

St Joseph's Before and After School Care Enrolment Form



Child's Name	
Home Address	
Home Phone Number	

Mother's / Caregiver Details	Name	
	Workplace	
	Work Phone Number	
Father's / Caregiver Details	Name	
	Workplace	
	Work Phone Number	

Emergency Contacts	Name	Phone
	Relationship to child	
	Name	Phone
	Relationship to child	
People Authorised to Collect Your Child	Name	Phone
	Name	Phone
	Name	Phone
	Name	Phone
Child's Doctor	Name	Phone
Medical Conditions		
Relevant personal information Eg: custody needs, special needs, cultural needs		Ethnicity (for statistical purposes only)

- I give my authorisation for program staff to seek emergency medical treatment for my child.
- I have read and agree to the terms and conditions of the recreation program.

Signed _____ **Date** _____

Upon completing this form please hand to the supervisor. Completion of this form does not automatically open a place for your child. Places are allocated as they become available on a first come basis. You will be contacted when your child is at the top of the waiting list and when a place is available for your child. Please refer to the Waiting List Policy.

Parent / Caregiver Information

Mother / Caregiver

Name

Address

Workplace

Home Phone

Work Phone

Mobile Phone

Father / Caregiver

Name

Address

Workplace

Home Phone

Work Phone

Mobile Phone

Nominated persons authorised to collect your child if parent / caregiver is unavailable

Name

Address

Phone Number

Relationship to child

Name

Address

Phone Number

Relationship to child

Name

Address

Phone Number

Relationship to child

Name

Address

Phone Number

Relationship to child

Civil Defence Form

St Joseph's ASC Civil Defence Emergency Contact Details

Please complete the form below to ensure that we have an up to date list.

No child will be released from ASC or Civil Defence base unless a parent or person nominated on this form below arrives to collect him / her. Please note we are not a civil defence base and are not equipped to keep children overnight or for any extended period of time. Should it be necessary the staff will take uncollected children to the nearest Civil Defence base which is at St Joseph's School Hall. At all times your child / children's safety and comfort will be our primary concern until they have been safely collected.

Child's Details

Surname _____ D.O.B _____

First Name _____ Home Phone Number _____

Medical Information

Please complete the form below to ensure we have up to date information on your child's medical background.

Doctor _____ Phone Number _____

Medication used regularly _____

Medication used occasionally _____

Allergies to any medication _____

Any other medical information you feel we should know about

Excursion Permission Slip

Please note that during all outings the supervisor will carry a mobile phone plus a first aid kit.

There is also a policy plus procedure to be followed on all trips. Please feel free to look at these at any time.

I give permission for my child / children _____
to attend

- | | |
|--|----------|
| 1. Any outing planned or spontaneous | Yes / No |
| 2. Only planned outings that have been notified in advance | Yes / No |

St Joseph's Before and After School Care Enrolment Pack and Contract

Please read this section carefully. We wish to avoid any communication problems and hope that you will discuss any concerns that you may have with us. We regard this agreement as very important as it concerns the care of your child and our relationship with you.

Collection and Attendance

All children must be collected from the program no later than 6.00pm. It is the responsibility of the parent / caregiver to make alternative arrangements if they cannot be collected by this time. Parents may be charged a late fee of \$20.00 per 15 minutes.

Written permission must be given for any child to leave the program for sport or extra-curricular activities unaccompanied.

A child must not be taken from ASC premises without the knowledge of a staff member.

The children at St Joseph's ASC will only be released into the care of, either the parent / caregiver listed on the enrolment form, or any other person nominated. If someone unauthorised or not listed on the form arrives to collect your child we are obliged to keep them until we have gained your consent.

When collecting your child / children from ASC please sign them out on the attendance register along with the time of collection. If your child is not attending please advise the supervisor as soon as possible. We have a safety policy for any child who does not arrive. Continual failure to inform us of your child's absence may result in a penalty fee of 10% for the time spent on asserting your child's safety.

Please ensure your child / children know that they must be at ASC by 3.00pm or to advise another member of the program that they will be late.

Costs

Donations are to be paid either weekly or fortnightly. Donations may be paid by cash, cheque, AP, internet banking or phone banking. Receipts are issued for all payments made by cash or cheque. Any donations outstanding for one month may incur a penalty of 20% on the outstanding amount.

One week's notice or one week's donation in lieu of notice must be given when your child leaves the program. This contract may be terminated by one week's notice by either party.

St Joseph's ASC is closed on statutory holidays. Parents will be informed in advance if ASC will be closed for any reason.

If your child is booked in on a day that a statutory holiday falls, donations are still payable as this covers staff wages.

If your child is ill in on a day that they are booked in donations are still payable.

Any disagreement regarding fees is to be addressed to the supervisor. If resolution is not achieved or if you are still dissatisfied, a further complaint can be made to the management committee in writing.

Accident / Illness and Emergencies

In the case of an accident a note will be made in the attendance register. This will indicate that you should check and sign the accident / illness log book. In the event of an emergency you will be contacted immediately. If you are not available we will contact your nominated contact person. Failing that, we at St Joseph's ASC reserve the right to then contact your family doctor, or another emergency practitioner at your cost.

It is the responsibility of the parent / caregiver to keep the supervisor / staff up to date with any current medical information and to advise is immediately if there are any changes. Any medication for your child must be handed to a staff member and the prescribed dosage entered on the medication sheet. No medicines are to be kept in their bags.

Under government regulations we are not allowed to care for ill children due to the risk of infection. Your child should be kept at home if any of the following symptoms appear...

High Temperature

Upset Stomach

Conjunctivitis

Inflamed Eyes or Throat

Unidentified Rash

Diarrhoea

Impetigo

Childhood Illness

If your child is feeling unwell or miserable we will contact you.

General

We have a full set of policies and procedures that are available for you to read. These contain information on the programs content, practices and other relevant information regarding the care, supervision and welfare of your child.

There is a complaints procedure if required and a notice of this on the wall beside the door. We hope that you would bring to our attention first if there should be any issues you feel you may have. All policies and procedures are reviewed annually and we welcome any suggestions you may have regarding the care of your child.

All information collected in the enrolment form is regarded confidential. Any information gained from this document or conversations will be held in strictest confidence. However information may subsequently be supplied to any organisation with appropriate authority if requested under the laws of the Privacy Act.

For absence / emergency or any other inquiries please contact ASC on 527 4126 and leave a message.

All care will be taken to provide the supervision of the children attending the program in accordance to the programs policy and procedures. I acknowledge however that in signing this form that neither the staff nor management of the program will be liable for the loss or damage (by way of accident, theft or otherwise) arising out of the attendance at St Joseph's After School Care program.

I have read and understood the above information.

Please sign _____ Date _____

ASC supervisor _____ Date _____