



Wandiyali Child Care Centre

1a Oakland Street GLENDALE NSW 2285
Phone: (02) 4954 5174 Fax: (02) 4954 91 28
Email: childcare@wandiyali.com.au

Enrolment Form

Child Information:					
Name of Child:			M/F		
Address:			Post Code:		
Child's CRN:			DOB:		
Place of Birth:		Ethnicity:		Religion:	
Language Spoken:					
Are there any court orders regarding the care of your child? If yes, please provide a copy of the Court Order, sighted and signed by a JP. Y/N					
Days Required:			Start Date:		
Day	Mon	Tue	Wed	Thurs	Fri
Hours					
N.B. As part of our centre policy we request that non-working parents use our centre between the hours of 9am-3pm only.					
Is this child attending another centre in the same week?					
Yes/No Please advise number of hours at other centre					
If Yes, do you wish to claim maximum CCB hours at this centre if your child exceeds their CCB limits? Yes/No					
Health Information required in accordance with Regulation 162:					
Are your child's immunisations up-to-date? Yes/No					
Please provide evidence of your child's immunisation record from Medicare					
<ul style="list-style-type: none">Is there record that your child is exempt from Immunisation requirements?					
Does your child (please provide details where applicable):					
<ul style="list-style-type: none">Have a diagnosed medical condition? (Asthma, Anaphylaxis, Allergy, Diabetes etc.) _____ _____ _____ _____					
<ul style="list-style-type: none">Is there a Medical Management plan or Risk Minimisation plan to be followed in relation to a diagnosed medical condition? (Please attach plans) Y/N					
<ul style="list-style-type: none">Have any dietary restrictions?					
<ul style="list-style-type: none">Have any learning difficulties?					
<ul style="list-style-type: none">Have any disabilities?					
<ul style="list-style-type: none">Regularly visit a specialist, e.g. speech etc?					

Office Use Only:

Days Approved:

Start Date:

Immunisation Records on File: **Y/N**

Birth Certificate on File: **Y/N**

Any Court Orders on File: **Y/N**

Medical Action Plan: **Y/N**

Signed: _____

Date: _____

Enrolment Form Reviewed: 20.4.16

- | |
|---|
| <ul style="list-style-type: none"> • Take any regular medication? |
| <ul style="list-style-type: none"> • Have any other ongoing medical concerns, e.g. eczema etc? |

Parent/Guardian Information:	
Parent / Guardian 1	Parent/Guardian 2
Title:	Title:
First Name:	First Name:
Last Name:	Last Name:
CRN:	CRN:
DOB:	DOB:
Home Address:	Home Address:
Post Code:	Post Code:
Postal Address:	Postal Address:
Post Code:	Post Code:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Preferred method of contact (please circle):	Preferred method of contact (please circle):
Home Work Mobile	Home Work Mobile
Email Address: <small>(please enter if you would like to received your Statements via email)</small>	Email Address: <small>(please enter if you would like to received your Statements via email)</small>
Ethnicity	Ethnicity
Language	Language
Marital Status	Marital Status
Employment/Study Details:	
Parent 1 Occupation:	
Place of Employment:	
Work Address:	
Work Days	Work Hours
Study Institution:	
Parent 2 Occupation:	
Place of Employment:	
Work Address:	
Work Days	Work Hours

Office Use Only:

Signed: _____ Date: _____

Study Institution:	
Days of Study	Hours of Study

Medical Details:
Doctor's Name:
Address:
Phone Number:
Medicare Number:
Health Care Fund Numbers:

As per Regulation 161 of the Education and Care Services National Regulations I hereby give my written consent to the carrying out of appropriate medical, dental, ambulance or hospital treatment, in the event that such action appears to be necessary. I allow my child to be transported by an ambulance service if required. N.B: Nothing in this clause limits the authority of a medical practitioner or dentist to carry out emergency treatment on a child without the consent of the child's parent as referred to in section 174 of the Act.

Signed by Parent/Guardian: _____ **Date:** _____

Sibling Details:		
Name	Gender	Age
Emergency Contacts: (do not include parents details)		
Contact 1:	Contact 2:	Contact 3:
First Name:	First Name:	First Name:
Last Name:	Last Name:	Last Name:
Address:	Address:	Address:
Home Phone:	Home Phone:	Home Phone:
Mobile:	Mobile:	Mobile:
Work Phone:	Work Phone:	Work Phone:
Relationship to Child:	Relationship to Child:	Relationship to Child:

Office Use Only:
Signed: _____ Date: _____

I authorise the staff of this centre to give the following emergency contact names access to my child/ren (must be over 18 years). Please ensure these emergency contact persons are willing and able to collect your child/ren in the event of an emergency. At least 2 contact names must be completed before enrolment commences.

Authority to Collect:		
Collect/Pickup Contact 1	Collect/Pickup Contact 2	Collect/Pickup Contact 3
First Name:	First Name:	First Name:
Last Name:	Last Name:	Last Name:
Address:	Address:	Address:
Home Phone:	Home Phone:	Home Phone:
Mobile:	Mobile:	Mobile:
Work Phone:	Work Phone:	Work Phone:
Relationship to Child:	Relationship to Child:	Relationship to Child:

I authorise the staff of this centre to give the following emergency contact names access to my child/ren: (Note: must be over 18 years). Please ensure these contact persons are willing and able to collect your child/ren in the event of an emergency. At least 2 contact names must be completed before enrolment commences.

