



Annesley Junior School

OSHC ENROLMENT FORM Operational Policies and Procedures

Annesley Junior School provides Before School Care, After School Care and Vacation Care (OSHC) for students in Reception to Year 7 in a safe and secure environment. In OSHC students play and enjoy leisure opportunities to support their wellbeing, learning and development. OSHC staff work in collaboration with students to present a program that is relevant, consisting of both structured and unstructured time. Students are encouraged and supported to try new experiences, engage with their peers socially and pursue their interests to develop and strengthen their understanding of the world.

Our Service

Our OSHC service is located on the eastern side of the Daphne Gum Playground. In Before and After School Care, priority of place is given to students attending Annesley Junior School. If there are vacancies, siblings who attend other schools may attend. Their attendance must be made in consultation with either Donna Nicolle or Luke Ritchie prior to bookings being accepted. The OSHC program is guided by the National Framework as outlined in the document *My Time, Our Place Framework for School Age Care in Australia 2011*, which is linked to the *Early Years Learning Framework*. It extends the principles, practices and outcomes to the contexts and age range of the students in OSHC.

Hours of Operation

Before School Care: 7:30am – 8:30am

After School Care: 3:30pm – 6:00pm

Vacation Care: 7:30am – 6:00pm

Please note that we open at 7:30am and close at 6:00pm.

Fees	Permanent Booking	Casual Booking
Before School Care	\$11	\$13
After School Care	\$22	\$25
Vacation Care	\$53 per child + incursion/excursion fee (if applicable)	

Fees will be billed fortnightly in arrears.

Late fees: After 6:00pm, \$2 per minute per child will be charged (regardless of notice)

Bookings

We must abide by the staff to student ratio of 1:15 at all times. Therefore there is a strict limit to the number of children we can care for at any one time. The booking system in place enables us to comply with National Regulations, be financially viable and ensure the safety and wellbeing of your child.

Permanent bookings for Before and After School Care can be made for students attending on a regular basis for specific days of the week. The place is held for the child and they are expected to attend.

Permanent bookings will be automatically charged except when:

- The booking falls on a public holiday
- Your child is not attending school due to illness and you have advised Reception
- You know in advance your child will not be attending & have given OSHC staff 24 hours' notice.

Casual bookings for Before and After School can be made by placing your child's name on the Casual Booking sheet at Reception during school hours, or by calling Annesley Junior School on 8422 2288. Casual places are limited and cannot be booked more than one week in advance. Adequate notice is required when placing a casual booking to ensure staffing ratios are met. *Casual bookings made after 2pm for After School Care that day or Before School Care the following day will incur a \$10 late booking fee. Casual bookings that are cancelled after 2pm on that day incur a \$10 late cancellation fee.*



Annesley Junior School

Approved Service

Our centre is an Approved Service for the purposes of the Child Care Subsidy. Families can register and complete an online application via a MyGov account, the following link provides information regarding this process:

<https://www.humanservices.gov.au/individuals/services/child-support/child-support-online-accounts>

Please advise us in writing of your Customer Reference Number (CRN) and the date of birth of each person registered. Below are the approval numbers required for registration.

Before School Care: 1-RZ1419
After School Care: 1-RZ14TE
Vacation Care: 1-RZ14OK

Signing In/Out

It is a legal requirement that parents sign their children in/out each day. This is done electronically on the designated iPad. Parents must accompany their child to and from the centre, children are not allowed to enter or leave unattended. This procedure is to ensure the safety of your child and meet government safety requirements.

Duty of Care

If a student who is booked into After School Care does not attend, the parents will be contacted to ensure the safety of the child. Non-attendees will incur the full fee for the session, therefore it is important that you inform Reception or OSHC to cancel your OSHC booking for that day.

Before School Care fees will be charged to all students who are left on school grounds unsupervised prior to 8:30am. After school, students are supervised by a teacher on duty until 3:45pm each day. Children who are not collected by this time are escorted to OSHC and charged After School Care fees.

Co-curricular

Children will not be charged while they are in the care of coaches etc when participating in co-curricular activities after school, as they are in the care of those adults and not OSHC. If you do not collect your child by the nominated finishing time, care for your child is your responsibility. If you are running late you need to make contact with the person in charge of co-curricular or Reception. When activities commence immediately after school and finish before 6pm, your child can only attend OSHC afterwards if they are booked in. Please do not assume that they will be taken to OSHC at the activity end.

Vacation Care

Vacation Care is available for Annesley Junior School students as well as students attending other Junior Schools. Our program operates for nine weeks of the school holiday period. Bookings need to be made prior to the end of the term, we will not accept bookings without full payment details. Cancellation of a Vacation Care booking requires 24 hours' notice, otherwise the full fee will be charged.

Other Essentials

We will provide your child with an afternoon snack during After School Care and Vacation Care. It is therefore essential that we are made aware of any allergies or dietary requirements.

During the summer months it is important for the safety and comfort of all children to have access to their own water and sunscreen. Filtered water is available to refill students' bottles throughout the session and OSHC sunscreen is available for those without their own.

