

We are busy preparing for yet another massive year at Kelvin Grove Outside School Hours Care. We appreciate the time that it takes parents to re-enrol each year, but our processes help us to better accommodate incoming families and their needs. If you have any questions or queries about the re-enrolment process, please get in contact with our Management team.

Age for enrolment at OSHC	
School Term	Prep to Year 6
Vacation Care	Prep to Year 6 Year 7 and 8 (<i>upon application only</i>)

Please ensure you read through all documentation provided, taking notes of the important dates below.

- Please use the following link <https://www.kgscpac.org/oshc-current-family-signin> to **log in** and view your My Family Lounge account details and update any details as required. If you require authorised contacts to be removed, please email OSHC Management.
- All children wishing to re-enrol in 2022 (permanently, casually or vacation care only) must have a completed '2022 Re Enrolment Information' returned to the Service by 1st October 2021.**
- Re enrolment period for current families will be from **1st September 2021 to 1st October 2021**.
 - There will be no leverage given to our current families who do not submit their forms before the closing date.
 - Families with new prep children starting in 2022 may also use this time to enrol their new preps as early enrolment is granted to these children. Please complete the '2022 New Child Enrolment Information' and return to the Service by the above date.
 - Our enrolments for the 2022 Calendar Year will open on **05th October 2021** to new families.
- All enrolments will be allocated in accordance with our policies and in line with our internal priority of access processes.
- Bookings will be allocated, and confirmation of booking will be provided via email **within five (5) working days**.
- New or updated Medical Documentation and medication must be provided prior to care commencing in 2022. These forms must be returned to the Service by **28th January 2022** or bookings will be cancelled.
- We will begin processing our new enrolments for 2022 from **04th October 2021**. Families who have not resubmitted their forms before the 1st October 2021 will also be included in this process.

Contact Details

For all information and our enrolment processes, please direct your queries to:

OSHC Management

Phone: 3552 7419 / 3552 7394

Email: kgoshc@bigpond.com

Website: www.kgscpac.org/oshc

Hours of Operation

Before School Care 7:00am – 8:45am

After School Care 3:00pm – 6:00pm

Vacation Care 7:00am – 6:00pm

Pupil Free Days 7:00am – 6:00pm



2022 Child Re-Enrolment Information

Child Name: _____ Grade/Class (2022): _____

School Attending (if different from Kelvin Grove State College): _____

Please check the box below of the booking type required (select one: permanent, casual or vacation care only).

Routine (permanent) bookings. These **must** be made via the below table and any changes to these must be communicated via email (kgoshc@bigpond.com). Parents/guardians can make additional casual and vacation care bookings as needed via the My Family Lounge app.

Routine (Permanent) Bookings Required	Tick the days required for each care session. If you require the same bookings each week, only complete Week 1. If you require alternating fortnightly bookings, complete the days required in Week 1 and then the bookings for the alternating week in Week 2.					
	Care Session	Mon	Tues	Wed	Thur	Fri
Week 1 – Date Beginning: ____/____/ 2022 <i>(Recurring weekly bookings)</i>	Before School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	After School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 2 – Date Beginning: ____/____/ 2022 <i>(Only complete if you require alternating fortnightly bookings)</i>	Before School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	After School Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: All permanent booking requests will be confirmed via email within five (5) working days. If you are placed on a waitlist, you will also be notified via email. You can check your bookings at any time by accessing the My Family Lounge web portal.

Only select these options if you are not using the Service on a permanent basis as above.

Occasional (casual) bookings only. These can only be made via the My Family Lounge app. Please sign and return this form as confirmation of re-enrolment.

Vacation care bookings only. These can only be made via the My Family Lounge app. Families will be notified when the vacation care program is available and when bookings have opened on the app. Please sign and return this form as confirmation of re-enrolment.

