

# YMCA Outside School Hours Care

## ENROLMENT FORM

YMCA OSHC



### Your Child's Details

Child's Name				Date of Birth	
Gender		Centrelink CRN			
Address				Postcode	
School			Year Level		
Is your child of Aboriginal or Torres Strait Islander descent?	No	Yes: Aboriginal	Yes: TSI		
Have any court orders been made by a Court regarding your child?	Yes	No	If yes please provide copies of these orders to the Supervisor		
Does your child require regular medication?	Yes	No			
Does your child have known allergies?	Yes	No			
Does your child suffer from asthma?	Yes	No			
Has your child received all the recommended Immunisations according to the NHMR?	Yes	No	If yes, a current Immunisation Record must be sighted by the Supervisor. If no, please explain below.		
Does your child have any additional needs?	Yes	No	These can include learning and applying knowledge, communication, mobility, self care, interpersonal interactions. If yes please provide details below.		
Are there any dietary requirements for your child for medical, cultural or religious reasons?					
Child's home language and cultural background?					
For CCB purposes, does your child have any siblings currently enrolled in a different childcare service?	Yes	No			
If yes, what is the child/ren's names					
Is there any other relevant information staff should know about your child?					

I give permission for photos of my child to be taken by YMCA staff for centre displays, print and web marketing?	Yes	No
I give permission for my child to be transported to/from school/excursions if applicable. If no bus/van is available, I give permission for my child to be transported by staff members in private vehicles.	Yes	No

The information provided above is correct to the best of my knowledge.	Parent Signature		Date	
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## Parent/Guardian Details

<b>Mother's Name</b>				<b>Date of Birth</b>	
Home Address				<b>Postcode</b>	
Work Address				<b>Postcode</b>	
Mobile Phone		<b>Home Phone</b>		<b>Work Phone</b>	
Email Address					
Centrelink CRN					
Authorised to Collect Children from Service?	Yes	No			

<b>Father's Name</b>				<b>Date of Birth</b>	
Home Address				<b>Postcode</b>	
Work Address				<b>Postcode</b>	
Mobile Phone		<b>Home Phone</b>		<b>Work Phone</b>	
Email Address					
Centrelink CRN					
Authorised to Collect Children from Service?	Yes	No			

## Authorised Contacts

In case of emergency where you cannot be contacted, please nominate alternative contacts who are authorised to act on your behalf. Please note that we will not under any circumstances allow any person to collect your child other than those listed below. Alternate arrangements will only apply where proper notification from you in writing is received on that particular day.

