



Hahndorf

OUT OF SCHOOL HOURS CARE



OSHC ENROLMENT CHECKLIST

To fully enrol your child, you will need to:

- Read the **Family Handbook**
- Complete an **Enrolment Form** for each child. Ensure you include all birthdates and CRNs in order to be eligible for Child Care Benefits. You must provide your own date of birth and CRN.
- Include any **Behaviour or Health Management Plans** with your enrolment. Please provide the Centre with written documentation of any health or other conditions (such as behavioural issues), which may affect their care.
- Include any copies of current **Restraining and/or court orders**.
- Ask your **emergency contact people** for permission to add them on your form and explain what is involved.
- Ring Centrelink** to organise CRNs for you or your child/ren, if you do not currently have them. All families are entitled to a 50% rebate. You will find an information booklet in your pack.
- Inform Centrelink** that you are using Hahndorf PS OSHC and give them **both** of the following numbers:
Before/After School Care 555 009 252 X
Vacation Care 407 112 636 B
- Read the **Extreme Behaviour Policy** then sign of agreement as found on page 2 of the enrolment form.
- Complete a **Hum of the Hive Agreement Form**
- Complete a **Child and Family Background Record Form**
- Complete a **Booking Form**
- Complete a **Homework Policy Form**
- Return all completed paperwork to the Director** at OSHC, and arrange a time for a brief meeting to discuss your child/ren's placement and needs.

(You may like to **photocopy** your enclosed **Notification of Changes** form. You can use this to make any casual or permanent changes to your bookings.)

12 Church Street, Hahndorf SA 5245

Tel: 08 8388 7420
email: oshc.hps832@schools.sa.edu.au

Fax: 08 8388 7928
website: www.hahndorfps.sa.edu.au