

BEFORE/AFTER SCHOOL CARE & VACATION CARE

~ ENROLMENT INFORMATION ~

Welcome New Parents: Let's Get Started!



Please read through the enrolment information carefully and complete all sections of the enrolment form. Once you have submitted this to the Director please allow 3 full business days for your enrolment to be processed. Once processed you will be sent booking information and forms.

If you have any questions or need to discuss any confidential information we welcome you to make an appointment with the Director. We also invite you to make a time to bring your child in for a visit so they can see the new environment.

Child Care Subsidy (CCS)

Child Care Subsidy fee reductions are available. For more information contact Centrelink on 136 150 or log on to www.my.gov.au to create/access your account.



Please wait until the end of your child's first week of attendance, upon which you will find the option to select our service will appear on myGov. Please then nominate Norwood OSHC as your Child Care Provider.

If this does not occur the CCS fee reduction will not be applied to your account. It is therefore necessary for our service to charge full fees in the interim and refund your CCS once we receive your subsidy payment.

Norwood Out of School Hours Care



37 Osmond Terrace, Norwood, SA, 5067

Website: norwoodoshc.com.au

Margie: 0418 891 704

Email: margie@norwoodoshc.org.au

Lowana: 0455 074 739

Email: noshcemail@gmail.com

Drop-off and Pick-up



Every person who is nominated as a collection authority for children will be issued with a PIN code. **This is individual to each person and is not to be used by anyone else so please do not share this number.** Have your number ready for Educators at drop off and pick up to avoid delays.

Children are never to be dropped off/picked up at the gate and must always be signed in/out at the service by a nominated collection authority.

We request that parents do not enter the OSHC building/gym unless invited in by an Educator. Please remain in the entry once you have signed your child out and an Educator will assist in bringing them out to you. This avoids congestion and protects the safety and wellness of all.

Parent Notices

Please check the white board and notice boards at the service entry when dropping off/collecting children. These displays provide current information about activities and upcoming events.



Opening hours



Norwood OSHC operates Before and After School Care every school day. On Student Free/School Closure days the service opens for full day care. These days along with Vacation Care must be booked separately.

Before School Care: 7:00am-8:45am

After School Care: 3:00pm-6:00pm

Student Free/School Closure/Vacation Care: 7.30am-6:00pm

Late Collection

The safety and wellbeing of all children in our care is of utmost importance to us at Norwood OSHC.

The service closes promptly at 6pm and we require that all children are collected before this time.



However, we know that there are sometimes circumstances outside of your control. We ask that if you are running late that you contact the service as soon as possible to inform staff. An educator will always remain after hours to supervise any child who remains at the service after 6pm until they are collected (fees apply).

Lost Property:



We do our best to make sure children put their belongings in their bags but ask that you help us by re-enforcing this with your child. We keep all lost property on top of the bag rack, where you drop off and collect your child so please look for any lost/forgotten items here.

If possible please label clothes and belongings with your child's name or your family name so we can more easily return them.



Before School Care Snack



Every morning of before school care an array of breakfast options are available to children including: fresh fruit, cereal, toast, muesli bars and crackers. Breakfast food is freely available to children from when we open with no set eating time.

After School Care Snack

Every afternoon once all children have been signed in we provide a varied and nutritious snack. Fresh fruit, vegetables and a different carbohydrate based snack is provided every day.



Some of our popular options are: garlic bread, mac & cheese, baked potatoes and rice crackers with cheese and dip. We are always looking for more nutritious snack options. Families are welcome to approach our Educators with some ideas.

Children are encouraged to finish anything leftover in their lunchboxes at afternoon snack and you are welcome to pack extra food for them to eat at After School Care. Please note however, that we are not able to heat or cook food provided for children (this includes 2-minute noodles)

Management Committee



Our management committee is comprised of a dedicated group of parents and Educators who meet twice a term. We discuss the programs implemented at OSHC, along with facility upgrades and maintenance, future plans, quality improvement, policy development and much more! Our meetings are held on a Wednesday night during weeks 3 and 8 each term from 6.00pm and run until approx. 7.30pm. They are friendly and social with drinks, nibbles and free child care provided.

Register your interest in joining with the OSHC Director.

NOSHC Sports and Leisure Program

Norwood OSHC contracts an array of professional providers to run a diverse after school program. We have providers conduct multi-sport, recreation and leisure programs between 4pm and 5pm on delegated varied afternoons 2 days per week for 6 weeks each term.



