

**Mackellar Primary School**  
**Outside School Hours Care (including Vacation Care) Enrolment Policy**

**PURPOSE:**

We aim to ensure children and families in the Mackellar School community receive a positive enrolment and orientation process that meets their needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

**AIM:**

To ensure that any child attending before and after school care (including vacation care) are enrolled in the program correctly and that staff have access to relevant medical and emergency details.

**IMPLEMENTATION:**

Our Service only accepts enrolments of children who are currently attending at Mackellar Primary School. Students completing grade 6 at Mackellar Primary School can attend OSHC Vacation Care during the Christmas vacation period in the year they finish grade 6 and prior to commencing secondary college.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the Service.
- A vacancy is available both for the booking required and in the agreed number of children is in accordance with the licensing requirements.
- The adult to child ratio is maintained in each area.
- Parents complete and sign appropriate enrolment forms and return these to the school office or program coordinator. These must be updated annually or as details change.
- The enrolment can only be accepted if all details are completed including emergency contacts other than parents.
- 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.
- The coordinator should provide parents with all information relevant to before and 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.
- Parents agree to pay all fees via direct debit only, including all fees and charges incurred through this process.

**EVALUATION:**

Guidelines are updated annually and/or per DET recommendations.

This policy was ratified at the School Council meeting of November, 2020.

