

The Hangout

Outside of School Hours Care

Office use only

Date handed to family: ___/___/ 2015

Date received into office ___/___/ 2015

Received and checked by: _____

Entered to QK by: _____

Date entered to QK: ___/___/ 2015

2015

Enrolment Form



"It takes a whole village to raise a child."

African Proverb

"All kids need is a little help, a little hope and somebody who believes in them."

Earvin "Magic" Johnson

Child's Name: _____

Age: _____ DOB: _____

School: _____

Emergency Contact: _____

Contact phone number: _____

Ph: 0404 385 162

The Hangout Outside of School Hours Care

1/1/2015

Section 1: About your child (Basic)

Child's name: _____

Gender: Male / Female D.O.B. ____/____/____

Residential address: _____

Town / Suburb: _____ Postcode: _____

Section 2: Childcare Benefit Information

Childs Centrelink reference number (CRN) _____

Mother's Centrelink Reference number (CRN) _____

Father's Centrelink reference number (CRN) _____

Name and date of birth of parent claiming childcare benefit

Name: _____ Date of birth: ____/____/____

Number of children currently attending another childcare service: _____

Names and DOB of siblings attending another centre or OSHC program

Section 3 Days and times required for your child's permanent booking

Before School***

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival					
Departure					

After School***

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival					
Departure					

Proposed start date: ____/____/2014

Free Trial date (please choose date and day most suitable) *These are best booked 1 week before your child commences to assist the child to settle into the centre.*

Trial AM 7:40 - 8:40 or PM 3:30 - 4:30 (Parent stays)

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					

Section 4: Parent / Guardians Information

Parent / Guardian 1 (Claiming childcare benefits)

Relationship to child: _____

Title: Mr Mrs Miss Ms Dr

Given names: _____

Surname: _____

Address

Same as child Different (complete below)

Current address _____

Town / Suburb: _____ State: _____ Postcode: _____

Home phone: _____ Work: _____

Section 4: Parent / Guardians Information (continued)

Parent / Guardian 1 (Claiming childcare benefits)

Mobile: _____ Fax: _____

Email address: _____

Occupation: _____

Full time Part time Casual FIFO Home maker Other

Employer: _____

Employer address: _____

Town / Suburb: _____ State: _____ Postcode: _____

Country of Birth: _____ Drivers licence # _____

Vehicle registration number: (main vehicle used to collect child) _____

Family status: Married De Facto Divorced Separated Single

Section 4: Parent / Guardians Information (continued)

Parent / Guardian 2

Relationship to child: _____

Title: Mr Mrs Miss Ms Dr

Given names: _____

Surname: _____

Address

Same as child Same as parent one Different (complete below)

Current address: _____

Town / Suburb: _____ State: _____ Postcode: _____

Home phone: _____ Work: _____

Mobile: _____ Fax: _____

Email address: _____

Occupation: _____

Full time Part time Casual FIFO Home maker Other: _____

Employer: _____

Employer address: _____

Town / Suburb: _____ State: _____ Postcode: _____

Country of Birth: _____ Drivers licence # _____

Family status: Married De Facto Divorced Separated Single

Section 5: Family information

Place of child in family: _____

Names of any siblings: _____

Have there been any stresses in the family, which may have effected your child? (e.g. divorce, separation, illness of parent / child, contact with child protection services, issues with other children in the family, Departmental contact)

If you wish, please comment _____

Section 5: Family information (continued)

Have there been any orders made by any court regarding your child?

Yes No

If yes please provide the following:
[where applicable]

Details of parenting order / residence order / contact order / maintenance order / specific issues order.

Parent enrolling initials: _____

Please attach copies of relevant court forms, documentation. While we are mindful of your child's confidentiality, there may be details we need to discuss, particularly pertaining to authorisation and permissions. Please discuss any issues that might be relevant to the day to day care of your child with the director.

Section 6: Extra activities

Do you wish for your child to complete their homework at our centre? Y N

Does your child participate in any extracurricular activities? Y N

Please Describe: _____

Times: _____ Day: _____ Location: _____

Are these held at the Herb Graham Rec? Y N

Will we need to collect or drop your child off from these? Y N
(Only available if walking distance to service grounds)

Section 6: School information

Which school does your child attend? _____

Year of school: _____ Block number / Name: _____

Class number: _____ Teacher: _____

Class start time: ____:____AM Finish time ____:____PM

Assembly day: _____

Does your child have friends who attend our service? Y N

Who are they? _____

Do you give permission for your child to meet staff at the Hangout OSHC meeting point? Y N

Section 7: Talents and contributions

We encourage all of our families and local community to contribute to our program

What are your interests? _____

What are your child's interests? _____

Please list 2 family or friends names and interests or occupation who could be invited to our service and educate our children at The Hangout OSHC.

