

Terms and Conditions of Enrolment and Attendance

I/We:

1. Have read the Terms and Conditions of Enrolment and Attendance.
2. Understand that the person/s nominated as Primary Contact are the authorised parties to enrol, cancel enrolment, release and authorise release of the child
3. Read the Parent Handbook and understand any changes will be emailed and displayed.
4. Agree to comply with all Government requirements in relation to the service.
5. Understand that children who are third priority under the Priority of Access Guidelines may require you to alter days or give up their place at the Service in order to provide a place for a higher priority child.
6. **'No job, no play' policy**
In keeping with the Federal and State Governments' 'NO job, no play' policies, children MUST have acceptable proof of immunisation prior to enrolment in the form of an Immunisation History Statement from Medicare, we are not legally able to accept any other form of proof of immunisation.
7. Agree that in the case of accident or injury, the Service will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred.
8. Are aware that children will be excluded from the Service if they have contracted a contagious disease or condition or are unwell.
9. Understand that children will be accepted back into the Service on provision of a 'clearance certificate' from a medical practitioner if applicable.
10. Agree to provide the Service with all information regarding the health of my/our child
11. The presentation of a medical certificate in the event of the child developing a medical disability and or a Medical Plan may be required.
12. Understand that the Service may be used as a training and observation centre by students aiming to/ or already working with young children
13. Are aware that the Service may occasionally have visitors, or volunteers at the Centre, and consent to my/our child being in the presence of volunteers or visitors, with appropriate supervision.
14. Agree to pay the fortnightly fee on the due date through EziDebit
15. Agree that we are required to give notice in writing two weeks prior to the date of withdrawal; otherwise, fees will continue to be charged. During this period, we are aware that if our child does not attend we are liable to pay full fees
16. Are aware that fees for public holidays are not payable if the day is a usual day of attendance
17. Are aware that fees are payable for all booked days, including absent days, i.e., sick days, and family holidays.
18. Are aware that it is our responsibility to maintain a current Family Assistance Office Income Assessment Notice for Child Care Benefit purposes

19. Are aware that to have access to Child Care Benefit we need to meet all current Child Care Benefit requirements
20. Understand that a system of payment for late collection operates at the Service, to cover payments to staff, and that I/we are obliged to drop off/pick up the child as negotiated with the Service. Any late collection will result in a fee being charged
21. Understand that should this account be referred to a Debt Collection Agency an additional fee of 15% of the outstanding amount will be incurred
22. Statements will be sent out fortnightly, you may prepay for the term, but we expect at least two weeks in advance is paid.
23. The Service is closed on days of CODE RED
24. Entry and Exit conditions apply and the Educators will send you the details. We request one parent pick and drop off during restrictions.
25. A strict cleaning and hygiene routine is undertaken throughout the sessions, please observe social distancing at all times

I/We have read, understood and agree to abide by the conditions of this contract.

Primary Parent / Guardian

Print Name: _____

Signature _____ Date _____

Enrolment Coordinator: Kerrie Harris

Signature _____ Date _____