A \$15 fee per child is applied to all accounts, once per term to accommodate the cost of this wonderful program. A discounted rate per child applies to families with more than one child attending OSHC.

Behaviour Management at OSHC



Norwood OSHC is committed to providing a positive, happy and respectful environment. Children are given positive reinforcement as much as possible and if an incident does occur it is the 'behaviour' that is focused on and not the child.

We program ongoing discussions and activities based on character strengths and virtues. We focus on acting with kindness and respect and encourage children to resolve issues amongst themselves where possible. Educators are always available to help children develop their sense of agency and resilience and to mediate or resolve issues. We encourage all children to reach out to an Educator if they have any issues with another child's behaviour and need assistance.

Extra-curricular School Sports

If you enrol your child to take part in an extra-curricular school sport they may be required to take part in after school training sessions. Should this fall on a night you require After School Care OSHC can arrange to have an Educator accompany your child to this training session. (Additional consent forms are required and fees apply)



First Aid

Norwood OSHC will ensure there is always an Educator on duty who holds an approved first aid qualification at all times.

In the event of a minor injury/accident parents/collection authorities will be notified at pick up time and may be required to sign our incident register.



In the event of a more serious injury/illness parents will be notified as soon as possible and may be requested to collect their child from the service.

In the event of an emergency an ambulance will be called. When ratios allow, an Educator will accompany the child but in extreme circumstances it may be necessary to hand care over to paramedics. Educators will record the contact information and destination of the ambulance to pass onto parents/guardians as soon as practicable.

Medication



Should you require Educators to administer medication to your child please contact the Director or Assistant Director BEFORE sending medication to the service.

You must ensure the medication is in its original packaging with a chemist label correctly detailing the child's information and the required dosage. We are not allowed to administer a first dose of any new medications so please ensure your child has had the medication before while under your care.

You will be required to complete a form authorising NOSHC Educators to administer medication to your child which can be provided to you at your request.

No medication will be administered unless these requirements are met.

~VACATION CARE ONLY~

Morning Snack and Lunch

A packed morning snack and lunch must be provided every day for Vacation Care. On excursion days children tend to eat more so we recommend providing a little extra on these days. We are not able to heat or cook food provided for children's morning tea or lunch (this includes 2-minute noodles)



A water bottle must be provided each day. OSHC educators will happily re-fill this for your child as needed.

We ask that you please do not send food which contains nuts to help protect those with allergies who use our service.

Afternoon Snack

Afternoon snack is provided each day of Vacation Care with similar options provided as after school care.

Transportation of Children

Bus excursions are usually conducted between 9:30am and 4:00pm and generally do not exceed 1 hour. All journeys are taken in a coach fitted with seatbelts. The highest care is taken when travelling for excursions. Children are counted on and off the bus, Educator to child ratios are increased and individual risk assessments are prepared.



Sustainability at Vacation Care



When possible we ask that you send a packaging free lunch box to help prevent littering in our school yard. This will also help educate the children on the waste associated with pre-packaged foods. Please support us in our drive for more sustainable lunch boxes and a rubbish free environment!

In an attempt to reduce rubbish and litter and to draw attention to both food waste and what goes into our landfill we send all disposable wrappers and uneaten food back home in children's lunch boxes. We hope this will help keep you aware of what your child is not eating and provide the opportunity to discuss alternatives with them thereby teaching them respect for food and hopefully reducing food wastage.



Pocket Money



Pocket money is only allowed on specific day. These are noted on the program and booking forms by a gold coin symbol. Pocket money must be provided in a zip lock bag with the child's name on it and handed to an educator at drop off time. Pocket money must not exceed \$20. Pocket money is not to be used as a replacement for morning snack or lunch.

Payment and Cancellations

For Vacation Care bookings payment is required at the time of booking, please ensure funds are available on your nominated card before submitting your bookings. Bookings will not be confirmed if payment cannot be processed.



Refunds are NOT available for Vacation Care. This includes absence and cancellations. Bookings cannot be transferred/swapped between days or siblings.

Please make sure to only book for days you know you will require.

~ ENROLMENT FORM ~

What is their favourite book and/or TV show

Email: noshcemail@gmail.com

Email address:

Emergency contacts & collection authorities:

Must not be the same as parent/guardian information

All collection authorities must be 18 years or over. Emergency contacts should be notified that they have been nominated by you to act on the child's behalf if you are not contactable and to provide emergency care until they can return home.

