

Family Handbook Check Sheet

Welcome to Albany Hills Outside School Hours Care Program. We, the staff and Management Committee are looking forward to caring for your children and forming a meaningful and lasting relationship with you and your family.

Your Coordinator is Kym Connelly. Kym has her Bachelor of Social Science and Associate Diploma in Children's Services. Kym is assisted by Nicolas Stephan whom has his Diploma in Children's Service and Darrell Millard who is currently studying his Bachelor of Education.

We also employ a number of other permanent and casual educators. All educators are qualified in First Aid, CPR, Asthma and Anaphylaxis management and hold a current working with children suitability card. Full educator photos and information are on display on the office door in the main OSHC building. Many of our staff currently hold qualifications in children's services or studying in a related field.

Our service is approved by the Department of Education and Employment. To ensure Australian children get the best possible start in life, all Australian governments have implemented the National Quality Framework (NQF) for Early Childhood Education and Care. The NQF sets consistent, high quality standards for outside school hours care services. The Australian Children's Education and Care Quality Authority or ACECQA guides the implementation of the National Quality Framework across Australia. The laws and regulations that guide our practices can be found on the ACECQA website and further information. www.acecqa.gov.au Enclosed or on our website you will find a number of forms and a Family Handbook which outlines for you how our service is run. Please use this checklist below to ensure you have received and completed the relevant information.

In the package:

- Albany Hills Outside School Hours Care Enrolment and Confirmation of Childcare Agreement
- Albany Hills Outside School Hours Care Family Handbook
- Child Profile
- Family Orientation Feedback Form

I have received all of the above information.

I understand it is my responsibility as parent/guardian to apply for Child Care Benefit and Child Care Rebate. I understand the service will not be able to apply for these on my behalf. I understand it is my responsibility to inform the service of changes and supply all related Customer Reference Numbers (CRN's).

I have been given the opportunity to read the Albany Hills Outside School Hours Care service Policy and Procedure Manual.

I have completed the Enrolment and Confirmation of Childcare Agreement honestly and to the best of my knowledge. I understand I must contact the service immediately if information on this form changes.

SIGNATURE of Parent/Guardian*

Title: ____ First _____ Last: _____

Date: ____ / ____ / ____