



# Aranda Afters Association Incorporated

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## 2020 ENROLMENT AUTHORISATIONS

An enrolment into Aranda Afters Association Inc (Aranda Afters) is not complete until the Authorisations, Terms and Conditions forms have been completed, signed and submitted. Educators will make attempts to contact all authorised persons prior to seeking outside assistance from a professional body (ie: Medical practitioner, ambulance). If a parent or Authorised Contact cannot be contacted the staff duty of care is to call an ambulance.

Please tick the boxes below to indicate your agreement to, and acceptance of, the following authorisations requested by Aranda Afters.

**Child(ren)'s name(s):** .....

- I consent to educators seeking medical treatment for my child(ren) from a registered medical practitioner, hospital or ambulance service in the event of an accident, illness and emergency situation.
  - I consent to my child(ren) being administered general first aid products if required.
  - I consent to educators administering prescribed medication to my child when I have provided all relevant information
  - I consent to the transportation of my child(ren) being transported by an ambulance service.
  - I authorise for my child(ren) to go on supervised local excursions on the grounds of Aranda Primary school and to the adjacent Aranda playing fields.
  - I authorise for the Director of Aranda Afters to share information about my child(ren) with their primary school teacher and the executive teachers.
  - I authorise for my child(ren) to watch G or PG rated programs (TV, DVD, videos, movies, other media) and play G or PG rated computer games.
  - I authorise that my child(ren) can have their face painted, hair decorated or coloured with hair spray and nails painted if they wish to do so.
  - In accordance with the Cancer Council recommendations I authorise for SPF30+ sunscreen to be applied to all unprotected areas of skin on my child(ren) for outside experiences.
- or**
- My child(ren) have/has an allergy or sensitivity to sunscreen. (Please ensure that your child(ren) have sunscreen they can use packed in their bags).

## 2020 PHOTOGRAPHY AND VIDEOS OF CHILDREN

### Permission to Take Images of Children

As part of our daily operations, educators will take photos and record videos of child/ren during their time at Aranda Afters.

It is an essential part of the National Quality Standard (NQS) that *“Each child’s learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection”* ([Element 1.3.1; National Quality Standard and Assessment and Rating; Guide to the National Quality Standard](#)).

These photographs and videos are used to inform our program, practice and service delivery. Photographs and videos can be taken of an individual child or of groups of children during their time at Aranda Afters.

These images are only available in the service and upon request of authorised parents and guardians.

### Publishing Information about Children

Aranda Afters, may from time to time, publish information about your child/ren for the purposes of sharing their experiences with other children; informing our community about activities at Aranda Afters; and recording children’s participation in activities at the service.

This information may include your child/ren’s name/s and other information collected at Aranda Afters such as photographs and visual recordings of your child/ren.

The communications in which your child/ren’s information may be published include, but are not limited to, Aranda Afters:

Public website ( [www.arandaafters.com](http://www.arandaafters.com) ), publications, including our newsletter and promotional material about Aranda Afters, which may be published in print and/or electronically on our website; and/or Aranda Afters social media accounts such as Instagram.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

I have read the information about publishing student information (above) and (check all that are appropriate):

- I give permission** for images to be taken of my child/ren at Aranda Afters for documenting and recording learning
- I give permission** for images to be taken of my child/ren at Aranda Afters for display in the Aranda Afters School Community only.
- I give permission** for images of my child/ren to be made available via electronic content on local platforms including Aranda Afters and Primary School newsletters and website.
- I give permission** for images of my child/ren to be made publicly available via electronic content on platforms including, but not limited to Instagram and Facebook.
- I do not give permission** for images to be taken of my child/ren at Aranda Afters.

Parent’s Name: .....

Parent’s Signature: .....

Date: .....

## 2020 ENROLMENT TERMS AND CONDITIONS

I am aware:

- ✓ That staff may keep developmental records on my child and that I am able to access records upon request.
- ✓ That Aranda Afters may occasionally have visitors and/or volunteers, and that all visitors and volunteers will be under appropriate supervision by Educators.

I understand:

- ✓ All policies are available to read on [www.arandaafters.com](http://www.arandaafters.com);
- ✓ I am required to inform staff if my child is absent and a no notice fee will be charged if the service has to contact me to verify my child(ren)'s safety;
- ✓ Late fees apply if a child is collected after the 6:00 pm closing time (fees can be found in our [Handbook](#) or [Fees Policy](#));
- ✓ I am not permitted to give my Kiosk Password to anyone to collect my child and can add authorised persons via written permission only
- ✓ Aranda Afters retains the right to cease care to any child or adult who displays anti-social or unacceptable behaviour which poses a threat to other children or staff at the service;
- ✓ Aranda Afters is governed by a Committee of the Association; and
- ✓ Each year, at the annual general meeting, the Association elects a committee to oversee and support the operation of the service.
- ✓ Aranda Afters staff have the right to refuse collection of a child by any person(s) who cannot provide a current government issued photo ID upon request.

I have read and accept the terms and conditions of enrolment in the Aranda Afters program including the enrolment application, fee policy and payment terms.

I acknowledge and agree:

- ✓ That upon enrolment I automatically become a voting member of this Association and accept the rights and responsibilities of this membership; and
- ✓ Having received and read the Handbook and Enrolment policy and understand any changes will be communicated to me in writing and will be made available on the Aranda Afters website.
- ✓ I am listed on the Enrolment form as an authorised account Payee and accept payment terms as outlined in the Enrolment Policy and Handbook

*(The person who is indicated as the payee on your Enrolment form must sign below. If you have indicated two payees on the Enrolment form, both payees are required to sign)*

**Parent/Payee 1 Name:** .....

Signature: .....

Date: .....

**Parent/Payee 2 Name:** .....

Signature: .....

Date: .....