

Kangaroo Ground Primary

Out of School Hours Care

20 Graham Road

Kangaroo Ground, 3097

Phone: 97120124/ 0419 893272

Email: kgpsoshc@bigpond.com

We're for
not for profit

(All our profits are invested into resources, the facility and staff training)

Kangaroo Ground Primary Out of School Hours Care acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the Land, and pays respect to Elders past and present.

Notification of personal information collection

This is the Notification of Collection Statement that Kangaroo Ground Primary School (KGPS) Out of School Hours Care (OSHC) is required to provide you with at the time of obtaining your personal information. This forms part of our Policy which can be viewed on at our program or at the school office.

Purpose

KGPS OSHC collects and holds personal information about you and your child for the primary purposes of: providing education and care and advocating for the wellbeing, protection and development of children. KGPS OSHC collects and holds the contact details of childrens' additional emergency contact people for the purpose of contacting them to collect your child should you be unavailable for any reason.

Sensitive information

In some circumstances KGPS OSHC may seek to collect personal information that is sensitive. This may include information such as your child's racial or ethnic origin, religious beliefs or affiliations, and your child's medical conditions, immunisation history and additional needs. We collect this information as it is reasonably necessary for ensuring the wellbeing, protection and development of children in our care. For example, staff may wish to develop an educational program that includes reference to a child's country of origin. KGPS OSHC will only collect your sensitive information with your consent and will ensure that it is stored securely. KGPS OSHC employees will act strictly in accordance with the KGPS OSHC Privacy policy and will be happy to discuss the reasons for seeking to collect your sensitive information.

Failure to provide information

If you do not wish for your personal information to be collected, you should discuss this with the coordinator or the school principal. They will also discuss with you any consequences of not providing your personal information, or providing incomplete or inaccurate personal information.

Use and disclosure

KGPS OSHC will only use or disclose your personal information for the purpose it was collected or a reasonably expected or related secondary purpose. Personal information of parents, guardians and children is ordinarily used or disclosed for the primary purposes of: providing education and care; advocating for the wellbeing, protection and development of children; documenting children's learning; managing children's current or prospective enrolment; providing you with information about our organisation, services and activities via email; and requesting information from you about our organisation and services via surveys. We may disclose personal information about you to child protection agencies or family support agencies when we reasonably believe that a child is at risk of significant harm, or at risk of serious abuse or neglect, as required by KGPS OSHC's Policies and Procedures. KGPS OSHC will not otherwise use or disclose personal information to a third party for any other purpose without your consent

unless it is authorised or required by law.

Access and correction

You may request access to your personal information. Ordinarily KGPS OSHC will require you to make a request for access in writing directed to the KGPS OSHC coordinator. If at any time you believe that KGPS OSHC's record of your personal information is incorrect, please let KGPS OSHC know. We will take reasonable steps to correct the information so that it is accurate, complete and up to date. In some circumstances which are prescribed by the Privacy Act 1988, such as where to do so might put a person at risk of harm or have an unreasonable impact on the privacy of others, KGPS OSHC may decline access to personal information. If your request for access is denied, KGPS OSHC will tell you why.

Complaints and feedback

If you wish to make a complaint about a breach of the Privacy Act, Australian Privacy Principles or a privacy code that applies to us, please contact us as set out below and we will take reasonable steps to investigate the complaint and respond to you.

Telephone: 97120124

Email: kgpsoshc@bigpond.com

If you are not happy with our response, you may complain directly to the Australian Information Commissioner.

www.oaic.gov.au

PLEASE NOTE: Registration Fee \$10 per family

KANGAROO GROUND PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE

REGISTRATION FORM

20 Graham Road

Kangaroo Ground 3097

Phone: 97120124/ 0419 893 272 (email: kgpsoshc@bigpond.com)

Family Name:.....

Home Address of the child/ren:

.....P/Code.....

NAME OF CHILD/REN	DOB	Gender (M/F)	Grade	Child's CRN Number

Language spoken at home/ Cultural Background?.....

	Parent 1	Parent 2
Parent/Guardians Full name		
Home Address		
Phone #: Home		
Mobile		
Work		
Email:		
Parent CRN Number and date of birth of parent on FAO notice		

Any court orders, parenting orders or parenting plans? (Please attach a copy if any)

.....

EMERGENCY CONTACT DETAILS

Please list two people, not including parents, who can be contacted in an emergency (must be over 18 years old). If parents/guardians are not contactable we require the name, address and telephone number of people who have lawful authority to consent to medical treatment and can be requested to permit the administration of medication to the child. Please ensure to let people you have nominated know that they act on your behalf in case of an emergency if neither parent can be contacted.



Name	1.	2.
Relationship to child		
Address		
Home Phone		
Mobile Phone		
Work Phone		
Is this person authorised to consent to medical treatment of your child?		
Is this person authorised to request or permit the administration of medication to your child?		
Is this person authorised to authorise an educator to take your child outside the care service premises?		

Please list full names and relationship to child of people authorised to collect your child (including names of parents). Collectors must be over 18 years old. People listed here have approval to collect child, but will not be contacted in case of emergency

Name	Relationship to child	Phone number and address
1.		
2.		
3.		
4.		

If more space is needed, attach a separate piece of paper (Please note: phone numbers and address are needed for each person entitled to collect your child/ren).

ATTENDANCE

My child/ren will be attending Before School Care (7.15am-8.45am) Please tick days attending

Mon	Tue	Wed	Thur	Fri	Occasionally
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My child/ren will be attending After School Care (3.30pm-6.00pm) Please tick days attending

Mon	Tue	Wed	Thur	Fri	Occasionally
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OUT OF SCHOOL HOURS CARE REGISTRATION (Levy per family)

The OSHC annual registration fee is \$10 per family. A penalty registration fee of \$20 applies for service user not financially registered at the time of your child/ren using OSHC

\$10



CHILD CARE SUBSIDY INFORMATION:

Child Care Subsidy is expected to reduce fees for all parents. Please contact Centrelink or family Assistance office to register and be issued with family and children CRN numbers. We require separate numbers for parents and each child using OSHC.

Please indicate if you intend to apply for child care subsidy; Y/N

DECLARATION

I.....(the undersigned), declare that the above information is true and correct and give permission for my child to attend Kangaroo Ground Primary Out of School Hours Care(OSHC) and do not hold the Kangaroo Ground Primary School Council, or any of its employees responsible for any loss or damage to child's property that may be incurred during the program. In the event of any damage occurring to the property of Kangaroo Ground Primary School, I accept financial responsibility to same.

Should any injury or illness be suffered by my child, I give permission for medical attention to be sought from a registered medical practitioner, a hospital or ambulance service where it is impractical to contact me, and I will accept financial responsibility for such action. I give permission for the transportation of my child/ren by an ambulance service if this is deemed necessary by the staff of Kangaroo Ground Primary OSHC.

I give permission to staff to recommend the child apply sunblock if required.

I realise that it is our responsibility to inform the program if my child contracts any illness which could be detrimental to the health of others at the program. I must inform staff at OSHC if my child has taken medication before arrival at the program.

I acknowledge that for the purposes of observation and planning there will be occasions where the staff at the OSHC program will photograph my child, sometimes to be published in Kangaroo Ground Primary School newsletter. I also understand that there may be occasions where my child development will be discussed between OSHC and teaching staff at Kangaroo Ground Primary School.

I understand and agree that Kangaroo ground Primary OSHC may disclose personal information about me and my child to an appropriate state body or organisation which provides support services.

I agree to pay fees on a fortnightly basis either at the program or at the school office.

Signed.....Date.....

(Parent/Guardian 1)

Signed.....Date.....

(Parent/Guardian 2)

Medical Information

(One medical information sheet has to be filled out for each child of the family attending OSHC)

Name of Child:.....

Doctors Name		Phone #
Doctors Address		
Private Health Insurance #	Medicare #	Ambulance Membership #

IMMUNISATION (Please attach copy of certificate)

My child has been/has not been fully immunised according to their age (please circle)

If this has been previously provided you do not need to re attach it unless it has changed from the original one.

Staff member who has sighted the record: _____

Position: _____ Date: _____

Please state any special considerations for the child (cultural, religious or dietary)

.....

Please state any medical conditions, allergies or diagnosis that the child is at risk of anaphylaxis.

Please attach a copy of any medical management plans.

.....

.....

Does your child at times carry medication in his/her bag (i.e. Ventolin) for self- administration?.....

If you have stated "yes", please collect an "Administration of medication Authorisation" form from this service.

