

Child's Family

Name: \_\_\_\_\_

# OOSH Booking Form 2021

Out of School Hours Care is for children attending school from Kindergarten to age 12 years

<b>Care Start Date</b>	____ / ____ / ____
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Please tick the box/es of the Service/s required according to the Schools Services section

	Before School Care Location	Schools Serviced		After School Care Location	Schools Serviced
<input type="checkbox"/>	<b>Penshurst</b>	Penshurst Public, Penshurst West, Mortdale Public, Oatley Public, Hurstville Grove Infants, St Declan's Catholic, St Joseph's Catholic	<input type="checkbox"/>	<b>Penshurst</b>	Penshurst Public, Mortdale Public, Oatley Public, Hurstville Grove Infants, St Declan's Catholic, St Joseph's Catholic
<input type="checkbox"/>	<b>Narwee</b>	Narwee Public	<input type="checkbox"/>	<b>Narwee</b>	Narwee Public
<input type="checkbox"/>	<b>Rockdale</b>	Rockdale Public	<input type="checkbox"/>	<b>Rockdale</b>	Rockdale Public
<input type="checkbox"/>	<b>Mascot</b>	Mascot Public School	<input type="checkbox"/>	<b>Mascot</b>	Mascot Public School
<input type="checkbox"/>	<b>Milperra</b>	Milperra Public School	<input type="checkbox"/>	<b>Milperra</b>	Milperra Public School
<input type="checkbox"/>	<b>Summer Hill</b>	Summer Hill Public	<input type="checkbox"/>	<b>Summer Hill</b>	Summer Hill Public
<input type="checkbox"/>	<b>All Before or After School Care</b>	Special arrangements can be made for children with their own transport to or from other schools	<input type="checkbox"/>	<b>Mortdale</b>	Mortdale Public
<input type="checkbox"/>			<b>Penshurst West</b>	Penshurst West Public	
			<input type="checkbox"/>	<b>Hurstville Grove Infants</b>	Hurstville Grove Infants School

Vacation Care Only

<input type="checkbox"/>	<b>Penshurst</b>	<input type="checkbox"/>	<b>Narwee</b>	<input type="checkbox"/>	<b>Summer Hill</b>	<input type="checkbox"/>	<b>Rockdale</b>	<input type="checkbox"/>	<b>Mascot</b>
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## Office Use Only

Fees applied to Account		Data Entry		
BACS Annual Registration	<input type="checkbox"/> \$100 (1 child)	Non Notification	\$8 per instance	If you do not let us know of your child's absence by <b>12 noon on the day of absence.</b>
	<input type="checkbox"/> \$200 (2 or more children)			
Entered in HubWorks	Initials & Date	Late Fee	\$10	Per 10 minutes or part thereof
<b>Session Fees</b>		Please refer to <a href="http://www.afterschoolcare.org.au">www.afterschoolcare.org.au</a> for the program that your child attends		

23 St Georges Road, Penshurst NSW 2222

Phone: 1300 327 434 between 9am and 5pm Monday to Friday or visit [www.afterschoolcare.org.au](http://www.afterschoolcare.org.au)

**For new children Full Online Registration at: [www.afterschoolcare.org.au](http://www.afterschoolcare.org.au) is required prior to booking being accepted**  
**Please note:** Families can pay via BPay or iPay.

**And for Re-enrolment Purpose**

Families are required to log into their Hubworks account and check that all information is accurate

I logged into HubWorks and verified and/or updated the information in my file

Parent/Guardian 1			Relationship to Child _____			
First Name			Last Name			
Phone			Email			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	____ / ____ / ____		
Are you a single supporting parent/guardian?			Yes <input type="checkbox"/> No <input type="checkbox"/>			
Main Language			CRN			

Child 1					
First Name			Last Name		
Date of Birth	____ / ____ / ____		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	
School Attending			CRN		
			Grade/Class		
Care Start Date	____ / ____ / ____		Care Start Date	____ / ____ / ____	
<b>Before School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		<b>After School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	<input type="checkbox"/> Casual			<input type="checkbox"/> Casual	
<b>Vacation Care only</b>	<input type="checkbox"/>			<input type="checkbox"/>	

Child 2			
First Name		Last Name	
Date of Birth	___ / ___ / ___	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
School Attending		CRN	
		Grade/Class	
Care Start Date	___ / ___ / ___	Care Start Date	___ / ___ / ___
<b>Before School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>After School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
	<input type="checkbox"/> Casual		<input type="checkbox"/> Casual
<b>Vacation Care only</b>	<input type="checkbox"/>		<input type="checkbox"/>