Name: _____ Interest: _____

Name: _____ Interest: _____

Section 8: Authority to collect (Continued)

Please select 2 trusted people to collect your child on your behalf. Please be aware that we may check ID to insure their identity. This person must be contactable if needed and be able to collect your child on your behalf and is a requirement of enrolment and regulations.

Authorised person 1

Title: Mr Mrs Miss Ms Dr D.O.B: _____

Given names: _____

Surname: _____

Current address _____

Town / Suburb: _____ State: _____ Postcode: _____

Relationship to child: _____

Home phone: _____ Work: _____

Mobile: _____ Fax: _____

Consent to authorise:

- Medical treatment Collect child Excursions

Section 8: Authority to collect

Authorised person 2

Title: Mr Mrs Miss Ms Dr D.O.B: _____

Given names: _____

Surname: _____

Current address _____

Town / Suburb: _____ State: _____ Postcode: _____

Relationship to child: _____

Home phone: _____ Work: _____

Mobile: _____ Fax: _____

Consent to authorise:

- Medical treatment Collect child Excursions

Section 8: Authority to collect

Authorised person 3

Title: Mr Mrs Miss Ms Dr D.O.B: _____

Given names: _____

Surname: _____

Current address _____

Town / Suburb: _____ State: _____ Postcode: _____

Relationship to child: _____

Home phone: _____ Work: _____

Mobile: _____ Fax: _____

Consent to authorise:

- Medical treatment Collect child Excursions

Section 10: Medical and emergency

Suring an emergency staff may need to contact an ambulance, take your child to hospital or to a doctor.

Do you have a private health fund? Y N
Do you have ambulance cover? Y N

Name: _____ Policy number: _____

Medicare number: _____

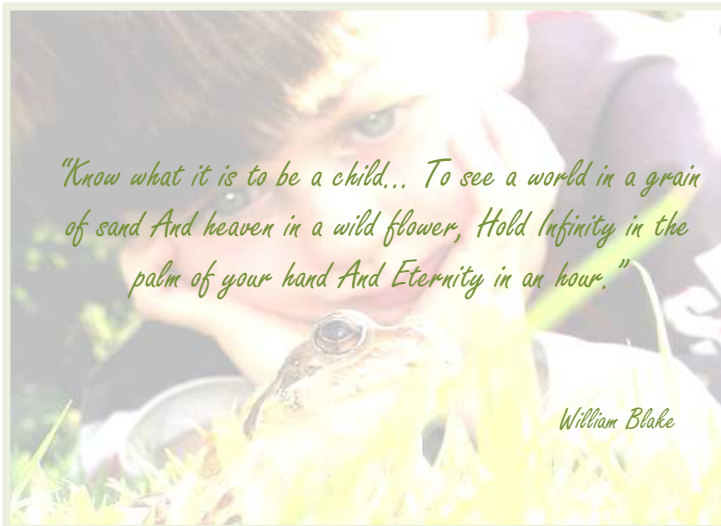
I understand that should staff need to call an ambulance for my child I will be liable for all costs incurred. I authorise staff to treat my child in an emergency.

Parent name: _____ Sign: _____ Date: __/__/15

Does your child have any allergies, illnesses or special requirements? Y N

Please describe: _____

Please complete a Health management plan attached



"Know what it is to be a child... To see a world in a grain of sand And heaven in a wild flower, Hold Infinity in the palm of your hand And Eternity in an hour."

William Blake

Section 11: Permissions

Do you authorise centre staff to apply a bandaid to your child? Y N

Do you authorise staff to apply insect repellent to your child? Y N

Do you authorise staff to apply SPF 30+ sun cream to your child? Y N

Do you authorise the service to take photographs of your child? Y N
Note these images may be displayed around the service and in the program

Do you authorise your child's image to be used on social media? Y N
Social media may include Facebook, My Space, Twitter, Pinterest, Google + ect.

Do you authorise your child's photograph to be used for advertising? Y N

Do you authorise your child's photograph to be used in newsletters? Y N

Do you authorise your child's image to be included in a keepsake CD ROM for all families (such as images of activities, excursions etc.) Y N

Do you authorise your child to watch/play PG movies and computer games? Y N

Do you authorise your child to receive head lice treatment at the centre? Y N

Do you give permission for staff to share information about your child with their school? Y N

Parent name: _____ Sign: _____ Date: __/__/2015

Section 12: Payments / Fees / Bookings

I have read the attached fee policy and understand my obligations.

