



CatholicCare
Children's Services
TASMANIA

35 Tower Road
New Town TAS 7008
GPO Box 62
Hobart TAS 7000
Ph: 1300 119 455
Fax: (03) 6208 6099
Email: ccs.admin@aohtas.org.au

Office Use Only – Account No: _____

2017 RE-ENROLMENT FORM

OUTSIDE SCHOOL HOURS CARE

SCHOOL/SERVICE:		GRADE:	
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CHILD DETAILS:

Surname:		Given Names:	
Preferred Name:		Date of Birth:	

PARENT/GUARDIAN DETAILS:

	Parent/Guardian 1	Parent/Guardian 2
Full Name:		
Address:		
Relationship to child:		
Home Number:		
Work Number:		
Mobile Number:		
Occupation:		
Place of Employment:		
Email Address:		

(Statements and Important information will be sent to the email provided)

AUTHORISED/EMERGENCY CONTACTS:

In case of emergency we will contact the parent/guardian initially. If contact is unsuccessful, we will contact the following people, in the order that they are listed. Authorised contacts can:

- Collect your child
- Consent to medical treatment of, or to authorise administration of emergency medication to your child
- Authorise an educator to take your child outside the premises

Please note: Identification must be produced on request from staff.

Name:	Address:	Contact Numbers:	Relationship to Child:

DETAILS OF ALLERGIES YOUR CHILD HAS BEEN DIAGNOSED WITH, OR BEEN DIAGNOSED AS AT RISK OF:

Allergies/Sensitivities	Symptoms

Action Plan/Anaphylaxis Plan Attached: Yes No

Note: These forms are important and MUST be completed before your child/ren commence care. If your child has been diagnosed with, or at risk of anaphylaxis; a prescribed, in-date and working ‘auto-injecting device’ must be provided. If your child has a medical condition, you will be provided with a copy of the policies relating to medical conditions, medication and authorisation forms to complete. Action Plan/Anaphylaxis Plan MUST be provided, you can obtain this from your GP.

CONSENT TO PERMISSIONS: - Please initial each permission to authorise Parent/Guardian consent

Title	Description	[Please initial each item]
Photo & Video	As part of the program planning and evaluation documentation process, we value the opportunity to take photographs [and sometimes video] of children. These photos are used to inform the planning process and to share with families the events of the day photos of your child may be included in group photos and in other children’s portfolios or relevant documentation.	
Observations	Regular observations of children are documented to ensure their well-being, and that the education program fosters and enhances their development.	
Student Observations	Students on work placement are often required to practice taking observations and develop planning opportunities for children.	
Student Photographs	Students on work placement may also request the opportunity to photograph children as part of their studies.	
Media	On occasion we have request for photographs and videos footage by newspapers and television in relation to children and their interests and development. Personal information of children will not be included or released in regards to any pictures used.	
Social Media & Advertising	CatholicCare Children’s Services participates in advertising opportunities both in print media advertising, website and social media. Children’s Services has its own Facebook page. Personal information or details regarding children will not be included or released in regards to any pictures used.	
Routine Excursions	Your child may participate in routine excursions; walking in the local area; using public recreation facilities and playgrounds. This also includes: Fire Evacuation Practice (walking), School Playground Equipment (walking), Beach (East Devonport Only – walking), Tower Road Grounds (walking). Note: For any excursions outside this scope you will be notified and your permission sought.	
Head Lice Check	In the event of Head Lice being discovered with one child it is best to check all heads to break the cycle as quickly as possible.	
Sun Protection	At sun protection times of the year, staff and children will apply SPF30+ (or greater) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.	

FEE SCHEDULE/BOOKINGS FOR OUTSIDE SCHOOL HOURS CARE:		
BEFORE SCHOOL CARE <i>Corpus Christi, Holy Rosary, John Paul II, Our Lady of Lourdes, St Cuthbert's, St Finn Barr's, St Mary's College & St Thomas More's</i>	7am – 8.45am	\$14 Casual/Permanent
AFTERSCHOOL CARE <i>Corpus Christi, Holy Rosary, John Paul II, Larmenier, Our Lady of Lourdes, Sacred Heart Launceston, St Cuthbert's, St Finn Barr's, St John's, St Mary's College, St Paul's (Mon-Thurs), St Thomas More's & Summerdale</i>	2.45pm – 6pm	\$25 Permanent \$27 Casual <u>Afternoon Tea Provided</u>
VACATION CARE <i>Corpus Christi, Holy Rosary, Our Lady of Lourdes, Sacred Heart Launceston, St Finn Barr's, St John's and St Mary's</i>	8am – 6pm	\$65 Incl Excursion/Activity costs (as applicable). Program & booking information available prior to each vacation care period. <u>Afternoon Tea Provided</u>

BOOKINGS <small>(Please Specify your required booking)</small>		Casual Bookings can be made by contacting Administration				
START DATE:	WEEKLY <input type="checkbox"/>	FORTNIGHTLY <input type="checkbox"/>	CASUAL <input type="checkbox"/>	VACATION CARE ONLY <input type="checkbox"/>		
(Please TICK which days your child will require care on)						
WEEKLY	MON	TUES	WED	THURS	FRI	
BSC						
ASC						
(Please TICK which days your child will require care on)						
FORTNIGHTLY	MON	TUES	WED	THURS	FRI	
BSC week 1						
BSC week 2						
ASC week 1						
ASC week 2						

FEE INFORMATION

- Initial enrolment administration fee of **\$15 per family**.
- **\$20 for every ten (10) minutes** or part thereof will be charged to families who arrive to collect their child/ren after the service/session closing time.
- **An additional fee of \$10 per booking/child** is charged if Administration is not notified that a child is going to be absent from care and full fees apply.
- Families are charged fees fortnightly in arrears and fees are to be paid within seven (7) days.
- For additional information please refer to www.catholicaretas.org.au

CANCELLATION OF BOOKINGS

- Permanent booking absence – please advise Administration 24 hours in advance to receive 50% discount, NOT applicable to BSC.
- Permanent booking cancellation – please advise Administration in writing 7 days prior to child's last day or full fees will be charged.
- Casual booking cancellation – 24 hours' notice to remove booking with no charge or full fees apply.

