

Before and After School Program



Placement agreement

Please read through the following terms and conditions carefully relating to your child's placement at the Before and After School Program. When you have read and understood the information please tick the agreement section on your child's 'My Family Lounge' online enrolment form.

1. I have read the Parent Handbook and agree to abide by the Program's Policies as outlined in the handbook
2. I have read the Australian Government's Priority of Access Guidelines for allocating places in childcare. I understand that my child may be required to leave the program or change day/s to make room for a child with a higher priority of access.
3. I am aware that I need to give the Before and After School Program Administration Team a minimum of 5 business days' notice to:
 - Start a new enrolment
 - Change my child's permanent booking
 - Discontinue at the program
4. I understand that I will receive my invoice for child care fees each week and my account will be debited for the amount owing within the following fortnight.
5. I understand that Child Care Subsidy is not applied to my child's booking when my child is absent on their last booked day at the program. If my child is absent on their last booked day at the program I understand I will be charged the full fee for the session.
6. When my child discontinues at the program I understand that I must pay all outstanding fees within 14 days of discontinuation.
7. I will contact the Before and After School Program Administration team at my earliest convenience when I know my child is going to be absent from the program.
8. I understand that if I am late to pick up my child from the After-School Program that I will be charged a late fee.
9. I am aware that if my child exceeds 42 days absence in a financial year that Child Care Subsidy will no longer be applied when my child is absent for the remainder of the financial year.
10. I am aware that I cannot make a casual booking more than two weeks in advance.
11. I understand that if I cancel a casual booking on the booked day of care that I will be charged for the session.
12. I am aware that my child's permanent booking fee will be charged for any day that he/she is absent from the program (with the exception of curriculum days, school event days and conditions stated below)
13. I understand that if my child is absent from the program due to illness, I am able to have my child care fees waived if I produce a medical certificate or a statutory declaration of illness to the Before and After School Program Administration team within 5 days of the date my child was absent. If I do not contact program administration within 5 days I will be charged an absent fee.
14. I agree to exclude my child from the program when they are unwell, especially if the illness is contagious. I will provide a clearance certificate from a Doctor if required for infectious illnesses.
15. I am aware that my child may be excluded from the program if they are not immunised and there is an outbreak of an infectious diseases and I understand that my fees will still be charged during this time.
16. I understand that I must provide medication for my child for each session they attend if a doctor has prescribed medication on their action plan or health management plan. I understand that my child will be excluded from the program if their medication is not provided or their medication is expired.
17. I give permission for the program educators to seek emergency medical, hospital or ambulance / transport and that I, the child's Guardian will be contacted and agree to pay all costs involved.
18. I agree to sign my child in to each Before School Program that they attend and sign my child out of each After School Program they attend
19. I understand that if my child is to attend an extracurricular activity whilst they are enrolled in the program (i.e a Tennis Lesson or Art Class) I will complete the extracurricular activity form (located on Council's website) authorising the program to release my child into the care of the instructor of the extracurricular activity
20. I understand that if I allow my child to leave the Before School Program early that I will provide this authorisation in writing to the Before and After School Administration Team. I understand that the program staff will not release my child from the program until a Primary School Teacher is on morning yard duty and the child has been signed out of the program roll.
21. I understand that whilst my child is enrolled in a Kingston Outside School Hours Program I will receive communication about the program