



## **Occasional Regular Placement Agreement (CCS Approved)**

### **Hours of Care 7.30am - 5.30pm**

*To be eligible for an Occasional regular place for your child, you must adhere strictly to the following conditions of the Occasional 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. We recommend a Direct Debit on a regular monthly basis to keep payment ahead.
- ❖
- ❖ 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 either by Educators or Parents.
- ❖ There is a initial membership fee of \$85, this includes a hat. Each year after that membership fee will be \$75
- ❖ Day absences and sick days of Occasional 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.
- ❖ Holiday absences will require two week's notice in writing or full fees will be charged.
- ❖ You will not be charged for any Public Holidays
- ❖ You must be on the premises by 5.25pm for a 5.30pm leave. If you are running late you agree to call the centre before 5.15pm to inform us you are running late. You agree to pay a late fee if you arrive at the centre later then 5.30pm. And you understand if you continue being late your child/s position at the centre will cease.
- ❖ If your child is ill with vomiting or diarrhea or is on antibiotics, your child will need to be excluded from the centre. And will not return to the centre until he/she is well.
- ❖ If your child is on antibiotics he/she will not be able to attend the centre for the first 48hrs.
- ❖ 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 written notice is needed to cancel your child/s Occasional regular day/s

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

Child's Name: .....

Print Mother's Name: ..... Mother's Signature: ..... Date: ...../...../.....

Print Father's Name: ..... Father's Signature: ..... Date: ...../...../.....

or

Print Guardian's Name: ..... Guardian's Signature: ..... Date: ...../...../.....