



Xavier Outside School Hours Care

Enrolment Checklist

Family Name: _____

- Provided with a copy of Family Handbook.
- Shown where Centre Policy File is located.
- Introduced to Educators.
- Shown where to sign in/out their child. Shown where Parent Information (Pamphlets, Notices, Newsletters etc) are located and where to write any feedback or comments.
- Location of Weekly Curriculum and information about our Seesaw App where parents may comment about children's activities and other information. That programs are based around children's interests and evaluated. How we may observe and document children in our care (Wall displays, Learning Stories, Portfolios, All about me sheets, Discussions, Suggestion Box, Surveys, etc). Parents/Guardians are able to access this information upon request or through our Seesaw App.
- Boundaries play spaces and location of toilets.
- Emergency Evacuation information, plan and procedure.
- Behaviour Guidance Practices-Children may be redirected to another activity, have time to cool down which may include-sitting quietly, doing something physical like kicking a ball, talking to a friend, reading a book or talking about what happened with an educator. Children are involved in making OSHC Rules.
- Centre hours. Daily routines for Before, After School and Vacation Care.
- Fee payment methods and procedure.
- Customer Reference Numbers (CRN) given to centre for Childcare Benefit and Childcare Rebate.
- Enrolment form checked and Registration Agreement signed.
- Received a copy of Birth Certificate.
- Received a copy of Immunisation Record.
- Centre Sun Policy explained and advised about type of hat required.(Legionnaires, Bucket or Broadbrim)
- Parents if any questions.

Parent/Guardian questions, comments/feedback or suggestions-

Staff Member.....Signature.....

Parent/Guardian.....Signature.....

Date.....