Child 3			
First Name		Last Name	
Date of Birth	___ / ___ / ___	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
School Attending		CRN	
		Grade/Class	
Care Start Date	___ / ___ / ___	Care Start Date	___ / ___ / ___
<b>Before School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>After School Care</b> Permanent Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
	<input type="checkbox"/> Casual		<input type="checkbox"/> Casual
<b>Vacation Care only</b>	<input type="checkbox"/>		<input type="checkbox"/>

## Applicable to ALL families accessing care at Penshurst Before, After & Vacation Care

### **Authorisation for regular transportation**

Reason for Transport:	Delivery & collection from school to OOSH service
Day/ Date:	Mon to Friday during school term
Pick-up Location and Destinations:	(please circle applicable sites): <b>3Bridges Community @ 23 St Georges Road Penshurst</b> <b>Mortdale Public School – Penshurst West Public School – Hurstville Grove Infants - St Joseph’s Catholic – Penshurst Public School – St Declan’s Catholic</b>
Activities:	Seated on a bus
Means of Transport:	3Bridges Community Bus Mitsubishi Rosa 24-seater
Planned no places for children:	15
Planned no staff rostered to supervise:	1 educator & 1 bus driver
Educator to Child Ratio:	1:15
Risk Assessment completed:	Yes. Controls communicated to staff (families can access on request)
Transporting Children Policy & Procedure completed:	Yes. (available on site & online)
Seatbelts & safety restraints:	3Bridges comply with NSW Legislation Road Rules 2014 Part 16 Rules for persons travelling in or on vehicles

### **Authorisation to leave the education & care services premises**

Reason for the Excursion:	Access outdoor play facilities & the natural environment
Address/Destination:	23 St Georges Road Penshurst/Pole Depot Park
Activities to be undertaken	Physical activities, outdoor play, group games, meal/snack times
Day/ Date:	Regular Outing
Departure and return times:	7.30am – 5.30pm
Method of Transport:	Walk
Planned no places for children:	130
Planned no staff rostered to supervise:	9
Educator to Child Ratio:	1:15
Risk Assessment completed:	Yes. Controls communicated to staff (families can access on request)

**Social Media - Authority to Publish**

3BRIDGES COMMUNITY LIMITED may from time to time wish to quote and/or use you or your child/ren’s photographs in printed and/or electronic promotional material which will be available for viewing by the public and hereby seeks your authority to do so.

I agree that I have read and understand the following:

- 3BRIDGES COMMUNITY is able to quote and/or use photo(s) as often as and in as many ways as it wants. Below are examples of where they may be used or published:
  - Service Quality Improvement Plan, Visual Diary, Displays etc.
  - Promotional Material (inc Brochures, eNewsletters, Newsletters)
  - Website
  - Annual General Report
  - Social Media (3Bridges Facebook, Twitter etc.)
  - YouTube (audio or video)
  - Newspapers
- Photos of myself and/or of my child/ren may be reproduced in colour or black & white and may be altered for design purposes.
- I will not be consulted about the specific context in which photos and/or quotes appear.
- 3BRIDGES COMMUNITY will not use my quotes and/or photos for any purpose other than the general promotion and marketing of 3BRIDGES COMMUNITY.
- I understand I will not be compensated by 3BRIDGES COMMUNITY for the use of any mentioned quotes and/photos.
- I consent to 3BRIDGES COMMUNITY using and reproducing images of myself and/or my child for the purposes stated above until I request otherwise in writing.

- I understand that I must give permission for my child to participate in all incursions and excursions
- I consent to the conditions in the Social Media - Authority to Publish YES/NO (please circle)
- I have read and agree to the following Terms and Conditions indicated by my signature below

Are any of the children for whom you are applying for care involved in a court order?					
If yes, please supply a copy of the court order for our records					
Child 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	Child 2	Yes <input type="checkbox"/> No <input type="checkbox"/>	Child 3	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Parent / Guardian Signatures**

Parent/Guardian 1 Name		Parent/Guardian 2 Name	
Signature Date		Signature Date	

**Please return form to: [childcare@3bridges.org.au](mailto:childcare@3bridges.org.au) or to the office**

## Conditions of Enrolment

To provide a well organised and safe program, the following conditions have been devised. Your cooperation in complying with the following conditions will assist us to provide safe and enjoyable Programs for your children.

### 1 Hours of Operation

**Before School Care** generally operates 7.00am to 9.00 or 9.30am - Except Penshurst starts 6.30am & Milperra finishes 8.45am.

