

Watsonia Heights Primary School

Enrolment Policy

OSHC

POLICY

The Watsonia Heights OSHC program aims to offer all children a place in the program once they have completed an enrolment form.

PROCEDURE

- An enrolment form must be completed in full prior to the child attending the program.
- A re-enrolment form must be completed each year to guarantee a place for the next twelve months. This must be done by beginning of December each year.
- It is the parent's responsibility to notify the Coordinator of any changes of address, or telephone numbers whether home, work or emergency contacts.
- It is the parent's responsibility to notify the Coordinator of any change to the child's medical information.
- It is the parent's responsibility to notify the Coordinator of any changes to collection arrangements for the child/ren.

Policy revised: February 2006
Ratified by WHPS School Council: March 2006
[Watsonia Heights OSHC Policies](#)