ACCEPTANCE OF YOUR RE-ENROLMENT IS SUBJECT TO ALL SECTIONS OF THE FORM BEING COMPLETED

HOW WE MANAGE YOUR PERSONAL INFORMATION:

The personal information collected by CatholicCare Children's Services meets the legal and funding requirements of the National Education and Care Services Act and Regulations 2011, the Commonwealth Department of Education, the Tasmanian State Department of Education- Early Education and Care Unit.

The information will be solely used by CatholicCare Children's Services in accordance with the CatholicCare Tasmania Privacy Policy and Privacy Statement. Our agency will take all reasonable steps to destroy or de-identify your personal information once it is no longer needed for any purposes for which it may be used or disclosed.

We may be required to disclose personal information to Government Agencies for funding or reporting purposes including Department of Social Services and Department of Education and Training.

A copy of the CatholicCare Tasmania [Privacy Policy](#) and [Privacy Statement](#) can be found on our website at www.catholiccaretas.org.au or alternatively you can receive a copy by phoning 1300 119 455.

Please note: Where your personal information is received via an enrolment form, and without any commencement of services, the information received will be destroyed after a period of three months.

PARENT/GUARDIAN DECLARATION:

I/we hereby declare that I/we have read, understood and completed the above consent sections of this Enrolment Form.

The information given above is true and I/we understand that childcare placement may be reviewed if my / our employment circumstances are changed.

Parent/Guardian 1		Parent/Guardian 2	
Signed:		Signed:	
Name:		Name:	
Date:		Date:	

Office Use Only

Contact Sheet sent to Service: <input type="checkbox"/>	File Completed: <input type="checkbox"/>	Qikkids Updated: <input type="checkbox"/>
Completed by:		Date: / /



CONTRACT OF CARE – CHILD CARE

1. I/we have received the Parent/Guardian Enrolment Guidelines and agree to abide by the procedures as they relate to my/our child's placement in a CatholicCare Children's Services.
2. I/we agree to comply with all Government requirements in relation to enrolling my child into the service.
3. I/we agree to fortnightly Ezi-Debit (direct debit) deductions for payment of my account. I/we understand that my childcare placement may cease if payment is dishonoured and not paid within 7 days.
4. I/we agree that if the account is not paid by the due date, and following contact by CatholicCare Children's Services staff, the account will be lodged with a debt collection agent for recovery, and in such circumstances I/we will bear an account surcharge of 25% to cover the agent's commissions. In addition, I/we agree to bear all legal costs and disbursements incurred in the recovery of the debt.
5. I/we am aware that it is my/our responsibility to maintain a current Income Assessment for Child Care Benefit purposes.
6. I/we understand that I/we must give seven (7) days' notice in writing of a permanent cancellation of care.
7. I/we understand that the fee charged, with Child Care Benefit, is based on the information provided by me to the Department of Human Services. CatholicCare Children's Services accepts no responsibility for the accuracy of information supplied for the purpose of calculating the Benefit. Any issues regarding Child Care Benefit should be directed to the Department of Human Services Family Assistance Line: 13 6150 (8 am – 8 pm).
8. I/we understand that all Outside School Hours Care fees must be up-to-date before any vacation care bookings will be accepted.
9. I/we understand that there will be no reduction of fees if I/we provide food for my/our child.
10. I/we understand and accept the fee charges for CatholicCare Children's Services. An administration fee of \$15 is charged for all new enrolments.
11. I/we understand that a **LATE FEE** of \$20.00 for every ten (10) minutes or part thereof will be charged for late collection of children (after closing time).
12. I/we understand an additional fee of \$10.00 per booking/child is charged if Administration is not notified that a child is absent from care and full fees apply.
13. I/we understand that, in the event of illness, parents or authorised persons are required to collect their child(ren) from the Service immediately upon request.
14. I/we understand that the decision of the staff as to the fitness of a child to attend the Service on a given day shall be binding.
15. I/we agree to release CatholicCare Children's Services from any liability to my child or myself in relation to any injury or illness that my child may suffer, and for loss or damage to property. I/we will pay all medical expenses incurred on behalf of my child.
16. I/we understand that CatholicCare Children's Services reserves the right to terminate this Contract when, in its discretion, it considers that to do so would be in the interest of the Service. CatholicCare Children's Services agrees to give the parent reasonable notice of its intention to exercise this right and will refund any payments in credit.
17. I/we have read this Contract and received relevant information about the service offered by this Service for the care of:

Name of child:				
I agree to abide by the conditions of use Centre/Service and this Contract.				
Parent/Guardian 1	Signed:		Date:	
Parent/Guardian 2	Signed:		Date:	

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(Parent/Guardian Copy)

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This page is a copy for your records and does not need to be returned to us.