



**ST HILDA'S SCHOOL  
GOLD COAST**

# APPLICATION FOR OUTSIDE SCHOOL HOURS OR VACATION CARE

**OHSC Permanent**

**OHSC Casual**

**Vacation Care**

**Children/s Information**

1. Student's Surname \_\_\_\_\_ Given Names \_\_\_\_\_  
 Gender **Male / Female** Class \_\_\_\_\_ Date of Birth \_\_\_\_\_ Child's Customer Reference Number \_\_\_\_\_
2. Student's Surname \_\_\_\_\_ Given Names \_\_\_\_\_  
 Gender **Male / Female** Class \_\_\_\_\_ Date of Birth \_\_\_\_\_ Child's Customer Reference Number \_\_\_\_\_
3. Student's Surname \_\_\_\_\_ Given Names \_\_\_\_\_  
 Gender **Male / Female** Class \_\_\_\_\_ Date of Birth \_\_\_\_\_ Child's Customer Reference Number \_\_\_\_\_

<b>Monday</b> <i>(please tick ✓)</i>			<b>Tuesday</b>			<b>Wednesday</b>			<b>Thursday</b>			<b>Friday</b>		
Before School	After School	Both	Before School	After School	Both	Before School	After School	Both	Before School	After School	Both	Before School	After School	Both
<b>Please provide information regarding extra-curricular activities if pick up/drop off required within the campus, ie. swimming, gymnastics</b>														

**Parent Information**

- Natural Mother's Surname** \_\_\_\_\_ **Mother's First Name** \_\_\_\_\_  
 Residential Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone (Home) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_  
 Mobile \_\_\_\_\_ Parent's Customer Reference Number \_\_\_\_\_
- Natural Father's Surname** \_\_\_\_\_ **Father's First Name** \_\_\_\_\_  
 Residential Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone (Home) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_  
 Mobile \_\_\_\_\_ Parent's Customer Reference Number \_\_\_\_\_

**Parental Status**

- Natural Parents are Married  Separated\*  Divorced\*  DeFacto  Deceased \_\_\_\_\_  
 Student lives with\* Both  Mother  Father  Step-....  Guardian

**\*NB: If a Court Order exists in relation to custody, or limiting access or dissemination of information to a parent, a copy of that Court Order MUST be provided**

**Priority of Access** (tick only one box)

- Child at Risk
- Child of a Single Parent, working and/or studying
- Child of Parents who are both working and/or studying
- Any other children

**Authorised Pick Up/ Emergency Contact**

	Name	Relationship to Child	Home Phone	Mobile Phone
1.				
2.				
3.				
4.				

**Medical Information**

Medicare Number \_\_\_\_\_ Are vaccinations up to date? \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Doctor's Phone Number \_\_\_\_\_

Surgery Address \_\_\_\_\_

Allergies or illnesses \_\_\_\_\_

Treatment or medication \_\_\_\_\_

Special Needs (eg hearing, visual, physical) \_\_\_\_\_

Does your child require special management strategies? \_\_\_\_\_

**Cultural Background**

Country of Birth \_\_\_\_\_ Primary Language \_\_\_\_\_

Any cultural or religious requirements that must be observed eg. Diet or religious practice \_\_\_\_\_

**Fees**

- All fees must be paid in full – Charges are as follows:
  - Before School Care \$12
  - After School Care (for first hour) \$12
  - After School Care (for more than one hour) \$20
  - Casual Before School Care \$15
  - Casual After School Care (for first hour) \$15
  - Casual After School Care (for more than one hour) \$25
- Please be aware that **refunds** for non-attendance will only be given **if notice is received by 6 pm on the day prior** to the scheduled booking. **Please contact OSHC on 07 5577386.**
- Collection of children after 6 pm will incur a **LATE FEE of \$20 until 6.15 pm and a fee of \$1 per minute** thereafter.
- We encourage reserving places **Vacation Care** as soon as possible as some days may be unavailable. Vacation care fees are to be paid at time of booking.

**Behaviour Management**

St Hilda's OSHC staff have a Duty of Care to all who attend and work within the service. Any inappropriate behaviour or actions (such as inappropriate language/actions, deliberate harm to another person or facilities, disrespectful behavior towards staff or their instructions), or behaviour which threatens the safety and/or wellbeing of any persons within St Hilda's OSHC will be addressed immediately.

An incident report will be written and signed by the attending staff member, and provided to the parent for their signature.

For serious and/or continual inappropriate behaviour our behaviour management response is as follows:

**Incident 1 – Verbal Warning**  
**Incident 2 – Letter of Warning**  
**Incident 3 – Letter of Exclusion**

**Signature of Both Parents**

**Signed by Natural Father**      Signature ..... Date .....

Full Name .....

**Signed by Natural Mother**      Signature ..... Date .....

Full Name .....

**Please return to St Hilda's Junior School Reception**