



Ainslie Out of School Hours Care (OSHC) Re-Enrolment & Information Update Form

To secure booking please:

Indicate the start date and days required for next year.

Please complete any areas of the form that need updating and return to Ainslie OSHC, signed and dated where necessary.

If you have any questions about this form, contact the OSHC office at 6249 1740 or email us at info@ainslieoshc.com.au

Re- Enrolment Form: This re - enrolment form asks for personal information about your child/ren as well as about family members and others that provide care for your child/ren. This information is required for Ainslie OSHC to enrol your child/ren and to allocate staff and resources to provide for their care and support. All staff/educators at Ainslie OSHC are required by law to protect the information provided on this enrolment form.

Health information: So staff/educators at the service can properly care for your child, this form asks you to tell us about any condition including allergies that your child/ren may have, any medication they may rely on while at Ainslie OSHC, and contact details of your family doctor. Ainslie OSHC depends on you to provide all relevant information: withholding some health information may put your child's health at risk.

Family arrangements: Ainslie OSHC requires information about parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans must be made available to the service. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Director if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts: These are people that Ainslie OSHC may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and have agreed to their details being provided to Ainslie OSHC.

Updating Your Child's Records: Please let Ainslie OSHC know if any information needs to be changed by sending updated information to the Director.

Access to Your Child's Records Held by Ainslie OSHC: In most circumstances a parent or guardian can access their child's records. Please contact the Director, if you wish to do so. Some information, such as information provided by someone else, may not be accessible to parents or guardians.

Print name: _____ Signature: _____ Date: ___/___/___



Parent / Guardian Details

	PARENT/GUARDIAN	PARENT/GUARDIAN
FAMILY NAME		
GIVEN NAME		
ADDRESS		
RELATIONSHIP TO THE CHILD		
HOME PHONE NUMBER		
WORK PHONE NUMBER		
MOBILE NUMBER		
EMAIL ADDRESS		
OCUPATION		
PLACE OF EMPLOYMENT		
WORK HOURS		

Do you wish to claim Childcare Subsidy? Yes No

Details of Adult registered with Department of Human Services (DHS) for Child Care Subsidy:

Name: _____ Date of Birth: ____/____/____
Centrelink Customer Reference Number (CRN) _ _ _ _ _

CHILD/REN DETAILS

	Child 1	Child 2	Child 3
Child's Family Name			
Child's Given Name			
Date of Birth			
Child's CRN			
School Grade in 2020			
Address			

Please circle the type of care you require for your children

Casual Permanent



Start Date: _____

Indicate required session with a tick.

ONE weeks' written notice is required for fees to be waived

Child/Children Name	Monday		Tuesday		Wednesday		Thursday		Friday		Casual
	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC	BSC/ASC
1.											
2.											
3.											

Child/ren's Medical/Personal History

	Child 1	Child 2	Child 3
Does your child have any life-threatening allergies? <i>For example, Anaphylaxis. <u>If so please provide action plan</u></i>			
Does your child have any allergies that are non-life threatening? <i>Please provide details and action to be taken in the event of an allergic reaction.</i>			
Does your child have any disabilities or medical conditions?			
Has your child/ren ever been diagnosed with Asthma? <u>If yes, please provide Asthma Management plan.</u>			
Does your child/ren have any particular <i>food/dietary requirements?</i>			

Court Order

Are there any court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child?	YES		NO		N/A	
Are there any other court orders relating to the child's residence or the child's contact with a parent or other person?	YES		NO		N/A	

Special Instructions

- Anything which you feel may affect your child's behaviour, safety or happiness at Ainslie OSHC:



Emergency Contacts

There may be times or situations where your child has had an accident, injury, trauma or illness and Parent/s cannot be reached or are unable to collect their child.

To deal with these circumstances and in case of an emergency the Service will inform the following person to collect and care for the child. This person must live a maximum of 30 minutes from the Service and must provide identification when collecting the child.

FULL NAME	ADDRESS	CONTACT NUMBER	RELATIONSHIP TO CHILD

Authorization for collection of children

Please list the names & contact numbers of other persons (other than parent/guardian), authorised to collect your child/ren. Your child will only be released to these nominated persons. ***If person is not known to educators, photo identity is required.***

Any person who is not listed will NOT be able to collect your child/ren unless the centre receives written or verbal permission.

FULL NAME	CONTACT NUMBER	RELATIONSHIP TO CHILD	ADDRESS

Any information that requires updating throughout the year must be relayed to the Director / Responsible Person immediately.

Print Name: _____

Signature: _____

Date: _____



OTHER CONSENTS

I give permission for my child/ren to be photographed/filmed while at Ainslie OSHC as part of the Curriculum planning. I further understand that my child's photo may be present in other children's port folios which will, on request, be sent home and be visible to other families who attend Ainslie OSHC.

Yes No

I give permission for my child/ren to be escorted to and from a venue **outside** Ainslie OSHC (such as to a Music for Canberra lesson) by an educator of Ainslie OSHC.

Yes No

I give permission for my child/ren to participate in supervised local walks when planned as part of the curriculum at Ainslie OSHC

Yes No

I give permission for my child to watch **G** and/or suitable **PG** rated DVD's and play some electronic games that are also rated PG (older games originally rated G that today are rated PG but deemed suitable by Educators) during the program. whilst attending Ainslie OSHC Programs (*please tick one or both boxes*)

G PG

Signed _____



Permission to Leave Early from Before School Care Form 2020

I hereby give permission for my child/children

1. _____ Class _____
2. _____ Class _____
3. _____ Class _____

to leave before school care for a music lesson or once the teacher has arrived in the playground to supervise the children at _____ am.

Yes

No

Please Note: This form is valid for a whole school year. In case of any change in family circumstances / permission, please advise us as soon as possible.

Parent/ Guardian Name: _____

Signature: _____

Date: _____