Terms and Conditions for Fees and Payments

- Fees must be kept up to date [2 weeks in advance].
- Fees are paid Wednesdays ready for the following weeks care and one week in advance.
- Families must provide in writing 2 week's notice to change permanent bookings.
- Casual bookings are not guaranteed.
- Casual bookings must be made no later than 24 hours BEFORE care is needed.
- Holiday bookings (discounted 50%) must be made 2 weeks prior to commencement of scheduled holidays. (discounts can only be made for families allocating CCR to the service)
- Overdue payments will incur a \$8.00 late payment fee.
- To cancel permanent bookings, 2 week's notice is required in writing. (cancelation notice commences from when notice is received at the centre)
- Absent days leading up to a final day will be billed at full rate due to regulations out of the services control.
- All CRN numbers and Date of births must be correct to receive CCB and CCR.
- Any overdue payments more than 1 week will result in a suspension of placement until fees are brought up to date.
- Families who continually pay late will be asked to pay 1 month in advance.
- Casual bookings are paid for on the day of care provided or Wednesdays if pre booked.
- A \$30.00 non refundable admin fee is required to enrol your child at the service, payable in cash at the centre.
- The service holds no responsibility or accountability due to changes in fees where CCB and CCR are adjusted as this is out of the centre control.

I have read the above statements and points and understand my obligations regarding payments, fees and bookings.

Parent name: _____ Sign: _____ Date: __/__/2015

Section 13: Code of Conduct

- Due to confidentiality reasons families must contact FAO to arrange claims and issues regarding payments. (staff are unable to call on a families behalf)
- At no time will disrespectful behaviour be tolerated, towards, other families, children or staff. Our staff reserve the right to ask a person to leave if they feel they are not following our code of conduct.
- At no time is inappropriate language permitted at the service or its grounds.
- At no time is a person permitted to smoke at the service or its grounds.
- Staff will always supervise the children to the best of their ability; however children will have accidents from time to time. The centre does not accept liability for any accident which occurs during care sessions, whilst in our care or on the school grounds.
- Children are not encouraged to bring toys from home, however if children do choose to bring them, the service accepts no responsibility for lost or stolen items.
- Children are not permitted to leave the premises alone.

I have read the above statements and points and understand my obligations regarding The Hangout OSHC code of conduct.

Parent name: _____ Sign: _____ Date: __/__/2015

Section 14: Additional paperwork requirements due to regulatory requirements**Have you attached a copy of:**

- Child's immunisation records
- Child's Birth Certificate
- CCB approval letter from Centrelink
- JET letter from Centrelink (if eligible call FAO for details)
- Drivers license

If you have all these and this form in completed please return them with your \$30.00 admin and enrolment fee and let the fun and memories begin!

Section 16: Regular excursion permission:

- Outdoor tennis courts
- Oval and playground adjacent to herb graham Recreation centre.
- Indoor basket ball courts
- Mirrabooka Library
- Mirrabooka Square shopping centre

Please complete the forms listed below for your child to engage in regular activities around the Herb Graham and with in local facilities.

Excursion Permission Slip

Destination: Herb Graham Upper level (Second Story)	Date: Regular Excursion
Address: 38 Ashbury Crescent, Mirrabooka	Staff Ratio: 1:10
Departure details: A sign will be available in the main care room to advise who is at this location	
Staff member in charge of Excursion: Renee Scorer Mob: 0404 385 162 - If you have any queries regarding the arrangements or activities planned for the day, please speak to Alison or Renee.	
I give permission for my child to participate in regular activities at The Herb Graham Upper levels. I understand my child will remain supervised while walking to the facility and during all activities.	
Signed:	Date:

Excursion Permission Slip

Destination: Herb Graham Soccer Oval, Tennis courts and playground	Date: Regular Excursion
Address: 38 Ashbury Crescent, Mirrabooka	Staff Ratio: 1:10
Departure details: A sign will be available in the main care room to advise who is at this location	
Staff member in charge of Excursion: Renee Scorer Mob: 0404 385 162 - If you have any queries regarding the arrangements or activities planned for the day, please speak to Alison or Renee.	
I give permission for my child to participate in regular activities at The Herb Graham Soccer Oval. I understand my child will remain supervised while walking to the facility and during all activities.	
Signed:	Date:

