



PEREGIAN BEACH COLLEGE

Early *Learning* Centre

Enrolment Contract

Child's Name: _____

General

I/We

- Have viewed Peregian Beach College Early Learning Centre (hereafter referred to as 'the Centre') and consent to the enrolment of the admitting child/children (hereafter referred to as 'the child')
- Have received and read the Centre's handbook (available via the Centre's website) and we understand that any changes will be displayed in the entrance of the Centre or via email/newsletter
- Are aware that compliance with our Centre policies is a condition of the child's enrolment

Health

I/We

- Have given full information regarding the child's health on enrolment and will inform the Centre of any changes
- Understand that if staff at the Centre consider the child to be unwell, we will ask you to arrange for them to be collected if it is in their best interest, and/or the best interest of other children
- Are aware that the child will be excluded from the care of the Centre if he/she has contracted a contagious disease or condition. I/we understand that in such circumstances the child will be accepted back into the Centre upon the provision of a 'clearance certificate' for the child from a medical practitioner
- Agree that in the event of an accident/injury, the Centre will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred

Fees

I/We

- Agree to pay the fee one week in advance on a weekly or fortnightly basis via direct debit from the nominated bank account or credit card
- Are aware that I/we will be contacted if a debit is rejected and asked to make a manual payment. If not possible the balance may be debited in the next scheduled payment. Rejected debit fees will apply
- Understand that non-payment of accounts could result in your child being unable to access our program and that the Centre reserves the right to employ the services of a debt collector. If a decision is made to withdraw a child's place at the service, the parents/guardians will be provided with 14 days' notice in writing
- Are aware that to cancel childcare I/we are required to give 14 days written notice prior to the date of withdrawal. During this period, we are aware that if our child does not attend we are liable to pay full fees
- Are aware that fees are payable for all booked days, including absent days, school holidays, sick days and family holidays
- Understand that a system of payment for late collection operates at the Centre and that \$50.00 will be charged for the first 15 minutes after closing time plus \$30.00 or part thereof, for every 15 minutes afterwards
- Are aware that the Centre closes for two (2) weeks over the Christmas/New Year period. Fees will not be charged for these closure days or for public holidays.
- **If you are enrolling your child in Kindy and have a Health Care Card, please provide the centre with a copy as this may increase your Government funding.**

Permissions

I/We give permission for:

- Our child to be photographed/filmed for use within the Centre.

Y N

- Our child to be photographed/filmed for the purpose of publicity and/or promotion for the Centre.

Y N

- Our child's photograph to be included in the Centre Newsletter (which is published on our website).

Y N

- Our child to go on excursions within the College and understand that I/we will be informed and my/our permission will be sought prior to any excursions that take place outside of the College.

Y N

- The Centre to apply sunscreen to our child prior to sun exposure (please refer to our Sunsafe Policy).

Y N

- The Centre to apply insect repellent (supplied by parents)

Y N

Indemnity

- Are aware that the Centre is not liable for damage or loss of property

Communication and Information Sharing

I/We

- Will inform the Centre of any changes to circumstances that may affect my/our child eg. moving house, changes to family. This enables the Centre to always cater sensitively to your child's individual needs
- The Centre will provide information verbally and/or via email to parents/guardians listed on the enrolment form
- Understand that the Centre has a duty to ensure that children are protected from harm and has a duty to report to Child Safety if they have reasonable suspicion that a child has suffered, is suffering or is at risk of suffering significant harm

Students/volunteers/visitors

I/We

- Understand that TAFE, university and high school students who are studying early childhood related courses may have placements within our Centre
- Are aware that there may be occasional visitors or volunteers at the Centre and consent to the child being in their presence with the Centre's appropriate supervision

I/We have read, understood and agree to abide by the conditions of this contract.

Parent/Guardian name: _____

Signature:

Date _____

Parent/Guardian name: _____

Signature:

Date _____

Centre Director name: _____

Signature: _____

Date _____

How did you find out about Peregrin Beach College Early Learning Centre?

Word of mouth	Internet search	Family/Friends	Advertising	Facebook	Other (please expand)