session</u>	<u>Time</u>	<u>Cost</u>
Before School Care Permanent	7.00 am – 8.45 am	\$14.00
Before School Care Casual		\$16.00
After School Care Permanent	3.00 pm – 6.00 pm	\$21.50
After School Care Casual		\$23.50
Holiday Care and Pupil Free Day Full Day (Additional fees for excursion & incursion days)	7.00 am – 6 00 pm	\$51.00

Enrolment Fee (due on enrolment): \$15 per child Administration Fee (due annually): \$30 per family

**No Notification Fee** (YOSHC must be notified when a child will not be attending a session): \$5 per session

**Late Fee** (Families must collect their children before 6pm): \$15/15minutes or part thereof

See Policies and Procedures for booking cancellation timeframes.

## Making Payments

Statements are emailed out fortnightly to each active family. Payments can be made via cheque, eftpos, credit card, cash (at the centre) or directly into the YOSHC bank account:

**Account Name:** Yeronga Out of School Hours Care

**BSB:** 084 126

**Account Number:** 02 993 0279

For payments other than direct deposit families need to follow the procedure displayed at the payments desk. The step by step instructions on how to make your payment are on the wall behind the desk. If you need assistance please don't hesitate to ask.

YOSHC does not carry change so if you're paying cash please bring in the correct amount.


If you'd like to see if you're eligible for the Child Care Subsidy (CCS) please contact the Department of Human Services (136150) for a Customer Reference Number for yourself and your child. Once you've received these numbers pass them onto a Nominated Supervisor at YOSHC and we'll enter them into the Child Care Subsidy System (CCSS). It can take a few days for your CCS amount to come through so please be patient 😊

CCSS Approval ID for YOSHC (for centrelink purposes): **CCMS\_1\_61P\_64**


If you have any enquiries about your account please see the Coordinator on duty.


# Quick Pointers for Families

## Before and After School Care


 Hat (no hat = no outside play)


## Holiday Care


 Hat (no hat = no outside play)

 Enclosed shoes


 Drink bottle for water


 Towel, togs and sun smart shirt if swimming

 Sunscreen, if allergic to the brand supplied

 Lots of food for lunch (we provide breakfast, morning and afternoon tea)

 Please ensure there are no nuts in your child's lunch, for the safety of our anaphylactic children.

 Clothes suitable for craft and other activities

 Change of clothes

## Health & Community Service Dept Contact Information

Department of Human Services	132 468 <a href="http://www.humanservices.gov.au/">http://www.humanservices.gov.au/</a>
Community Child Health Service	<a href="http://www.health.qld.gov.au/cchs/about.asp">http://www.health.qld.gov.au/cchs/about.asp</a>
Community Health Service	<a href="http://www.health.qld.gov.au/services/default.asp">http://www.health.qld.gov.au/services/default.asp</a>
Queensland Health	07 3234 0111 <a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a>
<u>Counselling and Support</u>	
Domestic Violence Telephone Service	Womensline: 1800 811 811 Mensline: 1800 600 636
Lifeline	13 11 14 <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
Poisons Information Centre	13 11 26
Positive Parenting Program (PPP)	07 3365 7290 <a href="http://www1.triplep.net/">http://www1.triplep.net/</a>
Relationships Australia	1300 364 277 <a href="http://www.raq.org.au/">http://www.raq.org.au/</a>
Women's Infolink	1800 177 577 <a href="http://www.communities.qld.gov.au/women/about-us/womens-infolink">http://www.communities.qld.gov.au/women/about-us/womens-infolink</a>

## YOSHC Staff and Centre Details

Your child's care giver details as at the date of enrolment are as follows:



**Tanya Harris**  
**Position**  
Co-Director (Nominated Supervisor)  
**Qualification**  
Bachelor of Arts  
- Psychology Major -  
[Tanya@yoshc.com](mailto:Tanya@yoshc.com)



**Jordan Young**  
**Position**  
Co-Director  
**Qualification**  
Bachelor of Secondary Education  
- Mathematics & Media Arts Major -  
[jordanyoung@yoshc.com](mailto:jordanyoung@yoshc.com)



**Lucy Reid**  
**Position**  
Educational Leader  
**Qualification**  
Bachelor of Built Environment  
(Interior Design)



**Charlee Carey**  
**Position**  
Assistant Coordinator  
**Qualification**  
Diploma of TESOL  
Bachelor of Primary Education  
(currently completing)



**Maddy McMahon**  
**Position**  
Assistant Coordinator  
**Qualification**  
Bachelor of Primary Education  
*Minor of Religious Studies*



**Chris Walker**  
**Position**  
Assistant Coordinator  
**Qualification**  
Bachelor of Business  
- Marketing Major -  
(currently completing)



**Gabrielle Kelleher**  
**Position**  
Assistant Coordinator  
**Qualification**  
Bachelor of Primary Education  
- Special Education Major -  
(currently completing)



**Ashleigh Stabe**  
**Position**  
Educator  
**Qualification**  
Diploma of Languages (Spanish)  
Bachelor of Primary Education  
- History Minor -  
(currently completing)



**Alec Higgins**  
**Position**  
Educator  
**Qualification**  
Bachelor of Secondary Education  
- HPE and Mathematics Major -  
(currently completing)



**Julia Phan**  
**Position**  
Educator  
**Qualification**  
Bachelor of Occupational Therapy  
(Honours)  
(currently completing)



**Teaghan Druitt**  
**Position**  
Educator  
**Qualification**  
Bachelor of Primary Education  
(currently completing)



**Caitlin Jordinson**  
**Position**  
Educator  
**Qualification**  
Bachelor of Public Health  
(currently completing)



**Jack McMahon**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Information Technology  
*(currently completing)*



**Sarah Dimes**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Primary Education  
*(currently Completing)*



**Maddy Jordinson**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Nursing and Paramedics  
*(currently completing)*



**Niamh Angelos**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Science  
 Major in Environmental Science  
*(currently completing)*



**Luke Gallaher**  
**Position**  
 Educator  
**Qualification**  
 Cert. III in Fitness  
 Diploma of Elite Sports Development



**Lili Taylor**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Occupational Therapy  
 (honours)  
*Currently completing*



**Tom Crowley**  
**Position**  
 Educator  
**Qualification**  
 Bachelor of Social Work

This service is licensed by the Department of Education, Training and Employment, with specifications detailed in the Education and Care Services National Law and the Education and Care Services National Regulation 2011. The service complies with the conditions set out in the National Law and Regulation, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff members and children.

You are encouraged to ask the Nominated Supervisor for information relating to the following:

- Your child's enrolment at this service including the activities and experiences provided by the service
- The service philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved; and
- The goals about knowledge and skills to be developed through activities and experiences.

Please note: Notices stating the current information about groups and staffing in the centre is displayed at the centre.

Yours sincerely,

Yeronga State School P and C Association, Outside School Hours Care

Ecology Plot

Prep Building

Front Oval

Cricket Oval

L—Junior School

K

Netball Courts

Resource Centre

Dental Clinic

**YOSHC**

Hall

Tuckshop

Park Road

F

Toilets

E

B

C

D

Main Oval

A—Administration

Tennis Courts