Funcare Enrolment 2015.

To successfully enrol within the Funcare program for 2015, you will need to complete an online enrolment, to do this start by logging onto:


A link can be found on the Mont Albert Primary School website, under the OSHC tab.

From here you will be asked to register:

It’s important that you use a valid email address when registering, as this email is required as part of the enrolment process. Using a valid email address will also ensure you don’t miss important announcements, or invoices from Funcare.
Once you have registered, please check that you have received the registration email. You can then proceed to the QK Enrol Dashboard

Your My Family account has now been registered.

Your username is:

An email with your account details has been sent to you.

To go to the QK Enrol Dashboard click here

The QK Dashboard is where you will be able to manage your contact details, who has permission to pick up your children, provide any medical information, and manage your bookings.

Please ensure that all information you provide is correct, as this is the information which will be used to contact you, and the information that will be submitted when you claim the Child Care Benefit or Child Care Rebate.
First you will need to set up the primary contact on the account. This is usually the person who is easiest to contact during a session in case your child gets ill, or is late to arrive. (Land line phone numbers must include the area code.)

Your CRN can be found on correspondence from Centrelink. Each parent, and each child will have their own unique CRN.

You may either add another contact, or proceed onto entering child details.
Each child will need to be entered individually. To add more children, click the “Add Another Child” button once you have entered the first child’s details.

On this screen you may nominate which contacts have authorisation to collect your child, who can be contacted in the case of an emergency, who can sign permission slips for excursions, and who can approve the administration of medication.

Once completed, you can either make a permanent booking, or finish your registration if you only need to use Funcare casually.
To request permanent bookings, you will need to select which child or children you wish to attend, and select the type of care you need.

Funcare usually has spaces on for all session, as such you only need to tick the days you wish to attend, and not which days do not suit you.

Once you have finished making your bookings, click “save & finish” to return to the QK Dashboard to begin your child’s enrolment form.
Your QK Dashboard should now have your child, or children listed.

To start the enrolment form, click “Start Enrolment.”
On this screen you can add additional contacts to the account, choose the authorisations which contact has, inform Funcare who the child primarily lives with, and who their preferred doctor is.

At this stage, if you find the entered information is not appearing save your enrolment form and then click cancel. This will take you back to the QK Dashboard, and your information will be available when you next click “Start Enrolment.”
2. CHILD DETAILS

First Name
Last Name
Date of Birth
Gender

ATSI Descent
Primary Language
Secondary Language

Additional Information

When entering children’s information you will have the opportunity to nominate your child’s Aboriginal or Torres Strait Islander decent, and their primary and secondary language.

You may also provide information about your child you would like Funcare to know, such as what activities they enjoy, if there are any religious requirements you would like followed, any fears, or any behavioural issues.
When you inform Funcare of any medical conditions, allergies, or asthma legislations and regulations require that you provide Funcare with a Medical Action Plan.

This Action Plan must be created and signed by your child’s doctor, and must be uploaded before your child attends the service.

The plan can be scanned, and uploaded as either a JPG or a PDF file. If you are unable to scan the file, Funcare will scan it for you.
To ensure the health and safety of all children in the service, Funcare is required to keep records regarding which children have been immunised.

If your child has not been immunised, or Funcare has not seen evidence of these immunisations your child may be excluded from the service if there are reported cases of some illnesses in the service.

You can upload your vaccination history, or letter of exemption on this screen, in PDF or JPG format, or bring it into the office for staff to sight.

You can also download your child’s immunisation status at www.medicareaustralia.gov.au
In this section you can authorise photos or video to be taken of your child while they are in the service, and authorise their use for Funcare’s marketing (which includes, but is not limited to photographs being displayed in the room.)

5. SERVICE PERMISSIONS

<table>
<thead>
<tr>
<th>Permission</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family allows Photographs</td>
<td></td>
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<tr>
<td>Family allows Video</td>
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<tr>
<td>Family permits Videos/Photos to be used for service marketing?</td>
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<tr>
<td>Family permits the application of sunscreen</td>
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<td>Family permits the application of insect repellent</td>
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<td>Family permits the application of Nappy Cream</td>
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<tr>
<td>Family allows Health Care Card</td>
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If Yes to Health Care Card, please enter number:

I agree that if my child is older than 6 months and has a temperature higher than 38°C and is in discomfort and/or pain, whilst in care, a staff member may administer a single dose of paracetamol mixture (such as Panadol) to my child.

I agree that if my child has difficulty in breathing whilst at the service, or otherwise in care, a staff member with a current First Aid Certificate, may administer a metered dose of inhaler/releaver medication from the service's Asthma First Aid Kit.

I agree that if my child has no known allergy but appears to be having an anaphylactic reaction whilst at the service, or otherwise in care, the Director/Coordinator will call an ambulance and a staff member with a current First Aid Certificate will follow the recommended treatment from the ambulance staff. This may involve the administration of an adrenaline auto-injector (Epipen Jr or Epipen) from the service’s Anaphylaxis Emergency Kit.

I agree that if my child has been injured, or becomes ill whilst at the service or otherwise in care, and if the Director/Coordinator thinks it is necessary, he/she will seek:

- Urgent medical, dental or hospital treatment or ambulance service
- I give consent to the carrying out of appropriate medical, dental or hospital treatment

On this page, you can also provide consent for Educators to treat a suspected first time allergic reaction or asthma attack. In the case of first time attacks/reactions, serious illness, or serious injury, Educators will contact Triple Zero and follow advice from the operator.
You are now ready to save, and then submit the enrolment form. Once the form has been successfully submitted please print off the enrolment forms for each child, sign the form, and drop it into Funcare.
Once your enrolments have been submitted, Funcare will then approve your enrolment by offering your child a place in the service.

You will be notified via the email you used to register with.

*Funcare will endeavour to have these offers made promptly, please understand that Funcare staff members do not work over the school holidays, and as such will be checking enrolments and offering places on their own time, during their annual leave.*

Once you have received the offer, log into your QK Dashboard and view the offer.

**MONT ALBERT OSHC**

*Letter of Offer*

Date Submitted:

We are offering your child a place at the following centre:

Centre       Mont Albert OSHC
Care Type
Start Date
Days Offered

*Accept/Decline Offer*

Please accept or decline this offer before its expiry date of

[Accept] [Decline] [Decline & Change]

Of the offer is correct click “accept” to accept the bookings, if you wish to make changes click “decline & change.”
Once you have successfully accepted the offer, the offer status will change to accepted.

If you wish to change your child’s bookings, scroll down to the Existing Recurring Bookings, and click “edit.”

To make casual bookings, you can email Funcare at Funcare@maps.vic.edu.au, or send us a SMS on 0421 440 565.

Funcare requests that all bookings and cancelations to be made in writing.

If you need any further assistance with our new online enrolment, please email us at Funcare@maps.vic.edu.au, or call us on 9897 4495.