Given name/s:	Family name:	
Relationship to child:	Gender:	
Address:		
Suburb:	Postcode:	
Mobile number:	Work number:	

Collection Authority Only:		
<i>These people will not be contacted in the event of an emergency.</i>		
Given name/s:	Family name:	
Relationship to child:	Gender:	
Mobile number:	Work number:	

Given name/s:	Family name:	
Relationship to child:	Gender:	
Mobile number:	Work number:	

Are the child's parents separated or divorced?

Yes No

If yes...

Does the child have contact with both parents? Yes No

Is anyone legally denied access to the child? Yes No

If there are any court orders in place or legal documentations relating to the custody of the children please provide a copy with your enrolment.

Does the child have any dietary requirements?

Yes No

*Do **not** include allergies in this section.*

Please provide details:

Medical and Health Information

Usual doctors clinic:

Address:

Suburb:

Post code:

Phone number:

Doctors name:

Usual dentist clinic:

Address:

Suburb:

Post code:

Phone number:

Dentists name:

Ambulance cover? Yes No

Provider:

Membership number:

Medicare number:

Special Needs, Aids or Conditions

To ensure we meet your child's needs it is important that you provide us with information on any conditions which might impact their participation in our program or areas in which they may require support or extra care.

Please circle 'Yes' or 'No' for each question and complete relevant details.

Does the child have any medical conditions?	Yes	No
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Severity:	Mild	Moderate	Severe
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If yes, you will need to complete a Risk minimisation and communication Plan/Medical-Allergy and provide a Health Action Plan.

Please provide details and list any related medication:

Does the child have any disabilities or special needs?	Yes	No
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Severity:	Mild	Moderate	Severe
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If yes, you will need to complete a Risk minimisation and communication Plan/Physical Disability – Behavioural.

Please provide details and list any related medication:

Does the child have any allergies?	Yes	No
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Severity:	Mild	Moderate	Severe
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If yes, you will need to complete a Risk minimisation and communication Plan/Medical – Allergy and may need to provide a Health Action Plan.

Please provide details of the allergen, reaction and any related medication:

Does the child have any aids?	Yes	No
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(e.g., glasses, hearing aids, sensory headphones)

Please provide details on when they should be used/worn:

(e.g., at all times, not during physical activity, up to the child...)

Please provide details on storage of the aid when not in use:

(e.g., in the child's care, with an educator, locked away...)

Is there anything more you would like us to know?	Yes	No
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(e.g., personal, cultural, religious practices you would like us to be aware of? Or any behavioural or personality comments to help us support your child as best as possible?)

Please provide details:

Payment Options

Internet Banking/Electronic Funds Transfer:

Payments must be made regularly at no more than 14 day intervals covering the full amount owed. Fees apply for overdue payments. A \$50 Bond is to be paid upon enrolment confirmation. This will be fully refunded after 12 months of regular account payments.

Account Name: Norwood Out of School Hours Care Inc.
BSB: 105-010 Account Number: 071 961 540

Direct Debit:

Payments will be processed on your credit card by the service within 5 days of you receiving your invoice. Please ensure sufficient funds are available for processing or a declined card fee will apply. No Bond payment is required for this option unless there are regular issues in processing payment from your card.

Booking Information

Please note this is NOT a booking form. We ask that you tick the days you currently think you will require bookings to help us gauge availability before you complete a booking form.

- ☐ I will require regular/ongoing bookings
- ☐ I will require casual bookings
- ☐ I will only require bookings for Vacation Care

Before School Care

MON	TUES	WED	THURS	FRI

After School Care

MON	TUES	WED	THURS	FRI

Payment Authorisation

Please indicate below how you will be paying your OSHC Account:

- ☐ I will personally transfer by Internet Banking/Electronic Funds Transfer (Bond applies)
- ☐ I authorise OSHC to Direct Debit from my Credit Card listed below and understand I must have sufficient funds available

Print Name:

Signature:

Date: / /

Accounts are emailed weekly. Please ensure you supply an email account that you check regularly.

Email address:

I accept to be charged the following upon submission of this form:

- ☐ \$25/\$20 Family Enrolment Fee (required for all new enrolments)
- ☐ \$50 Bond (required if you have opted to personally transfer your OSHC fees)

Card Details:

Name on Card:

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Expiry Date:

☐

MasterCard

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Visa

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Print Name:

Signature:

Date: / /