N.B. The staff will not allow your children to go with an adult unless their name is written on this form and photo ID is provided upon collection.

Additional Health Information you would like to share:

How did you hear about our centre?

Office Use Only:

Signed: _____ Date: _____

- Word of Mouth Community Day Yellow Pages Online
 Yellow Pages Directory Other (please specify) _____



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Agreement Forms

Excursions

In house excursions only will be organised by the centre and parents will be informed of these activities via the notice board and notes placed in pockets. All children will be able to participate regardless of what day they attend the centre.

Panadol

I hereby give consent for my child to be given Panadol by the Nominated Supervisor or Certified Supervisor (both with current first aid certificates) if their temperature reaches over 38 degrees and all other methods of reducing the temperature have proved ineffective.

Signed _____ Date _____

First Aid Treatment

I hereby give consent for my child to be treated with first aid products in the event of a minor accident e.g. antiseptic cream, band aids etc.

Signed: _____ Date _____

Permission for publicity

I hereby consent to my child's photograph, name, age and suburb being used for publicity for the centre, should this be required.

Signed: _____ Date: _____

Registration & Fees

I consent to my child being enrolled at Wandiyali Child Care Centre. I agree to pay a \$100 enrolment bond. I agree that I have been given a copy of the Centre Fee's Policy and, by signing below, agree to adhere to all terms and conditions laid out in said document.

Signed _____ Date: _____

Birth Certificate

For each child that will be enrolled the parents are to supply a copy of the child's birth certificate to be kept on the premises in each child's personal file

Office Use Only:

Signed: _____ Date: _____

Getting to know you and your child.

Could you please identify what you believe your child's strengths are?

What are your child's interests?

Does your child have any fears? What comforts your child if they are distressed?

Are there any Cultural Practices or Family Traditions that we need to be aware of?
Please share these with us so we can extend on this while your child is in our care
(E.g. Annual Holidays, family celebrations, cultural celebrations)

We believe in working in partnerships with families, are there any goals you have
for your child that we can work towards together while they are in our care?

Office Use Only:

Signed: _____ Date: _____

Thank you for taking the time to share this information with us, your input helps us in creating a curriculum based on your child's interests, strengths and abilities.



Wandiyali Child Care Centre

Parent Handbook

Office Use Only:

Signed: _____ Date: _____

This booklet has been compiled to inform you about the Centre's Philosophy, programming, policies, regulations and other general information in regards to the running of the Centre. Thank you for taking the time to read it and if you have any questions or concerns please feel free to approach a staff member. Our full Policy folder is available for families at all times please ask a staff member to show you if you would like to be informed on certain Policies. We can also arrange for the policy manual to be transferred onto USB upon request, so that you can view the policies at your own leisure.

Staff

Wandiyali Child Care Centre is fortunate to have Quality and experienced staff who are available to address any of your concerns regarding your child's education and care.

Director/Nominated Supervisor: Lisa Stathakis, Diploma Children's Services – Part-time, Monday to Friday

Educational Leader/ ECT: Angela Taylor-Ilievski, Bachelor of Education & Early Childhood – Mon to Friday

Child Care Educator: Gemma Blakeley, Certificate 3 Children's Services – Monday to Friday

Child Care Educator: Nicole Murray, Certificate 3 Children's Services – Monday to Friday

Child Care Educator: Jodi Black, Certificate 3 in Children's Services (studying Diploma) – Monday to Friday

Child Care Educator Shari Kilroy, Certificate 3 in Children's Services (Studying Diploma) – Wednesday to Friday

Trainee: Danielle Luck, Currently studying Certificate 3 in Children's Services – Monday to Friday

Centre Closure

The Centre is closed for all Public Holidays and we close for a 1 to 2 week period over the Christmas Holidays. Families are not charged when the Service is closed.

Hours of Operation

Wandiyali Child Care Centre is open between 7.30am and 5.30pm Monday to Friday as of Monday 11th January 2016. We are **NOT** permitted to have families on the premises before 7.30am or after 5.30pm due to insurance and licencing reasons.

Fee Schedule

Our daily full fee is \$80 per day; however your individual rate will depend on the Child Care Benefit percentage you obtain from Centrelink. There is a \$50 material levy upon enrolment.

Enrolment Bond:

Wandiyali Child Care Centre requires a \$100 bond per family prior to commencement of enrolment. This bond is fully refundable when your child's enrolment ceases at the Centre. However in the case of a family leaving the Centre with an outstanding balance on their account, the bond will be used against this amount.

Direct Deposit:

We encourage families to use our Direct Deposit system when paying fees, if you would like to use this option the details are as follows:

Bank: Commonwealth Bank

Account Name: Wandiyali ATSI Inc.

BSB: 062-817

Account #: 101 723 53

Families are asked to use their child's name as a reference when paying.

