



ENROLMENT FORM

SCHOOL CAMPUS: [] Parklea [] Hills Adventist Castle Hill [] Hills Adventist Kellyville

YOUR BOOKED DAYS WILL CONTINUE EACH YEAR UNLESS WE ARE INFORMED OF YOUR INTENTION TO CEASE YOUR CHILD’S CARE. TWO WEEKS NOTICE OF ANY CANCELLATIONS OR CHANGES TO BOOKINGS IS REQUIRED.

CHILD’S FULL NAME: _____ DATE OF BIRTH _____

CUSTOMER REFERENCE NUMBER _____ Male / Female

WHAT YEAR WILL YOUR CHILD BE IN AT SCHOOL in 2020 K 1 2 3 4 5 6

1. PARENT / GUARDIAN DETAILS: (this is the Parent that child is linked to with Centrelink)

NAME: _____

CUSTOMER REFERENCE NUMBER _____ Date of birth _____

Address _____

Home Number _____ Mobile _____

Email Address: _____

Place of Work _____ Work Number _____

Credit Card Number _____ Expiry _____

Please sign:

I, _____ give permission for Mini Miracles to deduct any fees owing if account falls more than 4 weeks in arrears from this credit card:

Signature: _____ Date: _____

I, _____ agree to the fees and charges explained and provided in the parent brochure, whether casual or permanent bookings, and am aware these may be subject to change, and agree to ensure regular payment of my account. This is required so that rebates can be paid n my behalf to this child care service.

Signature: _____ Date _____

2. PARENT GUARDIAN NUMBER 2

NAME: _____

Date of Birth _____ Mobile _____

Place of Work _____ Work Number: _____

Email Address: _____

Languages spoken at home _____

Are you an Australian citizen? _____

Are you or your child of Aboriginal or Torres Straight Islander Origin? _____

Return this form to staff at service, or scan and email to lauraca94@icloud.com

Days and Sessions required: (Please circle)

Monday Tuesday Wednesday Thursday Friday Permanent
Am / pm am / pm am / pm am / pm am / pm or Casual?

Will you be requiring Vacation Care???? _____

Date you need to commence from _____

Does your child suffer from any food allergies? If yes, please detail foods that MUST be omitted, and complete the attached medical risk assessment form

Are there any foods that need to be omitted due to religious or cultural beliefs? If yes, please list below:

Does your child suffer from asthma or anaphylaxis? _____

If yes, asthma puffer / epipen **must** be provided and attached risk minimisation form completed.

Does your child have a diagnosed disability, or require assistance with any aspect in particular? If yes, please provide as much information below, or attach specialist records, so we can ensure staff are best equipped to assist.

Will your child require ongoing regular medication to be administered at OOSH? If yes, please provide details of child's medical condition so staff can better assist.

CONDITION AND MEDICATIONS: _____

Has your child been fully immunised? _____ Copies of health records must be attached attached YES / NO

EMERGENCY CONTACT (OTHER THAN PARENTS)

NAME _____ MOBILE _____

RELATIONSHIP TO CHILD: _____

IS ABLE TO: a) collect child from OOSH b) Authorise medical treatment
c) administration of medicine

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I give permission for Mini Miracles staff to contact an ambulance in the event of a medical emergency

Parents Signature _____ Date _____

MEDICAL RISK MINIMISATION PLAN

CHILD'S NAME: _____

DATE OF BIRTH _____

WHAT IS THE MEDICAL CONDITION THAT THIS RISK ASSESSMENT ADDRESSES?

DOES YOUR CHILD NEED DIETARY MODIFICATIONS? IF YES, PLEASE LIST FOODS TO BE OMITTED:

WHAT ARE THE ISSUES AND/OR THE ACTUAL / POTENTIAL SITUATIONS THAT COULD LEAD TO A MEDICAL EMERGENCY? _____

STRATEGY: WHAT CAN BE DONE TO REDUCE THESE RISKS? WHAT RESOURCES ARE NEEDED?

WHO NEEDS TO BE INCLUDED IN THIS PROCESS AND WHY? _____

ASTHMA, ANAPHYLAXIS AND ALLERGIES:

How do Staff Know the Triggers?

