

Amberley Outside School Hours Care

ENROLMENT & BOOKING PROCEDURE

Enrolment

A registration form is to be completed for each child who attends the centre.

All information given on registration form remains strictly confidential. It is the parent/guardian's responsibility to inform the Co-ordinator immediately of any change of details contained on the registration form e.g. change of address, telephone number, authorised people who can collect children.

If parents have any special requests or instructions regarding medical attention for their child or children (eg. Religious or cultural considerations) this information must be provided on the registration form and discussed with the Co-ordinator.

Booking

Bookings for children who will attend on regular days each week should be made to the Co-ordinator before the commencement of the week in which the bookings occur.

Bookings for children attending on a casual basis can be only be made by advising the Co-ordinator or telephoning 24 hours in advance, and only if there are available places on that day.

Parents will be directed to leave messages on the centre's answering machine should it be necessary to advise that their children are unexpectedly NOT attending the centre.

If a person, other than the regular person/persons stated on the enrolment form is to collect the child/children, a message to that effect must be received by the Co-ordinator. It is imperative that should the child/children be attending some after school activity eg. Swimming, music etc. before attending OSHC that the Co-ordinator is advised with the expected arrival time of the child/children to the program.