LANE COVE OCCASIONAL CHILD CARE INC.
Pottery Green Clubhouse, 1A Phoenix Street Lane Cove
Postal address: PO Box 365 LANE COVE NSW 1595
Telephone: (02) 9428 2324 Fax: (02) 9418 7369
Email: lcocc@lcocc.com Web site www.lcocc.com ABN 38 450 474 481

Regular Placement Agreement (Long Day Care Centre)

To be eligible for a regular place for your child, you must adhere strictly to the following conditions of the Regular Booking Policy to break these conditions you are placing your child's position in jeopardy.

- Your account is to be paid in **full** and one month in **advance** at all times using our Easy pay direct debit
- A two week bond is to be paid at the start of your of your child's enrolment. This will be returned when your child ceases to use the centre or balanced against any unpaid fees.
- You will sign your child/ren in and out at each use visit.
- Holiday absences, public Holidays and sick days of Regular Placements are required to be paid in full. The only exception to this is when the centre is closed; currently that is the 2 week Christmas break in December and January.
- You must be on the premises by 4.55pm for a 5pm leave.
- If you are running late you agree to call the centre before 4.45pm to inform us you are running late.
- You agree to pay a late fee if you arrive at the centre later then 5.00pm. And you understand if you continue being late your child's/ren's position at the centre will cease.
- If your child is ill with gastro (vomiting or diarrhea) your child will need to be excluded from the centre for 24 hours following the last incident.
- If your child is on antibiotics he/she will not be able to return to the centre for **48 hours**. You will abide by other health/illness rules appointed at the centre by the Staying Healthy in Child Care. (Recommended by the National health and Medical Research Council).
- You agree to abide by other health/illness rules appointed at the centre by the Staying Healthy in Child Care. (Recommended by the National health and Medical Research Council).
- To keep the centre informed of any allergies, infections or illnesses your child/ren may have. (a reminder: The centre is a mandatory reporter to the Health department)
- You agree to follow all our policies and procedures. (Policies and Procedures Folder is allocated at front door entrance).
- Two weeks' notice is required to cancel your child's regular day/s

I agree to meet all the above mentioned criteria to qualify for a regular place for my child.

Child's Name: …….

Parent 1 Name: …… Parent 1 Signature: ……. Date: ……/……/…….

Parent 2 Name: …….. Parent 2 Signature: …… Date: ……/……/…….

June 2018