Triggers and signs are listed n child's Action Plan

Upon enrolment, staff are briefed on which children have allergies

Comprehensive list in canteen / food prep area to remind staff

Do all staff recognise the

All staff aware of where asthma puffers are stored

"at risk" children?

Asthmatic and Anaphylactic children's photos included on action plan

Coordinators oversee distribution of foods

MEDICATION ADMINISTRATION POLICY

Policy:

Staff are only able to give prescribed medication to a child whilst in our care at the Centre. This does NOT include Panadol or other brands of medicine designed to reduce the signs of fever or temperatures.

When a child has been prescribed medication by a doctor, he/she should be at home according to the doctor's instructions. The close proximity of many children, such as we have in the Centre, increases the risk of cross infection, not only between children attending, but also to visitors, including possibly newly pregnant mothers, very young babies, and staff members.

Any child on ANTIBIOTICS must not attend for a minimum of (24) twenty four hours when first taking the antibiotic. All medication must remain in the original bottle/tube/container.

MEDICATION PERMISSION FORM

If your child requires:

Internal medication e.g. (cough medicine, eye drops, antibiotics, medication for ADHD, etc).

All medication that is given internally must be prescription medication prescribed by a Doctor. The medication must be clearly labelled with the child’s name, date, dosage required and administration time.

External medication e.g. (cream)

These will require a Parent/Guardian to fill out a Medication Permission Form, as long as the cream is specifically prescribed for the child and is brought to OOSH in it’s original container.

There will always be 2 staff present when a child is administered medication ... one staff member to administer, and the 2nd staff member to check the dosage.

Please ensure **all medication** is handed to a staff member and not left in a child’s bag. Child’s name, dosage and times must be clearly labelled on the medication. Please also remember to collect the medicine from a staff member at the end of the day.

A medication form must be completed by parent/guardian PRIOR to any medication being administered. See service staff and they will provide the form for you to complete.

SIGNED BY PARENT: _____ DATE:

SIGNED BY EDUCATIONAL LEADER: _____ DATE:

REVIEWED BY NOMINATED SUPERVISOR :

SIGNED: _____ DATE:

Do families and staff know the service manages the risk of asthma and allergies?

- a. a copy of the service’s asthma management policy is made available to all families, enrolment form explains what is required when they note their child has any of these conditions before enrolment can commence
- b. Medication is NOT to be carried in child’s bag. All families are asked to provide medication that is to be left at oosh in the event their child has a reaction. Medication is kept in our storeroom in labelled containers.
- c. All families are made aware of the policy that a child cannot commence / continue care until appropriate puffer / spacer / epipen is provided.
- d. At least 2 staff are rostered on until close each session who have undergone appropriate first aid training in asthma / anaphylaxis in the event that a reaction occurs.
- e. Regular checks of the expiry date of medications are performed, with parents sent reminders to replace nearly out of date medications so care can continue.
- f. Puffers / spacers / medications are always carried when OOSH leave the centre on excursions.

Possible exposure scenarios and strategies

Scenario	Strategy	Tick if service is meeting	Who is responsible
Food is provided by the children's service and a food allergen is unable to be removed from the service's menu (for example milk)	Menus are planned in conjunction with parents of the child and food is prepared according to parents instructions. Alternate meals are provided where an adaption can not be made		Staff, Parent
	Ensure separate storage of foods containing allergen		Staff
	Staff observe proper food handling, preparation and serving practices to minimise the risk of cross contamination. This includes hygiene of surfaces in kitchen and children's eating area, food utensils and containers.		Staff
	There is a system in place to ensure the child is served only the food prepared for him/her.		Staff
	The child is served and consumes their food at a place considered to pose a low risk of contamination from allergens from another child's food. This place is not separate from all children and allows social inclusion at mealtimes.		Staff
	Children are regularly reminded of the importance of no food sharing with the at risk child.		Staff
	Children are supervised during eating.		Staff
Party or celebration	Give plenty of notice to families about the event.		Coordinator
	Ensure a safe treat box is provided for the at risk child.		Parent/ Staff
	Ensure the child only has the food approved by his/her parent/guardian.		Staff
	Specify a range of foods that families may send for the party and note particular foods and ingredients that should not be sent.		Coordinator
Protection from insect sting allergies	Specify play areas that are lowest risk to the child and encourage him/her and peers to play in the area.		Staff
	Decrease the number of plants that attract bees.		School
	Ensure the child wears shoes at all times outdoors.		Staff
	Quickly manage any instance of insect infestation. It may be appropriate to request exclusion of the child during the period required to eradicate the insects.		Coordinator, Director
Latex allergies	Avoid the use of party balloons or contact with latex gloves.		Staff
Cooking with children	Ensure parents/ guardians of the child are advised well in advance and included in the planning process. Parents may prefer to provide the ingredients themselves or we can provide an alternate snack.		Staff
Children are displaying symptoms of a cold or the flu	Parents are aware that this scenario may be a trigger to the child's asthma and will advise staff accordingly.		Parents
	Staff will make the judgement about allowing the child to play outside if they feel that the weather will be detrimental to his/her health on that day		Staff

