

Parent Agreement Form

I _____ of _____
hereby agree that: (Please sign each box after reading)

<p>FEEES</p> <ul style="list-style-type: none"> • Fees will be paid on the due date by direct debit, based on the invoice that will be sent out in advance. I will ensure that sufficient funds will be maintained in my bank account to cover the fees when due and understand that \$10 per day penalties will be incurred for late payment. I understand that if my fees are still not paid after 5 days that my child's position will be given to the next child on the waiting list. • Fees are not payable for the annual Christmas closure of the centre or for public holidays. I understand and accept that fees are still payable for absences such as illness and holidays and that fees must be paid in advance by direct debit. • I understand and accept that additional fees will be payable if I pick up my child after 6:00pm and that this will be charged at the rate of \$10 for each 5 minutes late • I agree to give the Centre four weeks notice of an intention to change booked days or withdraw my child from the care of the centre. • I understand that I am entitled to payment of Child Care Benefit (CCB) and/or Child Care Rebate (CCR). I acknowledge that it is my responsibility to notify the Centre of any changes in childcare arrangements which may affect the amount of CCB or CCR payable for my child. • A bond, the equivalent to two weeks of fees is required to be paid to secure my child's place in the Centre and that this will be returned at the end of my child's enrolment, less any outstanding amounts owed. 	
<p>POLICIES AND PROCEDURES</p> <ul style="list-style-type: none"> • I agree to abide by the Centre's Policies and Procedures as set out in the Centre's Policy and Procedures Manual that is kept in the Centre 	
<p>ARRIVAL AND DEPARTURE</p> <ul style="list-style-type: none"> • I agree to ensure that my child is brought to and collected from the Centre by a responsible adult aged over 18 and signed into and out of the Centre each day. • I understand that I may be charged late fees if I pick up my child after close of business and that this will be calculated at the rate of \$10 for each 5mins that I am late. 	
<p>SUPERVISION OF OTHER CHILDREN</p> <ul style="list-style-type: none"> • I agree to keep all other family members under the age of 18 under strict supervision at all times during any visits to the Centre and will not leave them unattended whatsoever. I understand that the team at the Centre are not able to care for children other than those enrolled at the Centre. 	
<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • I agree to advise the Centre promptly of any changes to my child's family situation, address, emergency numbers, any absences and any changes to any person collecting my child. • I will ensure that the Centre will have copies of any current Custody or Access orders relating to my child/children. • I give permission for the Department of Community Services and the Australian Children's Education and Care Quality Authority (ACECQA) to have access to my child's records as required. 	
<p>MEDICATION</p> <ul style="list-style-type: none"> • I agree that we will abide by the Centre's Administration of Authorised Medication Policy and provide a doctor's letter or prescription sticker outlining the medication, dosage and administration times or prescription medication that shows the child's name, current date plus medication, dosage and administration times. Parents are asked to give medication to a staff member and complete a Administration of Authorised Medication Form for each day that the medication is required. • I will not leave medication in my child's bag. • I also note that a Doctor's letter is also required to administer any over the counter or herbal remedies. 	

<p>ILLNESS AND INJURIES</p> <ul style="list-style-type: none"> • I agree to keep my child at home if he/she is generally unwell or suffering from any contagious conditions and therefore unfit to participate in the normal daily activities of the Centre. I will collect my child promptly if the child becomes ill while at the Centre. I will remove my child from the Centre for the period recommended by the Health Authorities and as listed in the Centre's Infectious Diseases Policy. I understand that in the interests of other children, the Centre has the final say if they think my child is still unfit to attend. • I understand that staff at the Centre will take every precaution to ensure the safety of my child. In the event of an incident/accident occurring to my child, I give permission for Centre staff to administer first aid. • In an emergency situation, if deemed necessary, I give permission for the Centre to call an ambulance for my child (for which I will pay the full cost) and seek emergency medical/dental for my child. I understand that the Centre will make every effort to contact me. • I give permission for the Centre to apply Savlon to a grazed skin area and to cover the wound with a Band-Aid. I give permission for the Centre to apply Stingoes to bites and Arnica to bruises. <p>ALLERGIES</p> <ul style="list-style-type: none"> • I know that the Centre will do it's best to keep my child away from any food types or environmental factors that my child is allergic to but understand that they can not be held responsible if contact does occur. 	
<p>SUN PROTECTION</p> <ul style="list-style-type: none"> • I give permission for my child to have sunscreen applied at the Centre – a low allergenic SPF30+ or higher. I understand that if my child is allergic to the brand that the Centre uses, I will supply the sunscreen. • I understand that it is my responsibility to provide my child with clothing that protects his/her back and shoulders from the sun, as well as a sun hat. 	
<p>STUDENTS</p> <ul style="list-style-type: none"> • I understand that from time to time students may be present in the Centre. I agree to my child being observed at the centre for the purpose of academic learning. 	
<p>PHOTO/VIDEOGRAPHY</p> <ul style="list-style-type: none"> • I agree to my child's photograph or video footage being taken by Teachers or other parents for non-commercial purposes. An example would be at The Christmas Concert. I also agree to my child's photograph appearing in Newsletters or other material that is presented in the Centre. 	
<p>PHYSICAL CONTACT</p> <ul style="list-style-type: none"> • I understand that Jasmine Preschool believe in a good old fashioned cuddle if a child is upset or feeling lonely and I agree with this policy 	
<p>RELIGIOUS PHILOSOPHY</p> <ul style="list-style-type: none"> • I understand that Jasmine Preschool believe in Christian philosophies and values and from time to time throughout the year will teach my children about Easter, the meaning of Christmas etc. I also understand that the Centre will also celebrate and embrace other cultural festivals in recognition of the multi-cultural society in which we live. 	
<p>CAR PARK</p> <ul style="list-style-type: none"> • I understand that a car park is a very dangerous place and agree to hold my child's hand at all times within it and only enter and exit the car park in a forward direction. • I undertake not to leave a child unattended in a car while it parked in the Centre's carpark. 	
<p>BEHAVIOUR MANAGEMENT</p> <ul style="list-style-type: none"> • I understand that Jasmine Preschool has a Relationships with Children Policy in place and that children bullying and hitting other children will not be tolerated. I understand that the Centre will follow this policy in the best interests of the safety of all children. 	
<p>TERMINATION OF ENROLMENT</p> <ul style="list-style-type: none"> • I understand that the Centre recognises that not every situation is appropriate for every child or family and that if for any reason the Centre is found to be unsatisfactory for any child or family the parent or Centre may choose to terminate the enrolment arrangement on a time line that is in the best interests of the child. 	

I have read and signed all permissions and conditions set out in the Parent Agreement.

Signed: _____ Date: _____

We look forward to caring for your child and welcome the family into the centre. If you have any suggestions that you would like to put forward, please talk to the staff. We also hope that you will approach us with any concern about the service we provide.