



ENROLMENT FORM CHECKLIST

Please find attached the Manly OSHC Enrolment Form. Upon completion of each section of the enrolment form, please initial each section of this checklist.

Acceptance of enrolment is conditional upon:

- Completion of all 12 sections.
- **Payment of \$15.00 administration fee per child.**
- Understanding of Policies as outlined in the Parent Information Sheet

PARENT NAME:		ENROLMENT FEE PAID: Yes / No		
SECTION	DESCRIPTION	DETAILS	PARENT INITIAL	OFFICE USE
<u>1</u>	PARENT PROFILE	All details are provided including work information where applicable		
<u>2</u>	REASON FOR CARE	Priority 1, 2 & 3 and sub categories		
<u>3</u>	PRIORITY	Priority to School Aged Children when Wait List occurs - Combined Care & Vacation Care		
<u>4</u>	MEDICAL	Details completed		
<u>5</u>	IMMUNISATION	Copy of Immunisation Register provided		
<u>6</u>	CHILD / REN PROFILES	All details are completed - indicate read all sections by inserting N/A where Not Applicable		
<u>7</u>	CCB	Names of children attending other care required for CCB		
<u>8</u>	EMERGENCY CONTACTS OTHER THAN PARENTS	**Must have minimum of <u>two</u> emergency contacts for pick up <u>other than Parent / Guardian**</u>		
<u>9</u>	OTHER PERSONS AUTHORISED TO COLLECT CHILD / REN			
<u>10</u>	CUSTODY ISSUES	If Yes , further information is provided and /or copy of Family Order provided.		
<u>11</u>	CHILD ATTENDANCE	Check Casual or Permanent Enter Vacation Care Mail List if required. Confirm Booking or enter Wait List		
<u>12</u>	MOSHC POLICIES	<ol style="list-style-type: none"> 1) Read Information Sheet 2) Access to Policies & Procedures 3) Advice of changes- Parent Files 4) Sign In and Out information 5) Observation Permission 6) Sunscreen Permission 7) Use of Personal Information 8) Photographic Permission 9) Exclusion due Infectious Disease 10) Administer Lifesaving Medication 11) Emergency Contacts 		
		<u>Signed by Parent</u>		

Comments: