



Out of Hours School Care Enrolment Policy

Policy Statement

All children must be enrolled in Apollo Parkways' Out of Hours School Care before receiving care. Children must be re-enrolled on an annual basis. A registration fee of \$10 is charged per child on an annual basis.

Enrolments are for children currently enrolled at Apollo Parkways Primary School.

Procedures and Practices

The service has the responsibility to ensure that an enrolment form is completed for each child who attends the service. The details on this form must be kept current and up-dated as necessary. The following information is required on the enrolment form:

- Child's name, address, and date of birth.
- Custody/court orders relating to custody or access.
- Name, address, and contact numbers of parents. Guardians or authorised persons.
- Details of authorised persons able to collect the child in an emergency.
- Collection of religious, cultural and other circumstances the educators will require to provide an inclusive environment.
- Written permission for the child to leave the service unaccompanied such as to attend sporting or creative sessions during program times.
- Medical details of the child including any action plans and risk minimisation plans that have been developed and name, address, and contact number of child's doctor.
- Special considerations or needs relating to the child.
- Written authorisation to seek emergency medical, hospital and ambulance services.
- The form is signed by the parent/guardian stating that they have read and agree to abide by the conditions outlined in the service policy and procedure documents.

Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulation 2011. Sourced May 2019.

Enrolment policy – Apollo Parkways PS

Fees Policy

Date Reviewed:

October 2014

June 2016

May 2019

May 2022

Next Review Date:

May 2024