

AFTER SCHOOL CARE ENROLMENT FORM 2008

Please complete this form and hand it to the supervisor of After School Care

All information will be kept confidential and will be used solely for the purposes of maintaining effective contact with children's parents/carers, and managing emergencies or illness safely. No information will be shared with any third party except with the owner's permission or as required by legislation. It is the responsibility of parents/carers to ensure this information is confirmed each term, and to inform the ASC supervisor of any change in contact or other details.

Personal details of the child/children	
Name:	1..... 2..... 3.....
School Attending.....
Date of birth:
CRN:
I have submitted the relevant forms to Centrelink advising of After School Care as our Service Provider YES / NO	

(Please Tick)Central After School CareEast After School Care
 Provider No: 555 006 657K 555 007 548X

Days to attend	Monday	Tuesday	Wednesday	Thursday	Friday

Family details	
Name of parent/guardian:.....
Home Address:
Postal Address:
Place of Employment:
Phone number:(work).....(home).....(mobile)
Email:
Name of parent/guardian:
Address:
Place of Employment
Phone number:(work).....(home).....(mobile)

Emergency contact	
Please provide the names of two (2) adults who can be contacted in an emergency:	
Name:
Address:
Phone number:(work).....(home).....(mobile)
Name:
Address:
Phone number:(work).....(home).....(mobile)

Names of other adults who have your permission to collect your child/children

.....
.....

Consent for emergency medical treatment

I/we give consent to any emergency medical treatment for my/our child/children deemed necessary by a qualified medical practitioner:

Name:

Signature:Date.....

Medical and social history

Is there anything you feel the staff should know about your child's/children's medical or social history (e.g. medications, allergies etc)?

.....
.....
.....

Family doctor:Phone number.....

Address of medical centre:.....

Medicare number.....

Medical Benefit Fund Yes/No.....Ambulance Cover Yes/No.....

Declaration

I/we understand that if I/we book my/our children to attend ASC and then they do not attend, I/we will be charged the normal fee.

I/we agree to pay my/our account in full each week. I/we understand if I/we do not collect my/our child/children by 6.00pm I/we will be charged a late fee of \$1.00 per minute.

I/we understand that should my/our account fall into arrears my/our children may be refused admission to ASC until the childcare debt is brought up to date. If the childcare debt is placed in the hands of a debt collection agency I/we are aware any fees incurred in the debt collection process will be added to the debt owed to ASC and will be fully payable.

I/we have read the policies and conditions of the Dubbo Neighbourhood Centre Inc facility and agree to these, and wish to enrol my/our children.

Name:

Signature:Date.....

Enrolment details confirmed current:

(parent to sign once per term)

Term 1: Sign.....Date.....

Term 2: Sign.....Date.....

Term 3: Sign.....Date.....

Term 4: Sign.....Date.....

DUBBO NEIGHBOURHOOD CENTRE INC
PO BOX 523
DUBBO NSW 2830

AFTER SCHOOL CARE ENROLMENT INFORMATION 2008

Welcome to the Dubbo Neighbourhood Centre's After School Care Centre

After School Care is a supervised childcare program which runs from 2.30pm-6.00pm Monday to Friday during the school term. Children from all Infants and Primary schools in Dubbo are able to attend. Children are provided with afternoon tea and a range of enjoyable activities to choose from.

Our AFTER SCHOOL CARE centres are situated:

Central After School Care – Pipe Band Hall, Darling Street, Dubbo

East After School Care – Myall Street (near Websdale Drive), East Dubbo

There is a charge for each child attending the program, and the facility can be used on a regular or casual basis. Current rates are shown in the table below:

Childcare Fees: Effective from 1.10.07

No of children	Pick up by 6.00pm	Late pick up fee	Late payment fee
Per child	\$15.00 per child/per day	\$1.00 per minute after 6.00pm	\$5 administration fee

Dubbo Neighbourhood Centre is an approved Out of School Hours Care Centre. Childcare rebate is available through the Families Assistance Office (Centrelink) for those families that meet the criteria. To claim the rebate the children must be linked to the service they are attending.

A voluntary committee of community people manage the DUBBO NEIGHBOURHOOD CENTRE INC in partnership with the Manager of the DUBBO NEIGHBOURHOOD CENTRE INC, which is a non-profit incorporated organisation. Funds received from childcare fees go towards paying wages for our caregivers, food, equipment, activities, for the children attending the program plus rent, administration and Management fee paid to DUBBO NEIGHBOURHOOD CENTRE INC.

It is vitally important that all fees for childcare are paid in a timely fashion. We do not have the capacity to operate without the fees and need people to pay on time in order to operate effectively. By signing the enrolment form you are agreeing to pay your fees in full. Failure to do so may result in our service being denied to you and any fees owing to DUBBO NEIGHBOURHOOD CENTRE INC recovered by a debt collector.

We acknowledge that with longer working days, meeting work and family commitments can be quite a challenge for working parents in Dubbo. We aim to supply quality, affordable after school care so that children attending our program can relax and enjoy their time with us, and parents can have peace of mind knowing that their children are well cared for.

The DUBBO NEIGHBOURHOOD CENTRE provides after school care and vacation care for school children aged from five to twelve years.

DUBBO NEIGHBOURHOOD CENTRE INC employs reliable and enthusiastic staff. Currently we employ one supervisor and childcare assistants at each centre. Staff to child ratio is 1:15 in alignment with the national standards.

Please read the reverse side of this welcome sheet, which explains the philosophy and some of the policies of the DUBBO NEIGHBOURHOOD CENTRE INC.

CONTACTS:

Dubbo Neighbourhood Centre Inc.			6882 2100
Dubbo Neighbourhood Centre Inc:	Manager	Jackie Wright	6882 2100
Outside Of School Hours	Coordinator	Jenny Mann	6882 2100
Central After School Care	Supervisor	Lesley Carter	6884 3822
East After School Care	Supervisor		6882 0062

Our Philosophy.

The Dubbo Neighbourhood Centre Outside of School Hours services aim to provide a positive environment for a safe and enjoyable OOSH program that caters for a diversity of cultures, ages and interests, with a semi-structured range of child-focused activities.

Children are a valued and important part of our community. Every child at Dubbo Neighbourhood Services OOSH Centres has the right to experience opportunities to realise their full potential through secure partnerships with caring responsible adults. Our target age group is 5 years to 12 years old and we realise the importance of middle childhood and encourage the children to use their imaginations in all play and activities. At our Centres the role of family is respected and the needs of children are central to the planning and management of the service.

Our Goals

- To provide a high quality community based service where children of all cultural and linguistic backgrounds are cared for in a safe, secure and happy environment.
- To provide a service that enables parents/guardians to pursue work, study, training or other activities with confidence about the well being of their child/children.
- To promote the social, emotional, creative and physical development of primary school age children through a stimulating program that offers children a diverse range of experiences through structured and unstructured activities and play opportunities.
- To ensure the safety of the children, their carers and staff whilst attending our Centres
- To provide adequate and appropriate space for active and quiet indoor and outdoor recreation.
- To provide a positive environment for a safe and enjoyable program that caters for a diversity of cultures, ages and interest, with a semi-structured range of child focused activities.

To achieve these aims parents need to understand, and support existing policies and procedures, and to be involved in the development of new policies and procedures. There is a copy of the Dubbo Neighbourhood Centre Inc Policy and Procedures Manual available in the Outside of School Hours premises at all times, available for parents to read.

Policies

The policies and procedures manual is available for your reference at the after school care centre

Enrolment: All children must be enrolled with the DUBBO NEIGHBOURHOOD CENTRE INC AFTER SCHOOL CARE before they can attend. All information in the enrolment form must be provided before enrolment is complete. Parents must inform the supervisor of any changes to their enrolment information.

Confidentiality

All information on the enrolment form will be kept confidential and will be used solely for the purposes of maintaining effective contact with children's parents/carers, and managing emergencies or illness safely. No information will be shared with any third party except with the owner's permission or as required by legislation. It is the responsibility of parents/carers to ensure this information is confirmed each term, and to inform the AFTER SCHOOL CARE supervisor of any change in contact or other details.

School Development Days: Dubbo Neighbourhood Centre Inc offers care on School Development Days between the hours of 8am and 6pm if the minimum number of at least 20 enrolments is received.

Fees: The current fee structure is attached, and is reviewed annually. The only methods of payment are by cash or cheque. All fees are due to be paid on a weekly basis. All fees are non refundable. Any debt collection costs incurred recovering overdue fees are the responsibility of the parent/caregiver concerned.

Child Care Benefit Rebate: Parents are able to apply for the Childcare Benefit rebate through the Family Assistance Office (Centrelink) Families are responsible for notifying Centrelink of any changes in their circumstances.

Childcare Benefit is payable when a child is absent, but parents must still pay for the care. Each child is allowed up to 30 days absences per calendar year to remain eligible for childcare benefit

Our CRN number is provided on the enrolment form

Program content: The supervisor & staff in consultation with the children will plan a safe, child-focused, varied and stimulating program that meets the developmental needs of the attending children. AFTER SCHOOL CARE'S daily program content will allow for choice, and will be on display at the Centre. We encourage child and family input into program ideas.

Bookings and attendance: All children attending AFTER SCHOOL CARE must be booked in at least 24 hours in advance. In unforeseen circumstances bookings may be made up to 1 hour before due to arrive. Parents may make bookings by

recording regular days on the enrolment form, or by advising the Supervisor either in person or by phone before the planned attendance.

Cancellations for planned bookings have to be made before the session begins. Cancellations may be made by advising the Supervisor either in person or by phone.

The Supervisor will check messages on the AFTER SCHOOL CARE phone before 2.30pm each day. Children who do not attend will be charged the regular fee.

Parents must enter the time their child/children are collected and sign their child/children out on the Attendance Roll before leaving the premises. Staff will only release a child/children to a person who is identified as an authorised person on the enrolment form.

Priority is given to working parents or parents attending University or TAFE.

Supervision: Children will be supervised at all times by adult caregivers on a ratio no less than one adult to every fifteen children. On an excursion that ratio is reduced to 1:8. Children who attend must be toilet trained, as the adult:child ratio is not sufficient to follow a specific toilet training regime for any particular child.

Behaviour: DUBBO NEIGHBOURHOOD CENTRE INC aims to provide an environment that is safe, secure and enjoyable for all children participating. Misbehaviour will be dealt with according to the Behaviour Management Policy. Permanent expulsion from attendance may be observed if severe misbehaviour occurs regularly or if a child's misbehaviour has created an untenable situation for others attending the program. Behavioural modification is not offered as part of the service.

Afternoon tea: Children are offered afternoon tea, which will follow nutritional and food safety guidelines. Occasionally staff may give children treats as part of an activity, such as sweets for prizes. Parents are required to fully brief staff on any food allergies or nutritional requirements their child/children has/have.

Health and Safety: It is important that all staff and children work and play in a safe manner. All hazards, accidents or incidents are dealt with according to the OH & S policies and procedures. No one is to work or play in a manner that may cause harm to themselves or someone else. DUBBO NEIGHBOURHOOD CENTRE INC operates sun safe and smoke free. A staff member with a current first aid certificate is on duty at all times.

Clothing and Footwear: . It is recommended children wear suitable clothing and footwear for the organised activities. Children are to wear a hat for all outdoor play. (the Centre provides sunscreen)

Emergencies: Staff are trained in dealing with emergencies such as fire, intruders and other hazards. Drills are conducted once each term. At least one staff member on duty will have a current First Aid certificate.

Illness and medication: Children that are not well should stay at home, especially if their illness is of an infectious nature. If a child becomes ill at AFTER SCHOOL CARE, the Supervisor will inform the parents so they can be collected immediately. The Supervisor will attempt to keep the child comfortable in the meantime. Medicine will not be administered unless a parent completes a Medical Consent Form.

Child protection: DUBBO NEIGHBOURHOOD CENTRE INC is committed to the care and protection of children. This commitment means that at all times the safety of the child or young person will be given primary consideration.

At no time will any child be subject to harm (whether physical, emotional or sexual), ill-treatment, abuse, neglect or deprivation. Staff prevent, recognise and respond to potential or actual child abuse according to the Child Protection Policy.

Custody: Staff will need to be made aware of any custody arrangements, changes in custody arrangements or problems associated with custody. Any information given will be treated as confidential.

Complaints: The management committee take any complaints seriously. The complaints procedure is outlined in the Policies and Procedures Manual, and parents are encouraged to bring complaints to the attention of either the supervisor or manager.

Transport: The families arrange with the local bus company to have the children transported to the Centre from their School. The staff at the Centre meet the children at the Bus Stop and walk them into the Centre.

Sun Protection and Education

Dubbo Neighbourhood Centre Inc aim to ensure that all children attending our Centres will be protected from harmful rays of the sun. All staff are to model appropriate sun protection behaviour and enforce the sun protection policy.

Children and staff will wear hats and sun safe clothing for all outdoor experiences year round. Parents are requested to provide a hat, which gives protection for children's face, neck, head, ears and the crown of the head. Legionnaire hats or wide brimmed hats with brim to be at least 6cm are required. Baseball caps are not to be worn as they offer very little protection; only the crown of the head is protected. Sun safe clothing includes shirts or dresses with collars or high necks and long styled sleeves; trousers, longer shorts or skirts in closely woven fabric. The back and stomach are to be also covered. Children without a suitable hat will be directed to play indoors as opposed to playing in shaded areas of the playground as this represents a problem for staying in this area, moving to and from the shade and the reflection of UV onto the ears and face.

Food and Nutrition

We aim to encourage the consumption of nutritious and varied food of good quality in the Centre. Children will be encouraged to develop good eating habits through good examples and education. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children. High standards of hygiene will be maintained throughout any food preparation. Staff will ensure that rubber gloves are worn during food preparation, that food has been stored properly and purchased from reputable outlets and that all food handling utensils are clean and sterile.

Procedure:

- Any food provided by the Centre will be prepared in a hygienic manner
- Where children are involved in food preparation, this should always be supervised and hygienic conditions maintained
- Food requiring refrigeration will be stored in the refrigerator
- Children should be seated while eating or drinking
- Eating and snack times are seen as a social event where children and staff can relax, talk about their day and experience a variety of foods. Staff will demonstrate good healthy and hygienic eating habits while with the children
- Any menu will be on display for families and children
- Education of healthy eating habits will be developed through ongoing example, specific activities, notices, posters and information sheets to parents
- The denial of food will never be used as a punishment
- Children's cooking activities will be encouraged to develop life skills. At all times safe and hygienic practices will be followed
- Staff will ensure that drinking water will be provided and available to the children at all times.
- Staff will teach children about nutrition through planned and unplanned experiences with opportunities for discussion about taste, texture, colour, cultural origin and preparing foods that encourage healthy food choices.
- Food brought into the Centre from an outside source to be shared amongst the children will need to be accompanied by a list of ingredients (eg Birthday cake – home made or store bought)
- All food and drink provided by the families should be prepared taking into consideration the National Dietary Guidelines for Children and Adolescents in Australia. Foods that are not recommended to be brought into the Centre generally fall into 3 categories:
 - Foods high in fat that contain few other nutrients
 - Foods high in sugar or those likely to cause tooth decay
 - Foods high in salt
 - Over a full day of care two (2) snacks and one meal should be provided. All food and drinks transported to the centre should be kept within safe temperatures (less than 5 degrees Celsius)