



School No: 2068 Established 1878

9.6 Enrolment



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne 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.

Procedures

- Enrolment forms will be prepared and regularly updated by Cranbourne 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 Cranbourne 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 Cranbourne 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
- Cranbourne Primary OSHC is not compelled to 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 Cranbourne 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.

Relevant Law and Regulations

National Regulations 168, 177, 181, 183 Quality Area 7, Element

Relevant Policies

Access

Booking

Communication with Parents

Fees

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025