



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: [patterson.lakes.ps@edumail.vic.gov.au](mailto:patterson.lakes.ps@edumail.vic.gov.au)

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

## Outside School Hours Care – Enrolment Requirements Policy

### RATIONALE

The safety and wellbeing of children in the before and after school care program is of utmost importance. To ensure care provided meets the individual needs of all children enrolled, the programs are required to seek and maintain accurate records from parents.

### AIM

To ensure that any child attending before and after school care is enrolled in the correct program and that the staff have access to relevant medical and emergency details.

### IMPLEMENTATION

These procedures apply to program staff and parents.

- Parents are to complete and sign the appropriate and current enrolment form.
- Parents are to return the completed enrolment form directly to the program supervisor or via the school office.
- Enrolment can only be accepted if all details are completed including two emergency contacts other than parents. The coordinator is to advise parents of the availability of a childcare place and confirm starting date.
- If the program is full, the children's details are to be placed on a waiting list and access will be based on priority of access criteria. (refer to Priority of Access).
- The coordinator is to provide parents with all information relevant to before and or after school care including a Parent Handbook.
- Childcare benefit details are to be thoroughly explained to parents including the parent responsibility to apply for a Family Assistance Office for Childcare Benefit. Refer parents to Parent Handbook.
- Enrolment details of existing families are updated annually.
- Parents can make an appointment with the coordinator to arrange for their child to come in for an orientation for part of the session.
- The coordinator will show parents and their child(ren) around the service and explain in full details the running of the service.
- The coordinator will go through the handbook with the parent and explain all enrolment and payment procedures

### EVALUATION

Guidelines are updated annually and/or as per DET recommendations.


### CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November, 2018.

Signed.....

  
School Council President

Signed.....

  
Principal