

CONDITIONS OF ENROLMENT

A failure to fully disclose any special needs or disability may impact upon your enrolment. The acceptance of this enrolment may be based in whole or part on the information you have provided to Bligh Park OOSH. It is also important that you advise BP OOSH fully of any change in your child's needs as promptly as possible as we must reassess its ability to provide adequate care to your child on a regular basis.

A full disclosure of all special needs, disabilities or risks is important to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.(refer Enrolment Policy)

1. The Centre will be open between 7am-9am and 3pm-6.25pm during school term time and 7am to 6.25pm during Vacation Care periods. A late fee will be charged for children picked up after 6.30pm.
2. All legal guardians must complete child's enrolment form containing relevant information and have read and signed all attached documentation. Please provide a copy of court orders regarding custody if applicable.
3. Children will only be released from the Centre to an authorised person. Staff reserves the right to deny the release of children to an unauthorised person. If the child is to be collected by anyone different than the name on the enrolment form, parents must have personally informed the staff prior to pick up or in writing by fax if possible. The person picking up the child will be asked for identification.
4. The Centre has the right and responsibility to notify Police / Community Services if any person/s picking up child/ren is intoxicated by alcohol or illegal drugs.
5. The Centre has the right and responsibility to exchange information in regards to the safety, wellbeing & welfare of the child. Refer to Enrolment Policy.
6. Staff have the right to refuse to care for a child who is affected by illness or has a contagious disease for a period recommended by the Health Department for a particular illness or disease.
7. The Management Committee reserves the right to cancel a child's placement if their behaviour is deemed unacceptable and if measures taken by Carer's and staff do not rectify the situation over a reasonable period of time.
8. Payment of fees, are set by the Management Committee on an annual basis and according to Centre's Policy:
 - a. Before and After School Care fees must be kept up to date and paid in advance for the following week.
 - b. Vac. Care fees, booking fees, excursions and activities costs must be paid in full prior to the date commencing VC.
 - c. Casual and emergency care must be paid for on the day of care.
 - d. Public holidays during the school term have to be paid for.
 - e. Pupil free days need to be booked and paid for in advance.
9. Fee Payments required at the time of Enrolment:
 - a. A \$100.00 holding deposit (per family) is required when enrolling your child/ren. This money is refundable when care is cancelled.
 - b. Each school term a \$12.00 administration fee will be required per family. This money is not refundable and will cover the costs involved with the administration work that is required for Before and After School Care.
10. If your child will not be requiring After School Care the Centre must be notified, e.g. sick, holidays. This may be done by a phone call to the Centre or a message can be written in the parent communication diary, which is situated near the sign in/out folder. If the Centre does not receive this notification a \$10.00 fee will be charged.
11. Two weeks written notice must be provided for cancellation or change in any days booked. Cancellation or change will only be affected two weeks from the date of this notice. All fees owed to the Centre must be paid within fourteen days. Recovery of any money owed will be sought through Legal & Commercial Recoveries and all parents/guardians of enrolled children are required to sign the necessary forms.
12. Staff must be notified of absences. Absences must be paid for and unexplained absences for a period of two weeks may result in loss of placement.
13. Staff will be responsible for walking and collecting children to and from Bligh Park Public School. For all children using Bus services, a Staff member will be responsible for walking them to the bus stop and waiting for them to board the bus, similarly in the afternoon there will be a staff member allocated to wait for the bus and walk the children from the bus to the Centre. The family must inform the Centre of any travel arrangements e.g. bus number, pick up and drop off times.
14. It is the families' responsibility to provide the Centre with their child's CRN number. All parents can obtain a CRN number from Centrelink for the Child Care Benefit purposes.
15. Families will comply with BP OOSH Policies and Procedures.

I have read, understood & agree to the above conditions of enrolment for Bligh Park Out of School Hours Care.

Parent/Guardian Name in full (please Print): _____

Signature: _____

Date: _____

CENTRE'S COPY

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PARENT/GUARDIAN COPY