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**After School Care** closes at 6.00 pm at all Services

**Vacation Care** operates from 7.00am to 6.00pm

If a child is left late at the Centre, every effort will be made to contact the parent/ guardian or emergency contact person. Late Fees will apply.

NOTE: If no contact is made by 6.30pm the Regulatory Authority will be notified as to the collection of the child.

### 3 Behaviour

Staff apply strategies to manage behaviour. Should the behaviour be high risk or result in self-harm, harm to another child or educator, a child will be suspended for a period to allow consultation with family to agree Behaviour Management Plan strategy and resources.

### 4 Fees

Fees are applied as soon as your booking is confirmed. Attendance at Before School Care, After School Care and any following Vacation Care programs is reliant on all fees being up to date. No or exchanges of days are allowable.

As 3Bridges is an approved service provider, Child Care Subsidy is available eligible families. Contact the Family Assistance Office on 13 61 50 for assessment. It is a parent responsibility to advise the Centre of the Customer Reference Numbers (CRNs) for the fee-paying parent and the children in care.

### 5 Arrival and Departure

On arrival, parent/guardian or nominee is required to sign the child in with the time of arrival. *An electronic signature is encouraged as it is a government requirement for families to access CCS.* Please let the educators on duty know that your child has arrived before leaving.

On departure, parent/guardian/nominee is required to sign the child out with collection time. Children are not to sign in or out. *An electronic signature is encouraged as it is a government requirement for families accessing CCS.*

Children will not be released into the care of anyone other than the parent without written authorisation. Add as many persons authorised to collect your child as possible to your HubWorks enrolment page. If you need someone to collect your children who is not Authorised on HubWorks, you can email the office or access and complete an Authority to Collect form - available from the service or from [www.afterschoolcare.org.au](http://www.afterschoolcare.org.au)

A child must be 10 years or over to leave the Centre independently and only with parent/ guardian written authorisation on Authorisation for Child to Leave Independently form. However, we reserve the right not to allow a child to leave independently if it is considered a risk to the child. The child is to let an Educator

know when leaving the centre independently and the Educator will sign the child out on the attendance record, noting the time of departure.

## **6 Illness/Accident/Medication**

We conduct risk assessments and plan to reduce the risk of accidents and keep your child safe. If a child has an accident and needs medical attention, we will apply first aid, make the child comfortable and contact the child's parent to collect.

In the event of a serious accident, an ambulance will be called and parent will be notified as soon as first aid has been administered.

The best place for sick children is at home. If a child is sick in care, for the child's wellbeing and to prevent spread of infection, the child's parent will be contacted to collect.

Educators can only administer medicines with parent authorisation on a Medication Record – Authorisation form.

All medicines are to be in the original container, with dosage and within use by date. Medication Record – Authorisation forms are available from the Coordinator, website or the Office.

## **7 What to bring/wear**

After School Care provides afternoon tea and a simple breakfast can be provided in the morning. Families provide lunch and morning/afternoon tea for each day of Vacation Care. The centre has a nutrition policy and treats are kept to special occasions. Children are not to bring chewing gum or lollies. To minimise risk of allergic reaction, we encourage the children not to share food.

Raincoats are essential every day, regardless of weather, as children are out and about and on excursions.

Shoes that protect your child's feet are to be worn - sneakers, boots and sports shoes are ideal. Certainly, no thongs and preferably no sandals.

Sun hat and sunscreen are essential every day. While we try to keep the children out of the sun during the hottest part of the day, it is not always possible. It is the parent's responsibility to ensure child's clothing provides adequate sun protection. We have regular 'slip, slop, slap' times throughout the day and have backup sunscreen. A refillable water bottle is recommended so your child can have access to water throughout excursions.

Please pack a change of clothes for your Kindy child.

## **8 What not to bring**

Skateboards, roller blades and hee-lies are not permitted unless programmed. Toys, valuables or electronic devices of any type (such as phones, laptops, tablets) brought to care are the responsibility of children. 3BC does not have adequate security or storage areas to safeguard such items. It is strongly recommended that these are not brought to care as 3BC is unable to accept responsibility for their loss or damage.

## **9 Excursions**

Vacation Care children must be at the Centre at least one hour before Excursions depart. To avoid disappointment, check departure time on the program. No responsibility is taken for late arrivals.

During the day, groups may go on mini excursions in the local area. Children walk or are transported to excursions out of the area by public transport or 3B or chartered bus and an Excursion Permissions must be signed.