<b>Name</b>		<b>Relation to Child</b>	
<b>Address</b>		<b>Contact Number</b>	

<b>Name</b>		<b>Relation to Child</b>	
<b>Address</b>		<b>Contact Number</b>	

Name		Relation to Child	
Address		Contact Number	

### Permission to Seek Medical Advice

Doctor's Name		Medicare Number	
Address		Contact Number	

## Conditions of Enrolment

### Please read and sign overleaf

1. A staff member must be notified of the arrival and departure of a child at the Centre. All children are to be signed in and out by an authorised person. I understand that my child will only be allowed to leave the Centre with an authorised person over the age of 16.
2. All children must be collected from the Centre by the Centre's closing time at 6pm. Due to staffing requirements; late fees apply to the collection of children after this time. A late fee of \$1.00 per minute will be charged every minute after closing time. This must be paid in cash to the educator on the day. Lack of notification of a child NOT attending will incur a \$5 administration fee. I understand the necessity to notify the Centre if I am going to be late and if my child is unable to attend on that day.
3. Before and After School Care fees, permanent and casual, are due 1 week in advance upon enrolment. Two weeks written notice is required to cancel any BSC or ASC booking. All Vacation Care fees are to be paid two weeks in advance and two weeks written notice is required to cancel any VAC booking. Payment must be received before your child/ren attends. If a Vacation Care payment declines care will be suspended until full payment is received. Note, all attendances/ absences not initialed by Parent/Guardian will be charged the full fee.
4. Child Care Benefit is available but until YMCA receives notification from the Family Assistance Office (FAO), the Parent/Guardian will be responsible for entire fee. Child Care Benefit is the Parent/Guardian's responsibility to maintain and the Centre will only apply the assistance from the notified date from FAO. CCB and CCR is not payable for any absences occurring at the start or end of care.
5. Payment in advance secures your childcare placement therefore payment is required whether your child attends or not. This includes payment for sick days, public holidays and holidays. Fees are not payable when the Centre is closed over the Christmas/New Year period.
6. I give permission for my child to be transported to and/or from school/excursions if applicable. When no bus/van is available, I give permission for my child to be transported by staff members in private vehicles.
7. Any child suffering from an illness, which may, in any way be transferred to other children or staff, shall not be accepted into our care. Once such illness is diagnosed the parent/guardian shall be contacted and requested to resume responsibility for that child. Such illnesses may be (but not limited to) head lice, measles, chicken pox, mumps, cold sores, impetigo and conjunctivitis. The child/ren will be accepted back into the Centre upon provision of a clearance certificate from a medical practitioner. Fees are still payable for this period. A Doctor's Certificate however may be submitted for a child experiencing an extended illness.

8. Authorisation is given for medical attention to be sought for the child if required in an emergency. All medical and emergency transport expenses will be the responsibility of the parent/guardian should this be necessary.
9. No prescribed medication will be given to children unless it is in the original packaging and with the written authority of the parent. No medication is to be left in child's bag or to be self-administered. Non-Prescription medication will only be administered when a letter signed by Medical Practitioner is supplied.
10. I understand that NO TOYS OR IMPORTANT ITEMS SUCH AS MOBILE PHONES, MP3 PLAYERS, GAME BOYS ETC are to be brought to the Centre. YMCA does not accept responsibility for lost or damaged items.
11. Any changes of my child's details, i.e. address, telephone number or any details that appear on the enrolment form must be made known and recorded with the SUPERVISOR IMMEDIATELY on a change of address form or the Vacation Care booking sheet if relevant.
12. YMCA reserves the right to implement the Guiding Children's Behaviour Policy as necessary including the right to suspend or expel a child from any YMCA Program that is deemed inappropriate. A copy of this policy is available upon request.
13. YMCA commits to the following in regards to your privacy. We commit to: retaining your information in a secure environment and will only provide essential information to our agents or service providers for the purpose of conducting our business or services with you; binding all staff, agents and service providers to our confidentiality agreements and our Privacy Policies; not sharing or selling your information to any third party for marketing purposes and not releasing information unless required by law to do so; providing you with a copy of our Policy Document if you require it; explaining the reasons for collecting information, how we use it, and the consequences of not having the information required
15. Please bear in mind the YMCA policy of payment in advance to avoid any overdue or debt collection fees. Copies of these Enrolment Conditions are available for your records upon request.
16. Please note that an Esidebit agreement is the only form of payment accepted at YMCA Services. Your billing schedule can be arranged with the Centre supervisor. Dishonored payments may attract additional bank fees. Please be aware that two consecutive dishonored payments will result in care being automatically cancelled until full payment has been received.
17. I am aware that YMCA Perth has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt promptly and appropriately. Any allegation or disclosure of abuse, neglect or assault, including sexual assault, of an enrolled child will be reported to the Department of Child Protection.

<b>I have read, understand and agree with the Conditions of Enrolment outlined above.</b>		Date	
Parent Name		Signature	
YMCA Staff Signature			

**Did you know that you can access enrolment forms and program information from the YMCA Website?  
Visit [children.ymcaperth.org.au](http://children.ymcaperth.org.au) for more details.**

<b>How did you hear about us?</b>			
YMCA Website		Google	
YMCA Facebook		YouTube	
Newspaper Advertisement		Word of Mouth	
Brochure/Flyer		Through my school	
Other. Please specify...			