



## 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. 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. The learning framework is utilised alongside learning observations of the students to create a program that is stimulating and engaging.

#### 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 Care sessions can be made by contacting OSHC Staff via email ([oshc@annesley.sa.edu.au](mailto:oshc@annesley.sa.edu.au)) or phone (84222263). 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.*



## 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 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 and late booking 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 who are currently attending Reception to Year 7. Our program operates for nine weeks of the school holiday period. Bookings need to be made prior to the last Wednesday of the term. Any amendments or cancellations to bookings following this date will still be charged the full daily fee.

### 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 Cluny Fenner, OSHC Coordinator, on 84222263 or email [fennerc@annesley.sa.edu.au](mailto:fennerc@annesley.sa.edu.au).

CLUNY FENNER  
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: \_\_\_\_\_ Gender: \_\_\_\_\_

Residential address: \_\_\_\_\_

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					

### Medical Information

Child's registered General Practitioner: \_\_\_\_\_ GP Phone: \_\_\_\_\_

GP Address: \_\_\_\_\_

Child's Medicare Number: \_\_\_\_\_

Has your child received all immunisations appropriate for their age? **YES / NO**

If no, please provide details: \_\_\_\_\_

Does your child have any medical conditions or allergies? **YES / NO**

If yes, please provide details: \_\_\_\_\_

*Please note: a medical action plan is required for any child diagnosed with anaphylaxis, allergy or asthma.*

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

If yes, please provide details: \_\_\_\_\_



## Annesley Junior School

### ENROLMENT FORM FOR OUT OF SCHOOL HOURS CARE

#### Child #2

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Residential address: \_\_\_\_\_  
\_\_\_\_\_

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					

#### Medical Information

Child's registered General Practitioner: \_\_\_\_\_ GP Phone: \_\_\_\_\_

GP Address: \_\_\_\_\_

Child's Medicare Number: \_\_\_\_\_

Has your child received all immunisations appropriate for their age? **YES / NO**

If no, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Does your child have any medical conditions or allergies? **YES / NO**

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

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*Please note: a medical action plan is required for any child diagnosed with anaphylaxis, allergy or asthma.*

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

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_



## Annesley Junior School

### PARENT/GUARDIAN INFORMATION

#### Parent/guardian 1:

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Other Ph: \_\_\_\_\_

Email: \_\_\_\_\_

#### Parent/guardian 2:

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

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. They may also be contacted in the case of an emergency where both parent/guardians cannot be contacted.*

3. Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

1. Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

4. Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

2. Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Relationship to child: \_\_\_\_\_



## Annesley Junior School

### Child Care Subsidy

We are an approved centre so families can receive the Child Care Subsidy. Without the following information you will not receive the subsidy. Any questions regarding CCS, please contact the OSHC Coordinator.

Child's name \_\_\_\_\_ CRN \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_

Child's name \_\_\_\_\_ CRN \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_

Registered Parent \_\_\_\_\_ CRN \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_

### Consents (please tick)

- I consent to OSHC staff may administering first aid to my child/ren if the need arises
  
- I consent that if at any time the OSHC staff considers that my child/ren requires emergency medical/hospital/ambulance assistance, they will have the local medical/hospital/ambulance attend my child/ren. I acknowledge that I will be liable for any medical/hospital/ambulance expenses incurred in the treatment of my child
  
- I consent for OSHC staff to apply SPF50+ broad spectrum sunscreen to my child/ren. If any health concerns, you agree to supply your own sunscreen (to be labelled and kept in OSHC room)
  
- I consent for the OSHC Coordinator to collect and share detailed health and wellbeing information with the school confidentially and to keep it on file as required

**Prior to your child/ren attending you must provide OSHC with a complete enrolment form for each child and have received approval from the OSHC Coordinator.**

*By submitting this form I hereby confirm the information provided is true and correct*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_