



Occasional Care Agreement

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.

- You agree to provide us with your direct debit details, payments will be taken on the Tuesday of the week after you have attended occasional care.
- You understand that bookings are made two weeks ahead, not earlier.
- There is a initial membership fee of \$75, this includes a hat. Each year after that membership fee will be \$65.
- You will sign your child/ren in and out at each visit.
- We are closed on public holidays and have a 2 week break during Christmas in December and January and no bookings are available on these days.
- You must be on the premises by 3.55pm for a 4pm leave. If you are running late you agree to call the centre before 3.45pm to inform us you are running late. You agree to pay **a late fee** if you arrive at the centre late for any time slot. And you understand if you continue being late your child/ren's position at the centre will cease.
- If your child is ill with gastro (vomiting or diarrhoea) 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 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).
- You pay full fees for cancellations on the day of the booking. If you cancel before 5pm the day before, there is no charge.
- You understand the extended hours of care 7:30am – 5pm is not available to occasional care unless it is booked in advance and an extra fee is required.

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

Child's Name:

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

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

Updated June 2018