



## Conditions of Enrolment 2019

- A staff member must be notified verbally of the arrival and departure of a child at the centre. All children must be signed in and out by an authorised person either electronically by the sign in tablet or written. I understand that my child will only be allowed to leave the centre with an authorised person over the age of 16.
- All children must be collected from the centre by the centre's closing time of 6.00pm. Due to staffing requirements, late fees apply to the collection of children after this time. A late fee of \$1.00 per minute per child will be charged every minute after closing time.
- I understand the necessity to notify the centre if I am going to be late or if my child is unable to attend on that day.
- Child care fees are due 2 weeks in advance upon enrolment. All kindergarten fees are to be paid at the commencement of each term and are non-refundable. The Kindergarten Deposit will be applied to Term 4 fees and is non-refundable. Four (4) weeks written notice is required to cancel any permanent child care booking and kindergarten booking.
- Payment in advance secures your childcare placement, therefore payment is required whether your child attends or not. Fees are not payable when the centre is closed over the Christmas/New Year period. Please bear in mind that KCCC's policy of payment in advance is in place to avoid any overdue or debt collection fees. Copies of these Enrolment Conditions are available for your records upon request.
- Direct debit through EziDebit payment system is the method of payment required. CRN's for parents and children are required by KCCC if you wish to claim Child Care Subsidy (CCS). The Department of Human Services can be contacted between 8.00am and 8.00pm on 13 61 50 to obtain your CRN. If you do not claim CCS, you will be charged the full fee.
- I authorise KCCC to record as an allowable absence any days my child is enrolled but does not attend the service unless I provide a valid reason (according to Government requirements) for the absences to be recorded as an approved absence. I understand the CCS is payable for only 42 allowable absences per child per financial year.
- I authorise KCCC to display my child's medical management plan in the care and education rooms.
- Any child suffering from an illness, which may, in any way be transferred to other children or staff, shall not be accepted into our care. Once such illness is suspected, the parent/guardian/authorised person shall be contacted and requested to resume responsibility for their child. Such illnesses may be (but not limited to) head lice, measles, chicken pox, mumps, cold sores, impetigo and conjunctivitis. The child/ren will be accepted back into the care of the centre upon provision of a clearance certificate from a medical practitioner, or proven treatment. Fees are still payable for this period. A Doctor's certificate may be submitted for a child experiencing an extended illness.
- Authorisation is given for medical attention to be sought for the child if required in an emergency. All medical and emergency transport expenses will be the responsibility of the parent/guardian should this be necessary.
- No prescribed medication will be given to children unless it is in the original packaging and with the written authority of the parent.
- I understand that when my child's temperature exceeds 38°C, the Educators will make every attempt to contact me. If they are unable to do so, we will contact the Emergency Contacts listed.
- I understand that all the personal and health information on this form is required for the administration of KCCC and the care of my child, including health management and contacting you in case of an emergency. The Commonwealth and State Government require some information for Census data and the administration of Education and Care Services. The information will be shared with Educators within KCCC, involved family support agencies and funding bodies; and maternal and child health nurses directly involved with your child. The information will not be disclosed to any other parties unless required to for the safe caring of your child, mandated reporting or for law of debt collection, if necessary. Failure to provide this information may result in my enrolment not being processed. I understand that I can access this information by contacting KCCC.
- I have been made aware of and agree to adhere to all policies and procedures as set out by KCCC as applicable.
- I agree to pay for all of the days my child is enrolled.
- I agree that, I will provide all changes to this enrolment form in writing as required and without delay. I confirm that the above information I provided on the enrolment form is correct.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enrolment/General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_