

# Before & After School Program





Claire's Additional School Help trading as

# Edmonton Before and After School Care

## OSCAR Programme

### WELCOME TO THE OUT OF SCHOOL CARE PROGRAMME

#### Enrolment

Enrolment is finalised upon completion of our Intake / Enrolment Pack. Please inform staff of any relevant changes to our enrolment details. It is crucial we have up-to-date information.

We will provide breakfast afternoon tea.

#### Absences

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Make a quick phone call to the office (09 – 8389318 or 027 5505197) before 2.30 pm. Your message is always passed on.

If we have not been notified and your child does not arrive we shall do EVERYTHING we can to locate her/him, by checking the school grounds and with teachers then making contact with you or your emergency contact person. Your child's safety is paramount to us!

#### Collecting your Child(ren) / Young Person(s)

If a person arrives to collect your child whose name is not on your Intake / Enrolment Pack, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the after school programme closes at **5.30pm no exceptions.**

#### Signing your Child(ren) / Young Person(s) In & Out Register

Each day on arrival, it is essential that you or your consented other person(s), sign your Child(ren) / Young Person(s) **In** in the Daily Register.

Each day when you collect your Child(ren)/Young Person, it is essential that you or your consented other person(s), sign your Child(ren) out in the Daily Register.

The purpose for this process is for the safety and wellbeing of your Child(ren)/Young Person(s).

#### Cost

After school programme: \$5.00 per hour or part thereof

Morning Care programme: \$ 5.00 per day.

Morning and After School Combo \$12.00 per day per child

Late charge (After 5.30pm pick up) \$10.00 per 15mins or part thereof.

Cash Payments made to the Administrator/Co-ordinator.

You **must** pay for the days that your child is booked in whether he/she attends or not.

#### Policies and Procedures

Please see the Administrator/Co-ordinator if you wish to view our Policies and

## **Behaviour management**

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme

## **Emergencies**

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

## **Excursions**

Parents will be informed before any children are taken on an outing. You will be asked to complete a permission slip. Whenever the group leaves the centre a note will be left informing callers of its whereabouts.

## **Child Safety**

The programme has a detailed child protection policy, which include the reporting of any suspected child abuse to the Department of Child, Youth and Family Services (formerly CYPFA)

## **Complaints**

The programme has a complaints procedure. If you have any problems please approach the Administrator/Co-ordinator and he/she will be happy to assist you with your concerns.

**EDMONTON PRIMARY SCHOOL**  
**Before & After School Care Program**  
**Enrolment Form**

***Child(ren)'s details***

Name(s)	DOB	Ethnicity
1. .... / ..... / .....		
2. .... / ..... / .....		
3. .... / ..... / .....		

***Enrolment details***

Permanent / Casual (please circle)

Please circle the days you would like to enrol your child

MORNING CARE:	Monday	Tuesday	Wednesday	Thursday	Friday
AFTER CARE:	Monday	Tuesday	Wednesday	Thursday	Friday

***People authorised to collect your child(ren)***

.....  
.....

**Mother's name** .....

Home address .....

Telephone ..... (day) .....(home) .....(mobile).....

Email Address:.....

**Father's name** .....

Home address ..... (if different)

Telephone ..... (day) .....(home) ..... (mobile).....

Email Address:.....

***Emergency contacts***

Name ..... Relationship to child .....

Address.....

Telephone contact .....

Name ..... Relationship to child.....

Address .....

Telephone contact .....

**Doctor's details**

Children's doctor .....

Telephone .....

Address .....

**Additional Information**

Does your child have any particular health needs we should be aware of? e.g. Allergies, food requirements, asthma, medical conditions etc.

Is there anything else we should know about in order to take good care of your child? e.g. Custody arrangements, special needs, behavioural issues etc

**Permission from Parent**

I hereby consent for my child whom is in my care to attend the Supervised Structured Programme, under the auspices of Claire's Additional School Help

**To arrive and leave the programme independently of myself and for the Administrator or Tutor to be responsible for the signing-in and out of my child(ren) from the programme.**

**YES / NO**

**Parent contract**

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

- I/we agree and acknowledge:
- I have read and understand the enrolment information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the supervisor of any changes to enrolment information in a timely fashion.
- I agree to pay charges as stipulated in the charges policy.

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Name of parent: .....

Signature of parent: .....

Dated: .....

**Privacy Act 1993:**

The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.