



Occasional Care Agreement (Out of Scope) *Hours of Care 8.00am - 3.55pm*

To be eligible for Occasional Care for your child, you must adhere strictly to the following conditions of the Occasional Care Policy - to break these conditions you are placing your child's position in jeopardy.

- ❖ Your account is to be paid in **full** and on the Day you use the centre or within 24hrs if paying through direct debit.
- ❖ You understand that bookings are made two week ahead for the 8am to 3.55pm booking.
- ❖ You will sign your child/ren in and out at each visit.
- ❖ We are closed at public holidays and have 2 weeks break during Christmas in December and January and no bookings are available on these days.
- ❖ You must be on the premises by 3.50pm for a 3.55pm leave. If you are running late you agree to call the centre before 3.30pm to inform us you are running late. You agree to pay a late fee if you arrive at the centre later then 3.55pm and you understand if you continue being late your childs/rens 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 for the first 48hrs and will not return to the centre until he/she is well. 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 keep the centre informed of any allergies, infections or illnesses your child/ren may have (a reminder that 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).
- ❖ You pay for full fees for all cancellations on the day you have booked, \$5.00 cancellation fee, affect all other cancellations and changes of your child's bookings.
- ❖ You understand the extended hours of care 7.30am-8am and 4pm-5pm is **not available to Occasional care** unless it is booked in advance and an extra fee is required.
- ❖ You agree to make your booking for the extended hours at the time of your original booking. You understand there will be an extra cost for the extra hours. Extended hours being from 7.30am to 4.55pm for a 5pm leave.

I agree to meet all the above mentioned criteria to qualify for an Occasional Care for my child.

Child's Name:

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

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