



Lake Boga Educational Hub

'Be the best that we can be'



Principal: Joe Summerhayes

8 Williams Road, Lake Boga 3584

5036 9000

lakeboga.vic.gov.au

Lake Boga Primary School OSHC Service Enrolment Form

This form is for children who will be attending the Lake Boga Primary School Outside School Hours Care Program. Please take the time to **complete all questions** on this form. If you have more than one child attending the program, please complete a separate form for each child. If you have any questions about this form or the program, please contact the Educational Leader/Nominated Supervisor.

Child Bookings	
<input type="checkbox"/> Casual booking	
<input type="checkbox"/> Permanent booking	
After School Care	
<input type="checkbox"/> Monday	
<input type="checkbox"/> Tuesday	
<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	
No Care Available Friday	

Child's Personal Details			
CRN:			
Surname:		First Name:	
Date of Birth:		Gender:	
Preferred Pronouns:			
Residential Address:			
		Post Code:	
Postal Address:		Post Code:	
Email Address:			

Parent / Guardian Information			
Parent/Guardian # 1			
CRN:		Date of Birth	
Name:		Country of Birth:	
Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Phone Call		
Cultural background:			

Parent/Guardian # 2			
CRN:			
Name:		Country of Birth:	
Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Phone Call		
Cultural background:			

Parent/Guardian # 3			
CRN:			
Name:		Country of Birth:	
Relationship to Child:			
Residential Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email Address:	
Preferred Contact Method:	<input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Phone Call		
Cultural background:			

Emergency Contacts (These people should be different to the parent/carer as they will be used in case of emergency or if we are unable to contact the parent/carer for advice)

Emergency Contact # 1	
Name:	<input type="checkbox"/> To medical treatment/authorise administration of medication <input type="checkbox"/> Authorise and educator to take child outside the education and care services premises <input type="checkbox"/> Deliver or collect the child to/from the education and care service <input type="checkbox"/> To be notified in an emergency involving the child if ant of the parent cannot be contacted
Relationship to Child:	
Address:	
Home Phone:	
Mobile Phone:	

Emergency Contact # 2	
Name:	<input type="checkbox"/> To medical treatment/authorise administration of medication <input type="checkbox"/> Authorise and educator to take child outside the education and care services premises <input type="checkbox"/> Deliver or collect the child to/from the education and care service <input type="checkbox"/> To be notified in an emergency involving the child if ant of the parent cannot be contacted
Relationship to Child:	
Address:	
Home Phone:	
Mobile Phone:	

Custody Arrangements:		
Who is responsible for making the child's decisions?		
Is there an Access Alert, Parenting order, Parenting plans, Court Order or other Legal Order for your child, a family member, or yourself?	Yes	No
Medical Information:		
Does your child have a disability?	Yes	No
Disability:		
Does your child have any other medical conditions that we should know about?	Yes	No
If yes, please specify what they are:		
Does your child require any other aids (e.g. vision, hearing, mobility) etc?	Yes	No
If yes, please specify what the aids are:		
Asthma		
Does your child have asthma?	Yes	No
If yes, please confirm that you have provided an asthma management plan.	Yes	No
Epilepsy		
Does your child suffer from epilepsy or seizures?	Yes	No
Diabetes		
Does your child suffer from diabetes?	Yes	No
Allergies:		
Does your child suffer from any allergic reactions?	Yes	No
Does your child suffer from Anaphylaxis?	Yes	No
If yes to either of the above, Allergy Management Plan or Anaphylaxis Management Plan completed and received	Yes	No
Does your child have any dietary restrictions?	Yes	No
All diagnosed medical conditions (including Asthma, Epilepsy, Diabetes & Allergies) require a medical management plan from a registered practitioner. A risk minimisation plan will be created by the OSHC Coordinator on receipt of the relevant information. Please contact Danielle if you have any questions.		
Medications:		
Does your child require medication assistance whilst in care?	Yes	No
Name of medication/s and what they are for:		
Does your child require the use of Pro Re Nata (PRN) (as needed) medication whilst on program	Yes	No
Name of medication/s and what they are for:		
Please note: Prescribed medication must be presented in its original packaging with the child name on it or in a Webster pack provided by a pharmacist. Liquids and PRN medication must be in the original packaging.		
Child's Current Medical Information		
Practice Name:		Phone No:
Doctor's Name:		
Address:		

Child's Medicare No:		Health Care Card No:	
Expiry		Expiry	
Do you give consent for the service to seek medical treatment for your child from a registered medical practitioner, hospital, or ambulance service?		Yes	No
Do you give consent for the service to seek transportation of your child by an ambulance service?		Yes	No
Ambulance Membership Number			
Immunisation			
Is your child up to date with their immunisation schedule? If Yes please provide a Copy		Yes	No
Maternal and Child Health Record			
Staff member who sighted health record:			
Swimming (Please note: Full supervision will ALWAYS be provided during swimming activities with The Provider)			
Can your child swim?		Yes	No
Will your child require assistance from staff in waist deep water?		Yes	No
Can your child enter and exit the pool without assistance?		Yes	No
Can your child move through water with a flotation device (e.g. life jacket or backpack?)		Yes	No
Can swim 15 metres?		Yes	No
Cultural information			
Does your child identify as of Aboriginal or Torres Strait Islander origin?			
<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander		<input type="checkbox"/> Yes, Torres Strait Islander	
<input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander	
Are there any special cultural, religious, or dietary considerations or special needs?		Yes	No
If yes, please provide full details:			
What is your child's cultural background?			
What is the language used in your child's home?			
Permissions			
Do you give permission for your child to watch PG rated movies whilst in care?		Yes	No
Do you give permission for your child to have 30+ SPF sunscreen applied whilst in care?		Yes	No
Do you give permission for your child to have the photo taken for internal documentation purposes?		Yes	No
Do you give permission for your child to have photos or videos taken for promotional purposes for the school council? (This includes but not limited to social media, TV, and print media)		Yes	No
Do you give permission for your child to be taken on regular outings with the program?		Yes	No
Do you give authorisation for the school council to provide your child's information to third parties for Quality purposes?		Yes	No
Do you give permission for your school to provide the following specific documents to OSHC?			
Copy of any Access Alert, Parenting order, Parenting plans, Court Order, or other Legal Order?		Yes	No
Copy of Immunisation Form?		Yes	No
Copy of any Medical Management forms/plans?		Yes	No
Copy of Student Profile?		Yes	No
Copy of Student Safety Plan?		Yes	No

To share information regarding your child's supports between the school and the OSHC?	Yes	No
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Declaration

I _____
 Print Full Name

A person with authority of the child referred to in this enrolment form,

- declare that the information provided for the purpose of this enrolment is true and correct and that I undertake to immediately inform the children's service in the event of any change to this information.
- agree to collect or make arrangements for the collection of the child referred to in this enrolment form if they become unwell at the service.
- authorise for the approved provider to seek emergency medical treatment for my child from a registered medical practitioner, hospital, or ambulance services.
- consent to the staff of the children's service seeking, or where appropriate, administering such emergency medical treatment as is reasonable and necessary and that I will reimburse any necessary expenses incurred by the children's service
- authorise the Educator(s) to take me/my child on excursions. I agree that I/he/she can be a passenger in the nominated vehicle, using an approved restraint, during the period of care under the providers program.
- have read, understand, and agree to follow the fee payment structure and policies.

 Signature Date

Parental Responsibility

Parents
 All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. The Children's Services Regulations 2009 refer to these powers and responsibilities as "parental responsibility". It is not affected by the relationship between the parents, such as whether they have lived together or are married. A court order such as under the Family Law Act may take away the authority of a parent to do something or may give it to another person.

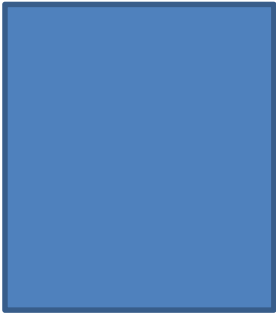
Guardians
 A guardian of a child has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

Confidentiality of enrolment records
 The proprietor of the children's service must ensure that information in the child's enrolment record is not divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, where expressly authorised by the parent or prescribed in the Children Services Regulations 2009 (regulation 35(1) (d-e))

Parental Responsibility

Lake Boga Primary School Council, as the Provider of the service, acknowledges and respects privacy of individuals. The information that is being collected on this document is for the purposes of processing your enrolment in the provider's children's service, providing you with updated information and assisting us improve our services to you. The personal information collected is of the parents/ guardians and the child enrolled in the program. By completing this form, the provider accepts that the parents/ guardians of the child have consented for this information to be collected. The intended recipients of this information are the provider, its authorised staff and relevant Government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Commonwealth Privacy Act (Amended 2001) and the provider's Privacy Policy. As part of your enrolment with The Provider, you will receive information from time to time regarding our programs and services.

Child Profile



Name:		Date of Birth:	
Diagnosis:	[disability diagnosis if applicable]		
Allergies/ medication:			
Emergency contact:			
Photo permission:			
Profile Creation Date:		Profile Review Date:	

Interests and Strengths		
Goals		
Support Needs (sensory, self-care, fears, communication, eating and drinking, personal hygiene, rest, and relaxation)		
Behaviours of concern (optional to complete for specific behaviours of concern)		
Trigger		
Behaviour	Could mean	Support required
Family Information (Strengths/skills of family members, family arrangement, living arrangement, any other important information)		