

Outside School Care – NT Enrolment Form



Outside School Care NT

Locations: **Gray** Primary School, **Howard Springs** Primary School, **Rosebery** Primary School and **Woodroffe** Primary School

Ph: Gray - 0466 268 674 **Email:** gray@outsideschoolcare.com.au

Ph: Howard Springs - 0499 975 948 **Email:** howardsprings@outsideschoolcare.com.au

Ph: Rosebery - 0477 101 767 **Email:** rosebery@outsideschoolcare.com.au

Ph: Woodroffe - 0499 334 110 **Email:** woodroffe@outsideschoolcare.com.au

Ph: Area Manager - 0499 994 158

ABN: 44 694 310 100

Days Preferred:

- Monday
- Tuesday
- Wednesday
- Wednesday ½ Day
Pre-school
- Thursday
- Friday

Important Information to be provided by families

Child's Start Date: _____

Immunisation evidence provided: Yes No

Child's health record Provided: Yes No

Child's Identification Provided: Yes No

Service Enrolling into:

Gray **Howard Springs** **Rosebery** **Woodroffe**

Before School Care: Yes No Unsure **Time In** _____ **Time out** _____

After School Care: Yes No Unsure **Time In** _____ **Time out** _____

Vacation Care: Yes No Unsure **Time In** _____ **Time out** _____

(please ensure estimated delivery and collection times are provided)

Childs Year Level: _____

Childs Teachers Name: _____

Child's priority of Access: First Second Third (please circle)

CHILD'S DETAILS

Surname: _____ Given Names: _____

Date of Birth: _____ Place of Birth: _____

(Please Attach Birth Extract)

CRN: _____ Gender: M F

Address: _____

Religion: _____ Cultural Background: _____

Medicare No.: _____

Child's Private Health Fund and No.: _____

Is your child's Immunisation status up to date with the Australian Government's Immunisation schedule? Yes No

If NO, do you have evidence of a government exemption on conscientious Objection grounds? Yes No

If the answer to both questions is NO, the child will not be accepted for enrolment

Please attach a copy of your child's Immunisation status, or the approved exemption

Does your child have any special health support needs? Yes No

(e.g. asthma, diabetes, epilepsy, allergies (anaphylaxis), special dietary requirements, regular medical attention etc.)

If YES, please provide details of needs, triggers and treatment:

N.B. : You and your Doctor will be required to complete, and provide to us, a Medical/Emergency Management Plan and work with Outside School Care - NT to develop a Risk Minimization and Communication Plan in relation to your child's specific health care needs.

Does your child have any developmental conditions that we should be aware of (e.g. autism, hearing or sight loss, language, or developmental delay)? Yes No

If YES, please provide details of condition, and any treatment being received:

N.B.: You will be required to consult with Outside School Care - NT to develop a Risk Minimization Plan and Communication Plan in relation to your child's specific developmental needs.

MEDICAL INFORMATION

Family Doctor's Details

Doctor's name: _____ Phone: _____

Address: _____

Religious requirements in case of necessary medical treatment: _____

Does your child have any ongoing medical conditions or take any permanent medication? Yes No

If YES, please provide details: _____

GUARDIAN DETAILS

Parent/Guardian1: Relationship to the child: _____

Surname: _____ Given Names: _____

Date of Birth: _____ Cultural background: _____

Language/s spoken at home: _____

Address: _____

Phone numbers: Home: _____ Work: _____ Mob: _____

Driving license _____

Email: _____ Family CRN: _____

Employer: _____

Occupation: _____

Parent/Guardian2: Relationship to the child: _____

Surname: _____ Given Names: _____

Date of Birth: _____ Cultural background: _____

Language/s spoken at home: _____

Address: _____

Phone numbers: Home: _____ Work: _____ Mob: _____

Driving license _____

Email: _____

Employer: _____

Occupation: _____

COURT ORDERS

Are there any court orders, parenting orders, or parenting plans currently?

affecting the custody of your child? Yes No

If YES, please give details, and provide photocopies of any orders/plans: _____

Is there anybody who must NOT be allowed to access your child? Yes No

Outside School Care - NT cannot enforce these orders/plans without a copy of the relevant Order being provided. Please discuss any court/parenting issues with the Nominated Supervisor or your child's Lead Educator.

EMERGENCY CONTACTS/AUTHORISED NOMINEES FOR COLLECTION

Please list people who are easily contactable, live or work nearby and will be available to collect your child/children if we cannot contact you in an emergency, or if you are unable to collect your child/children. You are required to inform staff at the service if somebody else is to collect your child/children. Please inform anybody you have listed as an emergency contact, and that they will need to bring photo ID if they are to collect your child/children.