Do you give permission for photos of your child to be taken at OOSH to be used in OOSH newsletter and/or advertising for the Mini Miracles OOSH Organisation? _____

Is there any further information you can share with us so we can assist in settling your child into OOSH ?????

Please read through the following points and sign below in recognition of these More detailed information on our Policies and Procedures can be obtained by asking your Coordinator

1. Parents are expected to collect their child or make necessary arrangements with an emergency contact PRIOR to our closing time. **Late fees of \$5.00 per minute** will be charged, and your position may be cancelled, for parents who are habitually late collecting their child. Please read the parent brochure for opening and closing times at your centre.
2. Parents must contact the service if their child is to be away from OOSH on a day they are normally booked to attend so staff are not panicked when they don't show up. Because OOSH is a separate entity to the school, just contacting the school is not sufficient. Whilst every effort is made to locate your child, we cannot leave the premises to go look for a child who may have decided to catch the bus home!!! Kindy children are collected from their classrooms daily to prevent them from wandering off!
3. Statements of your account will be issued weekly via email, and it is your responsibility to ensure that you keep your fees paid up to date. You can pay by cash, cheque, or arrange a direct debit via internet banking We DO NOT set up direct debit from your bank, as we believe it is your responsibility to pay the account when it is due. Accounts falling more than 4 weeks in arrears will have the balance owing debited from their nominated debit/credit card, to ensure continued attendance at OOSH is possible. If you are experiencing financial difficulties, PLEASE contact Laura at lauraca94@icloud.com to discuss possible payment plans and alternative options. Statements are issued via email from **Webreports** and are a PDF file, and often goes to your junk / spam folder, so please check there.
4. Children exhibiting unsafe behaviour towards themselves or others may be placed on a behaviour contract to assist their ability to safely attend the service. In extremely rare cases, OOSH may not be the best environment for children with ongoing behavioural issues, and you may be asked to seek alternative child care arrangements.
5. Parents need to be aware that **all Mini Miracles OOSH services close for a 3 week period at Christmas** (no exceptions). This means we are closed from the end of the last week of Term 4 each year, and re-open again for the last 2 weeks of the January School holidays. Not all our services operate Vacation Care, so please check with your Coordinator to see if Vacation Care is offered at your service.
6. If a parent has a complaint about anything that occurs at OOSH, they are to raise their concern either directly with the Service Coordinator, Regional Manager lauraca94@icloud.com or with the Managing Director (Sharyn Egeberg at shazoosh@bigpond.net.au) More information on our grievance procedure can be found in the parent handbook that you received upon enrolment.
7. 2 weeks notice of cancellations is required, or normal fees apply. Half fees applicable when children absent for three or more consecutive days during school term when absent from School AND OOSH, when at least 2 weeks notice is provided.
8. Families are only charged for days booked during vacation care. Absences and cancellations during school holidays will be charged at the normal rate. Families booking for Vacation Care and then cancelling in the last week of school term will STILL be charged as staffing, excursions, incursions, buses etc have already been organised. Only extenuating circumstances such as job loss or family crisis is the exemption to this policy.

I have read the above policies and agree to abide by them. I am aware that further information can be obtained by speaking with staff at the service or contacting the Managing Director for further clarification. I have also received a copy of the Parent Handbook

Parent Signature: _____

Date: _____