Child Medical Information

Asthma	Does your child suffer from Asthma? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Anaphylaxis	Does your child suffer from Anaphylaxis? (eg: life threatening allergies requiring an EpiPen) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details: _____
Allergies	Does your child have any other allergies? (eg: non-life-threatening allergies – penicillin) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details: _____

If you answered 'Yes' to any of the above questions, a copy of your child's current Medical Action Plan, Risk Minimisation Plan and Medication (if needed) MUST be supplied before commencement of care in 2022. Your child will be unable to attend until it is received. If your child is no longer requiring medication, a letter must be provided to the Service from a medical practitioner and a new enrolment form must be submitted, removing the medical information.

Dietary Conditions	Please detail any dietary requirements that will affect your child at the Service. Are there any foods your child cannot consume for religious/cultural reasons or due to intolerances? (eg: no pork, vegetarian, etc) _____	
Additional needs/ Diagnosed Disability	Does your child have any additional needs or a diagnosed disability? If yes, details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arrangements	Are there any parenting arrangements, court orders or DVO's in place we need to be aware of? If yes, details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Photo Permissions		
In Service Photos	Do you permit photos and videos of your child to be used within the service- including the service newsletter, One Child documentation, Apple TV and the Week in Review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Out Of Service Photos	Do you permit photos and videos of your child to be used outside of the service- including brochures, social media and the OSHC website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No Photo Permission	I do not permit photos or videos of my child under any circumstances	<input type="checkbox"/>

Enrolment Conditions		Initials
Enrolment Information	I confirm that I have logged into My Family Lounge and updated all details for authorised contacts and emergency contacts, including address and phone numbers. I understand that it is my responsibility to keep these details up to date as a condition of enrolment, and any changes must be submitted to the Service as soon as possible after changes.	_____
Fees and Attendances	I understand and agree to abide by the Service fee policy including payment for any absent days due to sickness and absences if cancellations are not received in time by the Service. I understand the importance of signing in and out using the Kiosk tablets and are required to do so on each session of care my child/ren attends. I understand that failure to pay my fees on time may result in my care being cancelled or reduced.	_____
Late Collection Fee	Collectors (parents/guardians/emergency contacts and authorised collectors) must ensure that they collect the child/ren before closure time. If your child is not collected on time, a late fee of \$15.00 per child will be charged immediately after 6:00pm for the first five (5) minutes, with a further \$1.00 per minute thereafter. The correct time will be recorded on the Kiosk tablet upon collection. Multiple late collections throughout a term will incur further additional fees.	_____
Non-Notification Fee	This fee is charged to each family that does not notify us that their child/ren will not be attending OSHC for afternoon care. We require notification via the My Family Lounge app or in writing via email, that a child will not attend after school care prior to 3.00pm. The non-notification fee is directly aligned with our service fees at 50% of the permanent booking rate. This fee will not incur any eligible rebates.	_____
Child Care Subsidy	I acknowledge that it is my responsibility to complete a Child Care Subsidy assessment through Centrelink or myGov and to link my child to Kelvin Grove Outside School Hours Care Service. I understand that without completing this assessment and linking to this Service, full fees will be incurred. I understand that I must provide the correct child and parent Customer Reference Numbers (CRN) to enable the Service to correctly link my child/ren and family to the governments system for the claim of Child Care Subsidy.	_____
Statements	I acknowledge that it is my responsibility to monitor my weekly Fee and Entitlement Statement for any issues that may arise and notify Kelvin Grove Outside School Hours Care Management should issues occur.	_____
Fees	I acknowledge that I am required to pay all fees associated with my account. I understand that there are additional fees if I am late to collect my child, and if I fail to notify the Service of my child's absence (ASC ONLY).	_____
Qikkids Kiosk	I acknowledge that I must not share my PIN details with any other person, including my children and older siblings. All authorised persons must log in using their own phone number and PIN upon drop off or pick up. All authorised persons must be over the age of 18 years unless an exemption form is provided to the Service.	_____

Submitting Parent Name: _____

Submitting Parent Signature: _____

Date: _____/_____/_____

Office Use Only

Received by OSHC Management: _____/_____/_____ **Signature:** _____

Emailed Booking Confirmation: _____/_____/_____ **Signature:** _____

Further Additional Medical Information: Required Sent (_____/_____/_____) Received (_____/_____/_____)

One Child Child account created parent/s account created and linked to child