I give permission for the authorized nominees listed below to:

- Be notified of an emergency involving my child if I or my partner cannot be immediately contacted.
- To consent to medical treatment of, or to authorize the administration of medication to, my child.
- To authorize an educator to take my child outside of Outside School Care - NT premises

Signature of Parent/Guardian: _____ Date: _____

Note: an Authorized Nominee means a person who has been given permission by a parent/guardian to collect the child from the service.

Failure to provide the above information and authorizations will result in the non-acceptance of the child

Name: _____ Relationship to child: _____

Address: _____

Phone numbers: Home: _____ Work: _____ Mob: _____

Employer: _____

Name: _____ Relationship to child: _____

Address: _____

Phone numbers: Home: _____ Work: _____ Mob: _____

Employer: _____

Name: _____ Relationship to child: _____

Address: _____

Phone numbers: Home: _____ Work: _____ Mob: _____

Employer: _____

Kidsoft

To provide you with better communication, and more options by which you can access information about our programs, and your child's learning, Outside School Care - NT. has implemented Kidsoft - a secure, private online space.

Kidsoft provides each child with an online community which you (their parent/guardian) own, and control who has access to, for as long as you wish. It is also a platform through which we administer bookings and enrolments, and accounts and fees, you will be issued with login information upon enrolment.

Kidsoft helps educators, children, and families:

- Improve understanding of each child's interests and abilities
- Deepen relationships and strengthen communication
- Share videos, photos, and text, capturing children's learning and development
- Create a portfolio of your child's learning that travels with your child and can be accessed by you forever
- Reinforce experiences and deepen children's learning
- Capture family culture and heritage
- Involve the children in their portfolio
- Interact quickly and effectively
- Create smooth transitions, as your child grows and moves through the service
- Create and remove bookings on our app

You can choose to leave comments and feedback for children and our teaching team.

All information gathered will be used, and stored in accordance with our Privacy, Confidentiality and Record Keeping policy.

Parental Consent

In the interest of safety and security, we require parental permission for the publishing of children's work, photographs, or videos in Kidsoft. Sometimes other children in the service may feature in the photos, videos, and stories of your children. By giving your consent, you agree that you will not share stories that feature other children outside of Kidsoft without permission.

Inappropriate language, images or behaviour may result in the content being deleted, a child and family being removed from the services Kidsoft account, and/or in extreme situations users restricted or removed from Kidsoft. By giving your consent, you agree to act responsibly and not post any inappropriate content. This includes concerns and complaints which should be dealt with outside of Kidsoft.

I give consent for my child's details/work/photographs/videos to be included in Outside School Care - NT's Kidsoft account

_____ (Signature)
_____ (Print name) _____ (Date)

PERMISSIONS AND AUTHORISATIONS

Accident/Illness:

I give permission for services staff to:

- Administer medication when required.
- Seek medical, dental or hospital treatment, ambulance service, or another emergency contact or as nominated by me, if my child is injured, or becomes ill while in care.
- I understand that any medical costs will be met by me.

Signature of parent/guardian _____ Date: _____

Application of Sunscreen:

I authorize staff to apply sunscreen/insect repellent provided by the Centre, to my child prior to participating in outdoor play. I will supply my own sunscreen/insect repellent if required.

Signature of parent/guardian _____ Date: _____

Local Excursions:

I do / do not authorize for my child to participate in regular excursions within the local community (for example school holidays). I understand that notification will be given on the day if these outings are to occur.

Signature of parent/guardian _____ Date: _____

Permission for Photos:

I authorize for my child's photograph to be taken or recorded at Outside School Care - NT (or whilst out on excursion) to record special events, record observations, daily activities, for use in Learning Portfolios, family newsletters and for displays around our service.

Signature of parent/guardian _____ Date: _____

Permission for Publicity:

I authorize for my child's photograph, name and age to be published in local papers or publicity materials for the purposes of promotion and publicity for Outside School Care - NT, including the service's Facebook page, and Website.

Signature of parent/guardian _____ Date: _____

Notification of arrival and departure of children at the service:

I agree to sign my child/children in and out on the appropriate platform at the service, upon arrival and departure each day they attend the service.

Signature of parent/guardian _____ Date: _____

PARENT PARTICIPATION

We encourage Parent and family participation in the service and in the development of our programs.

Do you have any skills or interests that you would Yes No

like to share with the children and educators (e.g. languages, music, cooking, cultural information, dance, painting etc.)?

Please give details: _____

Are you interested in assisting with fundraising or assisting with outside events of Outside School Care - NT?

Please give details: _____

What are the best methods of communication for you as a family?

