

Kogarah Community Services (KCS) OSHC Terms and Conditions

By using KCS Outside School Hours Care Services (OSHC) you agree to be bound by these terms and conditions.

Enrolment

I agree to enroll my child/ren with KCS to provide services and activities for my child/ren. I declare that the information I have provided on the enrolment form is true and correct and I have completed the enrolment form to the best of my knowledge regarding all aspects of my child/ren including any medical conditions and allergies.

I confirm that I have the lawful authority and capacity as the child/ren's legal parent or guardian to enroll my child/ren with KCS. I will immediately notify and provide a copy of any order a court makes for the custody and care of the child/ren I have enrolled with KCS.

I agree to update and/or change my details via the online parent portal using my user name and password when required, advised and when re-enrolling for the next year.

I acknowledge that the information provided during enrolment is to be used solely for the purpose of providing OSHC for my child/ren but may be released when legally required to do so.

I understand that a copy of the OSHC policies and risk assessment's are available for viewing on request at the Service.

I have provided KCS with appropriate forms/documents required e.g. court orders, anaphylaxis /asthma management plans, immunisation details, and notifications from the Department of Human Services relating to the care of my children. I agree to update these forms/documents as needed and in due course.

Medical

I acknowledge that it is my responsibility to inform the Service of any medical conditions that my child/ren have at the time of enrolment and will provide a current medical management plan if requested and complete a Medical Risk Minimisation Plan prior to my child/ren starting care.

If my child/ren has a medical condition and/or requires medication to be administered, I agree to notify the Responsible Person, complete the Administration of Medication form and provide appropriately prescribed and labelled medications within expiry dates.

I acknowledge that in accordance with the *Education and Care Services National Regulations 2011*, Division 4, No. 94—*Exception to Authorisation Requirement— Anaphylaxis or Asthma Emergency*, medication may be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency.

I give permission for and consent to my child/ren being given basic first aid treatment in the event of an accident, incident or illness. I agree to collect my child/ren if a staff member requests due to an accident, illness or if he/she becomes unwell at the Service.

I give permission and consent for my child/ren to leave the venue where advised by staff or in the case of a medical emergency and emergency drills. I also give permission and consent for the approved provider, a nominated supervisor or an educator to seek transportation of my child/ren by an ambulance if/as required.

I give permission for staff to seek and arrange medical or emergency medical treatment and/or transport if my child/ren requires it from a medical practitioner, hospital or ambulance service. I consent to KCS staff releasing my child/ren into the care of a medical practitioner, ambulance service representative, hospital or other medical personnel as deemed necessary. I agree to cover the cost and expense of any medical treatment.

I acknowledge that KCS will not accept my child/ren at the Service if my child/ren is suffering from an infectious or contagious disease or in the opinion of staff is to unwell to attend the Service. I agree to immediately make arrangements and collect my child/ren from the venue if requested by staff. I agree that will not bring my child/ren back to the Service until 24 hours after the illness or disease has passed (or I have produced a medical certificate if requested by staff)

Attendance

I will ensure that my child/ren upon arrival are signed in and when collected are signed out via the Xplor Home App. I acknowledge that my child is not under the supervision of KCS staff unless they are appropriately signed in.

I understand that if my child is not collected from the Service by the advertised closing time, I will be charged a late fee which is calculated per minute per child and I agree to pay the additional cost.

I agree to abide by the cancellation procedures and will inform staff of any absence of my child/ren prior to the start of the care session. I will be charged for the session in accordance with the cancellation policy or if I do not follow the cancellation procedures.

Fees

I agree and consent to meet all costs that I may incur by using the Service including but not limited to service fees, vacation care activity fees, late fees, late payment fees, dishonor fees, late booking fees, non notification fees and cancellation fees. I understand that fees and charges are subject to change and I will be provided with a minimum of two-week notice of such change.

I understand that if non-payment of fees occurs, my account may be suspended and bookings may be cancelled consequently. I understand if non-payment of fees continues, the debt will be referred to a collection agency.

