



## **SOMERS PRIMARY SCHOOL**

### **OUT OF SCHOOL HOURS CARE PROGRAM ENROLMENT & BOOKING FORM:**

#### **HOW TO ENROL:**

Please complete and return to the school office along with a copy of birth certificate and immunisation forms, the coordinator will put your details on the system, then send through an application link to the email address you provided. Once you have completed and submitted the application, the coordinator will then create the enrolment and send through to the Child Care Subsidy Service.

Notification will then be sent through to your MyGov account, which you will then need to approve.

It is important that you provide the coordinator with the correct email address as this is where all correspondence and invoicing will be sent. If you change your email address please inform the coordinator as soon as possible.

#### **TO MAKE A BOOKING:**

Once enrolment, birth certificate and immunisation forms have been received you can start using the service.

You may require a permanent booking on regular days or you may require casual bookings for every now and again. A price guide is provided in the Information booklet.

Please fill in the form provided so as the centre can best cater for your needs.

For casual bookings you can ring the Coordinator Col Ralls on 0402 161 961 or the school on 5983 5546 to book your child/children in. Please give the service as much notice as possible as sometimes the sessions may be full.

For further information please ask for a copy of our Out of School Hours Care Information Booklet.

Kellie Campbell



ABN: 66 281 353

## SOMERS PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE PROGRAM

### CHILD DETAILS

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Child's CRN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Cultural background: \_\_\_\_\_

Language: \_\_\_\_\_

Is child of Aboriginal or Torres Strait Islander Origin?  No

Yes, Aboriginal

Yes, Torres Strait Islander

### COURT ORDERS

Are there any court orders (including Parenting Orders and Parent Plans) relating to the powers, duties, responsibilities of the parents in relation to the child or access to the child?

#### AND/OR

Are there any other court orders relating to the child's residence or the child's contact with a parent or other person? Please tick.

NO go to next section

YES Please present the original court order/s to staff and attach a copy to the enrolment form.

Without copies of current court orders or documentation, educators of Somers PS OSHC cannot enforce parents' requests.

### PARENT 1 DETAILS

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ (Please update details if your address changes).

CRN: \_\_\_\_\_ Do you wish to use this CRN for enrolment? Yes / No

Date of Birth: \_\_\_\_\_ Gender: Male / Female (please circle)

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_

Child lives with Parent 1?  Yes  No

### PARENT 2 DETAILS

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Has this parent been assessed for CCB? Yes / No (please circle)

CRN: \_\_\_\_\_ Do you wish to use this CRN for enrolment? Yes / No

Date of Birth: \_\_\_\_\_ Gender: Male / Female (please circle)

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_



## SOMERS PRIMARY SCHOOL

### OUT OF SCHOOL HOURS CARE BOOKING FORM

Parent Name	
Date Commencing Service	
Children's Names	

	Monday		Tuesday		Wednesday		Thursday		Friday	
Permanent Booking	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC
Casual Booking	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC	BSC	ASC