- Email
- Notice board
- Family communication folder
- Telephone
- Other - please specify: _____

Parents' Goals and Concerns: Are there any specific goals you have for your child whilst they are being educated and cared for at Outside School Care - NT? (Please include the things that you would like to see your child achieve, and participate in):

Is there any further information that you feel may assist us in providing the service best suited to the needs of your child and family? (Examples: child rearing practices, religious beliefs, cultural background, family situation, recent significant events):

Please provide a family photo to display in your child's service, this will help to give them a sense of belonging in the service, you can email one to the service or bring one in

PAYMENT AGREEMENT

LIST OF FEES

Outside School Care NT (OSC-NT) services are offered to clients on a per session basis. Session times per care type are outlined in our Enrolment Form. The full session fee is payable irrespective of how long your child attends the session.

Outside School Care NT (OSC-NT) Current Fees (At May 2020)

Service Fee per daily session

After school Care \$27.00 per session day

After school Care ½ Day pre-school \$39.00

After School Care - Bus Service \$30.00 per session day

Un-notified Child Absence on Bus Service \$30.00 per child per day

Vacation Care/Pupil Free Days \$55.00 per session day

Before School Care \$17.00 per session day

Excursion /Incursion days \$65.00 per session day

Refundable Bond Payment \$250 BOND must be paid - before bookings can be confirmed

LIST OF DISCOUNTS

Outside School Care NT (OSC-NT) offers a series of discounts based upon number of children enrolled, day and services used.

Outside School Care NT (OSC-NT) Fee Discounts and other charges (of May 2020)

Discount or Fee Flat rate or Percentage applied

Late Collection/ pick up Fee \$50 for first 15 minutes and additional \$50 per additional 15-minute period or part thereof.

FOR PAYMENTS OSCNT ACCOUNT DETAILS

Account Name: Outside School Care UT PTY Limited

BSB: 065 905

Account Number: 1044 4245

Please reference the name of the account holder who has the (CRN) and the initial of your child/ren's care site.

G - Gray

HS - Howard Springs

R - Rosebery

W - Woodroffe

BOOKING POLICY

Full time and part-time bookings

Full-time Bookings

Full-time Bookings are bookings made for care on a continuous basis throughout the school term. Full-time bookings may be for one (1) or up to five (5) days of care per week

If an OSC-NT school site is reaching capacity level, the Director will reserve the right to give preference in offering care to families with full-time bookings. Full-time bookings guarantee a place for your child at our service.

Full-time bookings have the following conditions:

Accounts are up to date and paid fourteen (14) days in advance - Families required to pay their fees if a child is absent (for any reason), unless a holiday form or medical certificate is submitted as outlined

(below) Families must provide the service Director with two (2) weeks written notice of their intention to remove their child from the service.

Part-time Bookings

Part-time Bookings are bookings made for care on an ad-hoc basis throughout the school term. Part-time bookings may be for one (1) or up to five (5) days of care per week

Part-time Bookings are made at the service's discretion and are not guaranteed. A Part-time booking will be subject to availability. At such times when capacity is limited at a site, the director will advise parents whether part-time bookings are available.

Absences (medical and holiday)

Absences owing to illness (or other medical)

Absences owing to illness (or other medical) will not be charged if 24 hours' notice is not given and the site receives a copy of a valid medical certificate/s relating to the specific absence.

Absences

If you require any bookings to be cancelled please advise our office, site manager or your site director with a minimum of 24 hours' notice in writing otherwise you will be charged for any absent days.

BILLING POLICY

Fees Paid Two Weeks in Advance

Booking fees are outlined in the weekly customer statement and reflect care from the current period and two (2) weeks in advance. The booked session fee is charged not the actual hours used. When a parent/s pays fees, the amount is recorded and entered the Outside School Care NT childcare management system

Late Pick Up Fees*

Collection of children after 6pm ASC or after 6.00pm VAC, will incur a \$50.00 late pick up fee per child (for the first 15 minutes) A further \$50.00 per child will be charged for each 15 minute period in which the parent is late to collect the child/ren. If late fees are incurred on three occasions within one school term the families' ongoing enrolment will be reviewed and possibly cancelled. The Director reserves the right to waive the late pick up fee in exceptional circumstances.

Payment of Fees

Weekly statements are issued on a Tuesdays. Customer statements will include a statement of attendances per child for the previous four (4) weeks and the next two (2) weeks. Parents have the option to receive their weekly statement via email or through registration to the web based Outside School Care NT Parent Portal.