I acknowledge that it is my responsibility to provide KCS and the Department of Human Services with all relevant information to be eligible to claim the Child Care Subsidy.

A full list of fees is available from the KCS website www.kogarahcommunity.org.au

A copy of the KCS Fees policy is available for viewing at the Service.

Program and activities

I will not hold KCS or its staff responsible for personal possessions including toys and electronic games that my children choose to bring to OSHC.

I give permission for my child/ren to participate in the program based activities organised by KCS for the days my child/ren attend the Service. and give permission for my child/ren to participate in and preview G and PG rated content (as classified under the Australian Classification Board) used.

I understand my child/ren's participation in these activities is voluntary and not compulsory and I undertake to inform KCS if my child/ren is/are unable to fully participate in the regular recreational activities programmed and delivered within OSHC.

I authorise staff to apply sunscreen/insect repellent to my child/ren when required unless I have notified KCS on the enrolment form that sunscreen/insect repellent is not to be applied

I understand that for program and/or education purposes, materials may be used include, but not limited to, face paint, hairspray and other colouring materials. I agree to read the details of the programs and clarify with KCS if necessary before giving my consent to my child/ren's participation in these programs.

I understand that KCS may arrange excursions outside the venue during the Vacation Care period. Details of all excursions, including the date, time, details of the excursion activity (and its address), estimated travel times and method of travel to the excursion will be advertised prior to the Vacation Care period and will be contained in a brochure for each Vacation Care period. I agree that if I book my child/ren into an excursion to be taken during the Vacation Care period and my booking is accepted, it will be at an additional cost and I agree to pay this cost.

I authorise and consent to my child/ren being taken outside the venue to attend the excursion.

I authorise and consent to KCS transporting my child/ren for the purposes of the excursion.

I understand that my child/ren will be under the direction and control of staff, who will follow the Service's policies and procedures (including behaviour guidance procedures if required).

I understand that KCS has policies for standards of behavior. I understand that if my child continues to demonstrate unacceptable behavior after behaviour guidance procedures have been followed, I will be notified by staff and may be required to collect my child/ren. I agree to immediately make arrangements to collect my child/ren from the Service.

If my child/ren continually does not meet the standards of behaviour or otherwise demonstrates inappropriate behaviour, KCS has the right to suspend the child/rens enrolment for a specified period of time, or exclude the child permanently from the Service. KCS will notify me of any behavior that does not comply, and where appropriate provide warnings before any suspension or exclusion from the Service.

I understand that KCS reserves the right to review a child's access to all or part of the Vacation Care program if their behaviour affects their safety or the safety of other children or KCS Educators.

I acknowledge that KCS may amend and update its policies, regulations or terms and conditions from time to time and the amended document can be viewed at the Service or if applicable via the KCS website www.kogarahcommunity.org.au. I acknowledge that it is my responsibility to ensure that I am familiar with amended policies and procedures and I agree to comply with all amended policies and procedures.

Privacy

I acknowledge that KCS is required to disclose information to the Department of Education and other government agencies. I understand the KCS adheres to the Privacy Act 1988 and will ensure that information in my child/rens enrolment record is not divulged to another person unless necessary for the care or education of my child/ren, to manage medical treatment of my child/ren, where expressly authorised by the parent, prescribed in the Childrens' Services Regulations 2009 (regulation 35 (1) (d-e), if required by law or in accordance with the Privacy Act 1988.

Release of Indemnity

I acknowledge that my child/ren will be exposed to all normal risks associated with their participation in this program. In consideration of the acceptance of my child/ren into this program, I hereby agree to indemnify Kogarah Community Services, its staff and delegates and keep them indemnified against all claims, demands, actions and liabilities of any kind (other than as a direct result of negligence of KCS, its staff or delegates) in the course of my child/ren's participation and attendance.

I have read and agree to comply with all terms and conditions referred to above.