Should you have any further questions, please do not hesitate to contact OSHC staff on weekdays between 7:30am – 8:30am, 3:00pm – 6:00pm on 8422 2263 or email oshc@annesley.sa.edu.au

ALISHA THOMPSON
OSHC Coordinator

LUKE RITCHIE
Principal

DONNA NICOLLE
Deputy Principal &
Head of Early Years



Annesley Junior School

ENROLMENT FORM FOR OUT OF SCHOOL HOURS CARE

Child #1

Family Name: _____ Date of Birth: ____ / ____ / ____

First Name: _____

Languages spoken at home (other than English): _____

Cultural practices you wish staff to be aware of: _____

Attendance

Please tick all days that you would like a permanent booking. For casual bookings please leave blank.

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

Please note: We require notification for cancellations of any OSHC bookings or the fee will be charged. Please contact the Junior School Front Office on 8422 2288, OSHC on 8422 2263 or email oshc@annesley.sa.edu.au.

Medical Information

Does your child have a physical limitation or medical condition? **YES / NO**

If yes, please provide details and attach a written health care plan from your child's doctor/treating health care professional: _____

Are there any dietary requirements relating to your child? **YES / NO**

If yes, please provide details: _____

Does your child have any medications that they require? **YES / NO**

**Please note that prescribed medications cannot be administered to children unless a Medication Form is filled out prior. Please see OSHC staff for more details.*

Do you give permission for OSHC staff to apply sunscreen? **YES / NO**

(If no, then please supply sunscreen for your child)

In Case of Accident or Emergency

Every effort will be made to contact parents prior to taking medical action or seeking treatment. In the event of your child/ren receiving injuries requiring medical treatment, OSHC staff will obtain medical assistance deemed necessary. As such, the child's legal guardian will be liable for any medical cost incurred.



Annesley Junior School

Child #2

Family Name: _____ Date of Birth: ____ / ____ / ____

First Name: _____

Languages spoken at home (other than English): _____

Cultural practices you wish staff to be aware of: _____

Attendance

Please tick all days that you would like a permanent booking:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

Please note: We require notification for cancellations of any OSHC bookings or the fee will be charged. Please contact the Junior School Front Office on 8422 2288, OSHC on 8422 2263 or email oshc@annesley.sa.edu.au.

Medical Information

Does your child have a physical limitation or medical condition? **YES / NO**

If yes, please provide details and attach a written health care plan from your child's doctor/treating health care professional: _____

Are there any dietary requirements relating to your child? **YES / NO**

If yes, please provide details: _____

Does your child have any medications that they require? **YES / NO**

**Please note that prescribed medications cannot be administered to children unless a Medication Form is filled out prior. Please see OSHC staff for more details.*

Do you give permission for OSHC staff to apply sunscreen? **YES / NO**

(If no, then please supply sunscreen for your child)

In Case of Accident or Emergency

Every effort will be made to contact parents prior to taking medical action or seeking treatment. In the event of your child/ren receiving injuries requiring medical treatment, OSHC staff will obtain medical assistance deemed necessary, As such, the child's legal guardian will be liable for any medical cost incurred.



Annesley Junior School

Child #3

Family Name: _____ Date of Birth: ____ / ____ / ____

First Name: _____

Languages spoken at home (other than English): _____

Cultural practices you wish staff to be aware of: _____

Attendance

Please tick all days that you would like a permanent booking:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care					
After School Care					

Please note: We require notification for cancellations of any OSHC bookings or the fee will be charged. Please contact the Junior School Front Office on 8422 2288, OSHC on 8422 2263 or email oshc@annesley.sa.edu.au.

Medical Information

Does your child have a physical limitation or medical condition? **YES / NO**

If yes, please provide details and attach a written health care plan from your child's doctor/treating health care professional: _____

Are there any dietary requirements relating to your child? **YES / NO**

If yes, please provide details: _____

Does your child have any medications that they require? **YES / NO**

**Please note that prescribed medications cannot be administered to children unless a Medication Form is filled out prior. Please see OSHC staff for more details.*

Do you give permission for OSHC staff to apply sunscreen? **YES / NO**

(If no, then please supply sunscreen for your child)

In Case of Accident or Emergency

Every effort will be made to contact parents prior to taking medical action or seeking treatment. In the event of your child/ren receiving injuries requiring medical treatment, OSHC staff will obtain medical assistance deemed necessary. As such, the child's legal guardian will be liable for any medical cost incurred.



Annesley Junior School

CONTACT INFORMATION

Parent/guardian 1:

Name: _____

Mobile Ph: _____

Other Ph: _____

Email: _____

Parent/guardian 2:

Name: _____

Mobile Ph: _____

Other Ph: _____

Email: _____

Additional Contacts

The following people are authorised to pick up my child/ren. Please include all possibilities as children will not be allowed to leave the program with an unauthorised person.

1. Name: _____

Mobile Ph: _____

Relationship to child: _____

3. Name: _____

Mobile Ph: _____

Relationship to child: _____

2. Name: _____

Mobile Ph: _____

Relationship to child: _____

4. Name: _____

Mobile Ph: _____

Relationship to child: _____

Child Care Subsidy

We are an approved centre so families can receive the Child Care Subsidy. Please ensure you have supplied us with a CRN and date of birth for each child and the registered parent.

Child's name _____ CRN _____ DOB ___/___/___

Child's name _____ CRN _____ DOB ___/___/___

Child's name _____ CRN _____ DOB ___/___/___

Registered Parent _____ CRN _____ DOB ___/___/___

By submitting this form I hereby confirm this booking

Signed: _____ Date: _____