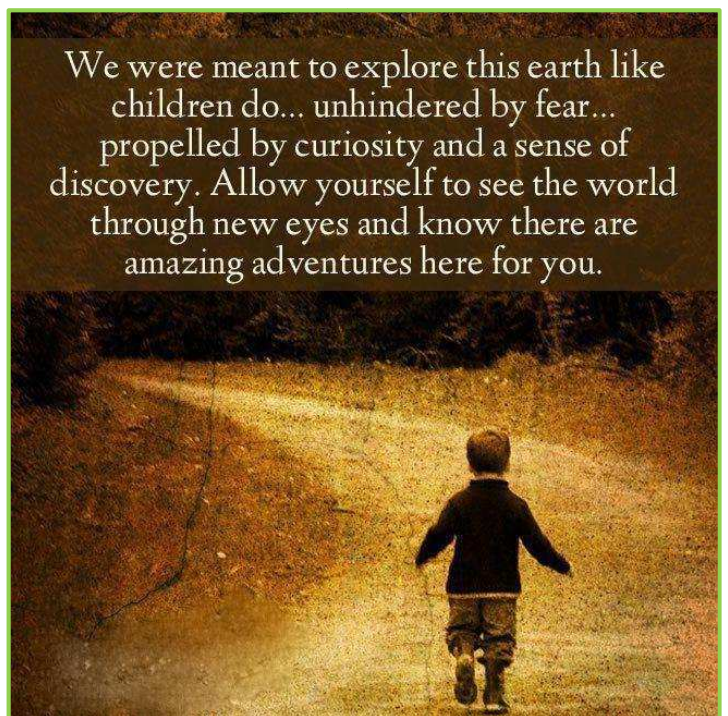
Excursion Permission Slip

Destination: Herb Graham indoor basket Ball courts	Date: Regular Excursion
Address: 38 Ashbury Crescent, Mirrabooka	Staff Ratio: 1:10
Departure details: A sign will be available in the main care room to advise who is at this location	
Staff member in charge of Excursion: Renee Scorer Mob: 0404 385 162 - If you have any queries regarding the arrangements or activities planned for the day, please speak to Alison or Renee.	
I give permission for my child to participate in regular activities at The Herb Graham indoor basket ball courts. I understand my child will remain supervised while walking to the facility and during all activities.	
Signed:	Date:

Excursion Permission Slip

Destination: Mirrabooka Library	Date: Regular Excursion
Address: Chesterfield Road, Mirrabooka	Staff Ratio: 1:10
Departure details: A sign will be available in the main care room to advise who is at this location	
Staff member in charge of Excursion: Renee Scorer Mob: 0404 385 162 - If you have any queries regarding the arrangements or activities planned for the day, please speak to Alison or Renee.	
I give permission for my child to participate in regular activities at Mirrabooka Library. I understand my child will remain supervised while walking to the facility and during all activities.	
Signed:	Date:

We were meant to explore this earth like children do... unhindered by fear... propelled by curiosity and a sense of discovery. Allow yourself to see the world through new eyes and know there are amazing adventures here for you.



Excursion Permission Slip

Destination: Mirrabooka Shopping Centre	Date: Regular Excursion
Address: Yirrigan Drive / Chesterfield Road, Mirrabooka	Staff Ratio: 1:10
Departure details: A sign will be available in the main care room to advise who is at this location / A phone call or SMS will be sent to the families to advise if their child is attending and times they will be out of the centre.	
Staff member in charge of Excursion: Renee Scorer Mob: 0404 385 162 - If you have any queries regarding the arrangements or activities planned for the day, please speak to Alison or Renee.	
I give permission for my child to participate in regular activities at Mirrabooka Library. I understand my child will remain supervised while walking to the facility and during all activities.	
Signed:	Date:

Section 20: Environmental, community and sustainability contributions. OPTIONAL (families may choose to complete this section)

How can you contribute to recycling and collecting reusable items at the centre?

What is your occupation?

What are some of your family members and friend's occupations?

Do you or any members of your family have time to volunteer for community projects? If yes how much time would they be able to offer?

Thank you for taking the time to complete this section. We utilise this information to assist us in building a stronger community network and work together with our families to make a brighter future for our children.

Section 18: Leaving of premises unattended by a legal adult

While every effort is made by the Hangout staff, to ensure all children remain on the herb graham premises, at times children may refuse to enter the premises or leave the premises against the advice and efforts of staff.

Should this occur The Hangout OSHC staff will notify parents or caregivers of the children and act accordingly to directions discussed during this phone call. Should a parent not be contactable, then the police / Stirling security will be notified to collect and return the child to the premises.

It will be at the staff's discretion and risk management to the children attending the service whether it will be viable and safe to follow an absconding child.

I have read and understand the above information outlined.

Signature : _____ Date ____/____/2015

Section 19: Religion, Culture and food requirements

Please tick one for Centrelink purposes.

- Aboriginal Torres Strait Islander
 Aboriginal and Torres strait islander Neither

Country of origin (if not Australia)

- Europe _____ UK _____
 Africa _____ Asia _____
 America _____ Other _____

Religious background: _____
 Do you wish for us to accommodate your religion in our program? Y N

Cultural background: _____
 Do you have any special celebrations you wish for us to include in our centre program: _____
 Y N

If yes, how can we accommodate your needs? _____

Does your child have any special dietary needs? Y N
 If yes, how can we accommodate your needs? _____

Does your child have any particular dislikes to food?

What are your child's favourite foods?



Section 21: A little bit about home and your child

Favourite... _____

Movies: _____

TV shows: _____

Friends: _____

Hobbies: _____

Sports: _____

After school at home we would usually:

What pets do you have? _____

Has your child travelled? Where to?

Does your child prefer to be indoors or outdoors? _____

Thank you for choosing The Hangout OSHC to share a special part of your child's life!



Our Philosophy and Values

The Hangout's philosophy is inspired by educational philosophies of Reggio Emilia, we aim to allow children to experience the joy of childhood and learn through their own experiences, supported by our Educators. We also understand the needs of our local community and families who utilise our service and adjust our policies and practices accordingly.

Children

- 1.1 Every Child is a unique individual. We see each child as a person who can actively contribute to our programs by sharing their knowledge, ideas and experiences.
- 1.2 Children grow and flourish with the acceptance and understanding of those around them.
- 1.3 Trusting children is imperative to ensuring they grow confidence and self esteem, we feel that children need the opportunity to take risks and be trusted to make their own judgments within the program.
- 1.4 Children are learning about the world around them and need time and exploration to develop their own theories and ideas of the world around them.

Programs

- 2.1 Children are allowed open learning experiences which are facilitated by our educators based on the children's interests, ideas and knowledge.
- 2.2 Children are offered and invited to participate in a balance of modern technological experiences as well as natural, environmental and traditional childhood experiences.
- 2.3 The children are developing lifelong skills to take with them throughout their life and are responsible in assessing what their own limits are when facing challenges. Educators support the children through this process.
- 2.4 Acceptance of all children and families regardless of cultural heritage, social backgrounds, additional needs and religion is important to each child in feeling valued and accepted within our program.
- 2.5 Natural materials are imperative to developing the children's understanding of the world around them and the environment. We aim to include as many natural materials as possible to our programs.
- 2.6 The environment in which the children are in can greatly influence behaviour and interests, discovery and exploration. We aim to keep a calm consistent environment which allows the children the freedom of choice and movement to the experiences which interest them.
- 2.7 Fun and joy are key parts to childhood memories; we aim to assist the children by offering an exciting and stimulating program for each child who attends our service.
- 2.8 Our day is not set out by fixed routines or formal structure each day, children should be allowed enough time for exploration, learning and revisiting activities at their own pace where possible.

Families and Community

- 3.1 Family involvement and input into our programs is seen to be so important to the children's feeling of value as well as families feeling welcome and comfortable utilising our service. The input contributed by our families, children, staff and local community is what makes our program so rich and full of fun!
- 3.2 Building relationships with families and communities is a value we feel is what makes a community stronger and safer within our service and on the outside too. We aim to bring people together to get to know one and other and form relationships of their own.
- 3.3 Open communication and honesty is important for building trust, at The Hangout we feel discussing with families the truth about their child's day and sharing with them different events through all forms of communication helps develop our own caring community.
- 3.4 Families have the right to know what their child is participating in at the service and feel included in this valuable experience.
- 3.5 We aim to support community events, schooling events and help others too! Our service fundraises for different events and community programs to help make a difference and build a brighter future for our children.

Staff and Volunteers

- 4.1 Staff observe and reflect on their practices to develop further skills and understanding of the children and their own roles within the program.
- 4.2 Positive leadership is important from all educators. Every educator is a leader in their own right, whether a team leader or role model to the children in their service. Staff must understand and accept this responsibility and support all those accordingly to their best ability.
- 4.3 Training and professional development is important to developing stronger skills and further motivation when providing support and facilitating children's experiences.
- 4.4 Our educators are facilitators of the children's experiences and contribute to the children's learning and fun.
- 4.5 Educators listen to the children and actively hear what the children have to share, whether it be verbal or in another form of communication.

Environment and Sustainability

- 5.1 We aim to give value to discarded materials and develop the children's awareness to what can be reused, developing lifelong awareness and responsibility to their future.

The hangout

Outside of School Hours Care

Discover

Learn

Enjoy

Fun

Explore

Share

Relax

Laugh



The Hangout

Outside of School Hours Care

Phone: 0404 385 162