Conyngham Street
Community
Children's Centre
LEARNING TOGETHER, EVERY DAY.

Parent Agreement

All families are required to sign the Parent Agreement before official enrolment commences.

Please read all dot points below. If you have any questions, please speak to the Director/Assistant Director before signing.

- The Centre is open for 50 weeks of the year.
  We are closed for two weeks over Christmas, and on Public Holidays.

- Fees are set by the Governing Committee, which reserves the right to make any changes.

- A Bond consisting of 2 weeks' full fee is to be paid no later than 4 weeks prior to child's first day of care.
  Bonds will be adjusted to reflect the number of permanent days each child attends. This will occur when a child's permanent days' increase or decrease or whenever there is a daily fee increase.
  The Bond payment will be refunded back to families when the child leaves the service once outstanding fees are paid, provided there has been four weeks' written notice given.

- An Enrolment Fee of $50 is charged once confirmation of enrolment is received. This fee is non-refundable and is required no later than the date provided on your enrolment pack.

- An Interim Booking Fee of $150 is charged to confirm and secure your booking. This fee is non-refundable and is required no later than the date provided on your enrolment pack. This fee is off-set against the first account or forfeited should the enrolment not proceed.

- A Maintenance Levy of $25 will be charged to your account each month.

- Fees for child care are charged one week in arrears, and are payable for every day the Centre is open, and on Public Holidays.

- Payment is due within 7 days of receipt of account and can be made in one of the following ways (in order of preference): -
  - Direct Debit from a savings or credit card
  - Direct Debit from a bank account

- Direct Debit Forms are provided to each family on enrolment and can also be found at Reception. By filling out this form, you are authorising CSCCC to debit your account on a weekly basis to cover childcare fees.

- Normal fees are charged when your child is sick or absent. Each financial year your child is entitled to 42 days' absences, (without a medical certificate, and including Public Holidays) and is still entitled to claim the Child Care Subsidy (CCS).
  If your child is sick and a medical certificate is provided, CCS is still paid, and these days are not deducted from the 42-day limit.

- Fines apply for late collection. The centre closes at 6pm and we require all children to be off the premises by this time. Please be at the centre no later 5.50pm to collect your child.

- Any debt collection costs that may be incurred for collection of overdue fees, plus any interest owing on overdue accounts, is to be paid for by the enrolling parent/guardian at the current rate.

- Four weeks' written notice must be given in order to alter or cancel permanent bookings. In the event that four weeks' notice has not been given, your bond will not be refunded. All changes must be made via email to admin@csccc.com.au

- Additional sessions may be available on request (casual days) but cannot be swapped with permanent sessions.

- Policy breaches may incur a written warning, monitory fines or cancellation of enrolment.

- Please inform the Centre of any changes to your telephone numbers, emergency contacts, persons authorised to collect your child/children, if your child has an infectious disease and/or will be absent, or if your Direct Debit Details have changed.

Parent Agreement Sign Off

This form is to be sign by all parents of Conyngham Street Community Children's Centre.

- I understand that Conyngham Street Community Children's Centre has policies and procedures to guide both staff and parents to enable the centre to provide quality child care, and I must abide by these policies at all times.
- I agree to the above conditions and understand that I am responsible for the payment of fees and for abiding by the regulations and policies of the centre.
- I understand that it is my responsibility as the enrolling parent/guardian to ensure that I am up to date with policy changes as they occur. The centre will notify parents when polices are being reviewed.
- I have read the attached policies in my enrolment pack and looked on the website for all other policies.
- I have had the opportunity for my questions to be answered.

Name:

Signature:

Date: