

PEDARE OUT OF SCHOOL HOURS CARE (OSHC) ENROLMENT POLICY

OBJECTIVES

At Pedare Christian College we believe in developing young people with a strong sense of self-worth, knowledge and self-discipline who serve others and make a difference in our community. We offer an inclusive enrolment policy, so all applications for children in Years Reception to Year 6 are welcome. Pedare Christian College OSHC aims to ensure that each child's enrolment is completed as per our legal requirements.

NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

INTRODUCTION

Pedare Christian College OSHC has an online enrolment process via the Kidsxap Child Care Management System (CCMS). Enrolments are available for all children attending Pedare Christian College Junior School.

DEFINITIONS

Student: A student of Pedare Christian College, or a student visiting Pedare from another school

College: Pedare Christian College

Parents/Caregivers: The Parent or legal guardian of the enrolled student

Nominated supervisor: refers to the OSHC Director as the first contact, and the Head of Junior School as the second contact.

Approved provided: refers to Pedare Christian College

PROCEDURES

Enrolment process:

All families/caregivers interested in using the Pedare Christian College OSHC Service must first complete a registration form and be confirmed for enrolment before accessing the service. Families/caregivers must complete the entire process before their child/ren will be considered for attendance.

To begin the enrolment process parents/caregivers must complete the Waiting List Registration Form:

- Contact the OSHC Director via email to express interest in completing the waiting list registration form link.
- Click on the link to open the registration form web browser
- Complete all required fields on the Waiting List Registration form and as many other relevant details as possible.
- Press the 'Submit Application' button at the bottom of the form
- Once your registration has been submitted, parents/caregivers will need to wait for confirmation from the OSHC before having access to the bookings portal.

Once you have submitted a Registration Form, your application will be reviewed by the OSHC Director and Assistant Director.

Registration forms will be accepted providing:

- All required information is completed and accurate on the child's registration form
- A minimum of 2 authorised contacts are listed on the child's registration form
- All medical conditions listed on the registration form have a completed Medical Action Plan in conjunction with the child's medical practitioner, and all other required documentations and records will be completed before the child attends the OSHC service (Educators will support parents/caregivers with completing the necessary documentation).
- Any legal documents due to custody issues are communicated and provided
- Child-educator ratios are maintained at all times
- The service has all required documentation for the child.
- The maximum daily attendance does not exceed the approved number of places of the service.

In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or wellbeing of any other child at the service.

Claiming the Child Care Subsidy

To be successful in claiming the Child Care Subsidy, your child must meet the immunisation requirements as outlined on the Australian Department for Human Services website.

Parents/caregivers can claim the Child Care Subsidy by accessing MyGov and creating a Centrelink online account. Follow the online instructions to complete a Child Care Subsidy claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and Pedare Christian College OSHC will reduce the fees owed.

Note: *This can only occur after families/caregivers provide Pedare Christian College OSHC with their Centrelink Customer Reference Number (CRN). Pedare Christian College OSHC will enter families'/caregivers enrolment information online, and families confirm their enrolment information through their MyGov account.*

Until Child Care Subsidy details are provided to the OSHC staff, families will need to pay full fees.

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Information and Authorisations to be kept in the Enrolment Record

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

RELATED DOCUMENTS

National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	91	Medical Conditions Policy to be Provided to Parents
	92	Medication record
	93	Administration of medication
	96	Self-administration of medication
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	157	Access for parents
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed	
177	Prescribed enrolment and other documents to be kept by approved provider	
181	Confidentiality of records kept by approved provider	
183	Storage of records and other documents	

Related Policies

Additional Needs Policy
Administration of Authorised Medication Policy
Child Protection Policy
Excursion Policy
Food, Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy
HIV AIDS Policy
Immunisation and Disease Prevention Policy
Infectious Diseases Policy
Medical Conditions Policy
Orientation for Children Policy

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Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relationships with Children Policy
Rest, Relaxation and Clothing Policy
Unenrolled Children Policy

Sources

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Child Protection Act 1993
Education and Care Services National Regulations 2011
National Quality Standard
A New Tax System (Family Assistance) Act 1999
My Time, Our Place Framework for School Age Care