

# HEANY PARK OUT OF SCHOOL HOURS CARE

(Approved Service SE-00005406)

Heany Park Primary School, Buckingham Drive, Rowville 3178

Contact:- Sue Houghten 0418 587 460

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## OUT OF SCHOOL HOURS CARE ENROLMENTS

**When completing the Out of School Hours Care Enrolment Form please ensure that EVERY question is answered.**

### **RISK ASSESSMENTS**

Risk Assessments for the Regular Outings section are available for you to sight at the Out of School Hours Care program or at the School Office. Please ensure that you sight the Risk Assessments before signing the Regular Outings section of the Enrolment Form.

### **DIAGNOSED MEDICAL CONDITIONS**

If your child has a diagnosed medical condition or allergy you **MUST** complete a relevant Medical Management Plan and have this signed by a doctor.

We will not be able to accept your child into the Out of School Hours Care program until the Enrolment Form is completed correctly and the relevant Medical Management Plans returned.

Please ensure that you sight the Medical Conditions Policy when enrolling your child into the Out of School Hours Care service.

These are the requirements of the Education and Care Services National Regulations.

### **ASTHMA INFORMATION**

If your child is diagnosed with asthma, a management plan must be provided as stated above, along with a "ventolin puffer". In addition to this the Asthma Foundation has now implemented that all "spacers" used in the administration of ventolin are single-person use only. Due to this the Heany Park Out of School Hours Care service requires you to provide a spacer for your child's use. If you do not do so then it will be presumed that your child is able to manage by means of their "ventolin puffer" only. Please ensure that all equipment is named.

With regards,

Sue Houghten

(OSHC Educational Leader,  
Nominated Supervisor,  
Co-ordinator)