ABOUT ME (the child)

(This information is helpful to the educators in the OSHC program to find out a bit more about the child and to plan the program)

People special to me:

My favourite food is:

My favourite activities are (inside):

(outside):

I am good at:

When I listen to music, I like to listen to:

When I read a book, I like to read:

I don't like:

Anything else you like to tell us:

Section 2

Complying Written Arrangement with Kangaroo Ground Primary OSHC

Permanent Bookings:

- Your child is booked in with OSHC for the same sessions each week. This guarantees your child a place in the program for those sessions.
- Should you not require a session, we require you to cancel the session as early as possible before the start of the session either by phone or with OSHC staff.

Casual Bookings:

- You may require casual sessions only from time to time and it is required that you book your child in for casual bookings as early as possible.
- A place for casual sessions cannot always be guaranteed (i.e. all available OSHC places have been filled) and it would be necessary for you to make other arrangements.

Fees and Charges:

- You agree to pay the registration fee before the start date with OSHC.
- The proposed fee for a charged session depends on the time your child starts (Before School Care) or leaves the program (After School Care) as per fee schedule.
- If your child is picked up after the usual operating hours you agree to pay an administrative charge of \$10 per 15minutes (applied after a grace period of 10 minutes). You acknowledge that no Child Care Subsidy applies to this charge.
- The fee schedule is displayed at the program and is subject to change from time to time. You will be provided with at least four weeks written notice when fee changes come into place.

Payment:

- You agree to pay all fees payable every fortnight either at the program (cash and cheques only) or through the school office. You can use Bpay, Eftpos or credit when paying through the school office.
- You acknowledge, that your family statement may set out estimates of any Child Care Subsidy you are entitled to. Kangaroo Ground Primary OSHC does not make any representations about the actual amount of any Child Care Subsidy you may be entitled to.
- If the actual amount of Child Care Subsidy differs from the estimates your account will be credited or debited accordingly in the next family statement
- Under this Written Arrangement you are liable to pay any fees occurred irrespectively of whether you are eligible or entitled to any Child Care Subsidy.

End or change of care:

- You may change or end the booked sessions at any time by giving written notice to Kangaroo Ground Primary OSHC. Notices given by phone need to be followed up in writing.
- Kangaroo Ground Primary may end this Written Arrangement and cancel all your bookings if your account is overdue for more than a month.

I/we agree with the terms and conditions of this Written Arrangement

Parent/ Guardian (1)

Name.....Signature.....Date.....

Parent/ Guardian (2)

Name.....Signature.....Date.....

Family rights and responsibilities

Kangaroo Ground Primary OSHC is committed to respectful and collaborative relationships with families and communities as we work together to create a positive environment for children to promote children's wellbeing, learning and development.

Family rights: At Kangaroo Ground

Primary OSHC families have the right to:

- Receive a quality learning and care service that promotes children's wellbeing, learning and development.
- Have their privacy and confidentiality respected
- Know what personal information is being collected, why it is being collected and have access to their records
- A safe and supportive environment
- Participate in decision making and planning regarding their child's learning and care, including behaviour guidance, inclusion support and medical management plans
- Participate in the development, delivery and evaluation of the learning experiences
- Provide feedback, have any concerns addressed promptly and have issues resolved promptly, whilst respecting privacy and complying with regulatory requirements
- Receive regular information about the program and educational learning experiences
- Be kept informed about
 - Policies and procedures
 - our obligation to protect any child who is at risk of harm
 - OSHC's Quality Improvement Plan
- be supported to understand documents, processes, policies and procedures
- Ensure a safe and positive environment at the service, by conducting themselves in a lawful, safe and respectful manner, that respects the right of others

Family Responsibilities: At Kangaroo Ground

Primary OSHC the families have a responsibility to:

- always respect the confidentiality of sensitive information and photographs relating to the service
- Sign attendance records each session
- Ensure a fit, authorised nominee collects your child should you be held up
- Immediately inform KGPS OSHC if there are changes to your child's:
 - Personal details
 - Emergency contact information
 - Enrolment
 - Health, medical or dietary requirements
- Raise any concern with the OSHC service, staff or other families with the coordinator or the school principal
- Share information important to support child's wellbeing, learning and development
- Pay fees on time in accordance with the payment terms and conditions outlined in the enrolment form
- Understand that the OSHC enrolment form and comply with OSHC's policies, procedures and requirements

KGPS OSHC will work with families to resolve issues and reminds families that they have agreed to comply with these responsibilities by signing the enrolment form

I agree to act in accordance with KGPS OSHC family rights and responsibilities listed above

Parent/Guardian(1): Name.....Signature.....Date.....

Parent/ Guardia (2): Name.....Signature.....Date.....