



LOWER PLENTY PRIMARY SCHOOL OSH

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CARE • HONESTY • ACHIEVEMENT • RESPECT • RESPONSIBILITY • FUN

ENROLMENT POLICY

PURPOSE

Lower Plenty Primary School OSHC uses enrolment procedures to obtain all appropriate information about the specific needs of each child and to impart appropriate information to parents / guardians

SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

IMPLEMENTATION

- Enrolment forms will be prepared and regularly updated by Lower Plenty Primary OSHC to seek all required information in accordance with these policies and procedures.
- The Coordinator or other appropriate staff will explain all enrolment procedures to parents as required.
- Strictly for the purpose of enabling Lower Plenty Primary OSHC to fulfil its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents / guardians and records are kept in a secure and accessible place:
 - Personal details (name, address, and date of birth)
 - Details of friends or siblings already attending the program
 - Name, home and work address and phone numbers of parent / guardian
 - Attendance details – Relevant parental / guardianship and residential details
 - Details of emergency contacts and people authorised to collect child/ren from the program
 - Details of any custody arrangements or Orders in place
 - Primary language spoken at home
 - Details of any cultural needs or considerations
 - Relevant medical details including asthma management
 - Immunisation details
 - Name, address and phone number of the child's doctor
 - Details of the child's hobbies, interests, talents or other relevant information
 - Details of Childcare Benefit
 - Authorisation to seek emergency medical, hospital and ambulance services
 - Permission forms
- The enrolment form shall also include written consent of the parent / guardian:
 - for the use of the information by Lower Plenty Primary OSHC and, when required, shared with funding agencies and administrators for operational purposes only
 - photographic consent for service use only as well as for promotional material for the service
 - to abide by all policy and philosophy guidelines of the service
 - to consent to the child viewing G rated movies, whilst in care
- Lower Plenty Primary OSHC cannot provide its services to a child, and may refuse to do so if the parent/guardian refuses to give any or all of the above information as Lower Plenty Primary OSHC will not be able to discharge its Duty of Care and other responsibilities to the child without this information.
- All information obtained through the enrolment procedures will be kept in strictest confidence and used only for the purposes for which it is obtained.

FURTHER INFORMATION AND RESOURCES

- National Regulations 168, 177, 181, 183

- Quality Area 7, Element

REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2024 and is scheduled for review in January 2027.