Overdue Accounts

All past debt or overdue accounts will be directed to a Debt Collector. Outside School Care NT uses the services of E-Collect. We will make several attempts to contact you before referring a debt to our debt collection agency. Our policy is to always offer a payment plan and work with families to help assist reduce an overdue account before the step is taken to use the services of a debt collection agency. If you have difficulty paying your account, please contact our accounts team as early as possible. We are here to help families.

PAYMENT OPTIONS

BPAY or bank transfer: If you wish to make payments by BPAY, please advise the accounts team and you will be issued with your unique customer reference number and our BPAY Account code.

For bank transfers, our bank account details will be included on your weekly customer statement.

CASH is not our preferred form of payment. However, we will accept on an **exceptional** basis. Please ask that you are given a receipt for cash payments at time of payment.

CHILD CARE ASSISTANCE

Child Care Subsidy (CCS)

Most families will receive assistance with the childcare costs via Child Care Subsidy through Centrelink.

Please ensure that your correct details are provided upon enrolment and that both your Parent and Child CRN are valid. Outside School Care NT will advise you of issues when processing your claims, however it is not our responsibility to ensure that the correct details are held in our systems. Your weekly customer statement will automatically reflect your subsidy entitlement. This is achieved through a direct connection between our CCS software provider and the Family Assistance Office (FAO). However, we have no part in this process. Therefore, in case of queries with regard to your subsidy entitlement, please address the matter to the FAO.

PLEASE NOTE: Families may also elect to have their Child Care Subsidy paid directly to OSC-NT to offset their fees.

PARENTS/GUARDIANS' RESPONSIBILITIES

It is the child's parent/guardian responsibility to ensure:

- The account of each child booked at the service is/are paid 14 days in advance
- Each parent must sign and agree to abide by the terms of the OSC NT Fee Agreement
- Each parent must provide the Centre Director with two [2] weeks written notice of their intention to remove their child from the service.

LATE PAYMENT/ARREARS POLICY

For families, whose accounts are in arrears - the following five (5) point procedure will be followed:

1. Contact will be made after seven (7) days including an initial reminder letter (or email) advising that fees are overdue and need to be paid immediately.
2. If payment is not received within fourteen (14) days, a second letter (or email) will be sent notifying parents that their child's place may be withdrawn.
3. If payment is not received within twenty-one (21) days, a third letter (email and registered letter) will be sent notifying parent that their child's place will be withdrawn when the debt is twenty-eight (28) days old.
4. Once the child is excluded from the service the account will be referred to a debt collection agency (E Collect) where legal action may be taken to recover monies owing.
5. If a payment plan is drawn up and the contract signed by both parties is not adhered to, the child will be excluded from the service immediately and the account sent to a debt collection agency.

LATE COLLECTION/PICK UP

Parents are required to contact the service by phone to advise that they will be late to collect their child. A late collection / pick up fee may be charged. Please refer to our policy on the delivery and collection of children.

CANCELATION OF BOOKINGS

Cancellations must be in writing either to the Office, Site Manager or Director. We require 24 hours' notice to ensure so you do not incur any extra charges.

UN-NOTIFIED ABSENCES CHARGES

Please note that if you do not notify your site of your child's absence you will be charged for the day. If your child uses our **Bus service** and you do not notify us that your child is absent you will be charge extra for not notifying us. Please refer to our parent handbook and booking and fees policy for fee amount.

OSC NT Fee Agreement

1. I acknowledge that I have received copy of the OSC NT Bookings and Fee Management Policy, and I understand that I am required to pay my childcare fees two [2] weeks in advance.
2. I also understand that fees will be charged if my child is absent [without prior notification] or supporting medical certificate. I also acknowledge, understand, and agree to the fee policy outlined with regard to public holidays and holiday absences that are taken during school term.
3. I have been advised that the payment options are:
 - BPAY or Bank transfer
4. I also understand that, if I am having difficulty paying my fees, I am to discuss the situation with the Centre director as soon as possible, to work out an appropriate payment plan.
5. If my fees are NOT paid, I also understand that my child may be excluded from the service and the matter referred to a debt collection agency where legal action may be taken.
6. I also understand and agree that if debt collection services are employed to recover monies that I owe, that I will be responsible for ALL associated costs that are incurred by the debt collection agency directly or indirectly by Outside School Care NT in relation to my debt.
7. Where fees are to be shared and paid separately by each parent OSC-NT will split bills. However, legal responsibility for outstanding debts lies with both parents jointly. OSC-NT reserves the right to recover all fees due from one or both parents separately.

Parent/Guardian: Name _____ Date: _____

Signature: _____

Parent/Guardian: Name _____ Date: _____

Signature: _____

(To be signed by both parents or guardians where applicable)