



OSHC - ENROLMENT FORM

BEFORE SCHOOL CARE, AFTER SCHOOL CARE AND/OR VACATION CARE

Each school year, as part of the Australian Children’s Education Care Quality Authority and the National Quality Standards requirement, the following information is required for each student attending the Outside School Hours Care Program at Scotch Oakburn College.

Child Name: _____ Date of Birth: ____ / ____ / ____

Year & Teacher: _____ CRN: _____

Parent / Guardian 1: _____ Date of Birth: ____ / ____ / ____

Mobile Number: _____ CRN: _____

Parent / Guardian 2: _____ Date of Birth: ____ / ____ / ____

Mobile Number: _____ CRN: _____

Name of Centrelink Registered Parent: _____
(Centrelink registered parent who is connected to the above child’s customer reference number)

EMERGENCY CONTACT & AUTHORITY TO COLLECT FROM OSHC (OTHER THAN PARENTS)

Name: _____ Relationship to Child: _____

Contact Numbers: Mobile _____ Alternate Number _____

Name: _____ Relationship to Child: _____

Contact Numbers: Mobile _____ Alternate Number _____

Please register my child for the following (please tick below);

- Regular Before School Care and/or After School Care
- Casual Before School Care and/or After School Care
- Vacation Care

REGULAR BEFORE AND AFTER SCHOOL CARE BOOKING

Please make the following regular booking for 2019 to commence on _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Care 7.30am to 8.40am					
After School Care 3.00pm to 4.30pm					
After School Care 3.00pm to 6.00pm					

Any changes to regular or casual bookings are to be made by noon on the day prior to your child’s Before School Care booking or by noon on the day of your child’s After School Care booking. A full fee is payable for late bookings or non-notification of absence. Please see over for Conditions of Enrolment.



CONDITIONS OF ENROLMENT – OUTSIDE SCHOOL HOURS CARE

1. Parents and guardians agree: (a) to accept the authority of the Board of Governance and of the Principal to run the College and for that purpose from time to time to impose, modify, rescind and apply in their unfettered discretion rules, policies and regulations hereinafter referred to as "the Rules". (b) To be bound by and observe the Rules.
2. Fees are invoiced fortnightly in arrears and are payable by direct debit only via financial institutions or credit card. Fees will be invoiced for every day of your child's enrolment, including days on which your child does not attend due to sickness or other reasons. Should you be eligible for CCS from Centrelink, this will be paid directly to Scotch Oakburn College as a fee reduction. You will then only pay the gap fee.
3. Declined fees of \$3.50 per transaction will apply should your direct debit payment be declined due to insufficient funds or any other reason.
4. A fee of \$25.00 will be charged for a late payment of account.
5. A late pickup fee of \$15.00 for After School Care (short) will be charged after 10 minutes. For After School Care (long) and Vacation Care, a late pickup fee for \$15.00 for the first 10 minutes and \$25.00 per 15 minutes (or part thereof) thereafter will be charged.
6. Full fees will be charged for OSHC where the following notice period of cancellation has not been given: Vacation Care - 1 week, After School Care – by noon on the day, Before School Care – by noon of the previous day.
7. The liability of the signatories to this Application for Admission Form is joint and several.
8. The College reserves the right in its complete discretion and for any reason to suspend or to dismiss any student from the College and without limiting the generality of such discretion, such suspension or dismissal may be upon the grounds of unsatisfactory conduct or performance on the part of such student and/or upon a failure of the student or his or her parent or guardian to obey or comply with the Rules or these conditions of Enrolment.
9. Parents are responsible for ensuring that students' personal possessions brought to the College are adequately insured against loss or damage. The College is not responsible for, and does not accept liability for, damage to or loss of any personal possessions of students.

COLLECTION OF PERSONAL INFORMATION

1. The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a students' enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for students.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of the Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask parents to provide relevant medical information about sons/daughters from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including visiting specialist teachers and sports coaches.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of the student.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College publications such as newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include when access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student or where students have provided information in confidence.
9. The College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to parents. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose personal information to third parties for their own marketing purposes without parental consent.
10. If parents provide the College with the personal information of others, such as doctors or emergency contacts, we encourage parents to inform those people that they are disclosing that information to the College.

I have read the Scotch Oakburn College Terms and Conditions as outlined above and fully understand all my requirements. I agree to abide by all requirements, including payment of fees, cancellations and absences.

Parent Signature _____ Parent Name _____ Date ____/____/2019