Sun Smart Policy

There is a \$10 hat fee charged on your first statement to cover a centre wide brim hat. These hats stay at the centre and are washed each day by staff. All staff and children must wear hats whilst outside. Please

Office Use Only:

Signed: _____ Date: _____

ensure your child does not wear a singlet/tank top to the Centre, all clothing must have a sleeve in it (T-shirts, dresses etc.). Parents are responsible for applying sunscreen to their child before arriving at the Centre and then our Staff will reapply sunscreen during the day. Please apply sunscreen 20 minutes before bringing your child to care.

Meal Times

Families are asked to pack their child a nutritious lunch box including morning tea, lunch and afternoon tea as well as a drink bottle of **WATER ONLY** for the day. We ask that you please follow the Australian Dietary Guidelines when packing your child's lunchbox as these are the regulation we as a Service have to adhere to. We welcome you to pack meals that require heating and are more than happy to assist with this upon your request. Please label your child's lunchbox and containers. Please separate your child's meals into the baskets in the fridge in bags labelled clearly with your child's name. Please note we are a **nut aware** Centre; do not pack any nut products in your child's lunchbox.

Privacy/Confidentiality

We believe your privacy is important. Our Service is, in some of its dealings, bound by privacy legislation. You should be aware that under relevant privacy legislation we may be required to disclose some personal information such as health information to:

- Government Departments or agencies as part of our legal and funding obligations
- Local Government in relation to enrolment details for planning purposes

The Centre has detailed privacy policy, which is available for you to read if you wish.

Arrival/Departure

Parents/guardians are required to sign and enter the times of arrival and departure against the name of the child on our roll book that is maintained at the Centre. Please note that this **MUST** be done for each session day that your child attends. If you qualify for Child Care Rebate this is essential in order for you to receive an accurate receipt for the time your child has spent in Child Care.

Open Door Policy

Wandiyali Child Care Centre has an Open Door Policy. This means that parents/guardians are welcome to enter our Service at any time during the hours of operation. We encourage you to come and see how we guide and encourage your child's development; this is your guarantee of the quality care of our working practices.

Accidents/Emergencies

If a child has an accident or is injured, the parent/guardian must be notified immediately if it is of urgent nature. In the event of a medical emergency involving a child, the staff will take all steps necessary to ensure medical attention is obtained in the shortest possible time. Upon enrolment, parents/guardians must sign an authority which enables staff to seek emergency medical, hospital or ambulance treatment as required.

Health

To help children thrive and feel safe in their surroundings, Wandiyali Child Care Centre promotes a healthy diet, physical fitness, appropriate clothing and medical care for all.

If your child is ill

Regular attendance at our Centre is important. However, if your child is feeling unwell, keep them at home, both for the child's sake and to eliminate the risk of infection to other children and staff. We ask that you keep your child at home if they have had a temperature, diarrhoea or vomiting in the previous 24 hours. If a sick child attends the Centre, they will be sent home or to the next emergency contact listed on the enrolment form.

Infectious diseases include colds, flu viruses, sore throats, bad coughs, ringworm, infected sores, threadworm, cold sores, eye infections, mumps, measles, German measles, and chicken pox.

Office Use Only:

Signed: _____ Date: _____

Please notify staff if your child will be away for more than one day, whether because of illness or because your family is going on holidays.

Centre Values

At Wandiyali Child Care Centre we value your child and family and from this perspective we have developed our Philosophy and Curriculum. The following are a list of core values promoted by our staff, which provides a basis for our daily Curriculum;

Self-esteem; Children are encouraged to feel positive about themselves and the things they do.

Independence; we encourage children to make decisions and be aware of the implications of their choices.

Co-operation; It is important your child learns to work with others, developing understanding and sensitivity towards all people as well as learning to help and seek help from others.

Social Concern; Children need to have a basis on which they can make decisions and practice behaviour according to a sense of fairness towards themselves and others and in a way which shows concern for others rights, the property of others and environment.

Friendships; It is important for children to establish friendships and to play, work and learn with others. A sense of belonging is achieved whilst playing/working together and sharing common interests.

Responsibility

The Maintenance Officer is responsible for the maintenance of the centre building and surrounding grounds. The Nominated /Certified Supervisor on Duty is responsible for the day to day running of the centre. This responsibility is exercised through a staff member, who acts as an agent of the business.

Authority of Parent/Guardian

The Regulations make it clear that the parent or guardian of the child must give clear authorisation to Nominated/Certified Supervisor on important matters affecting the child's health and general safety.

The Environment

We need to understand the elements that make up our environment and how these elements function and join together to create a holistic atmosphere. Incorporated into this core of seven areas, we find a range of associated aims and values that link to Wandiyali Child Care Centre's Curriculum. These include;

- Staff relationships with children and peers
- Partnerships with families
- Programming and evaluations
- Children's experiences and learning
- Protective care and safety
- Health, nutrition and wellbeing
- Managing to support quality

Medication

Centre staff will not administer any form of medication to a child without the written permission of the child's parent/guardian and a record must be maintained of all medications issued, signed by both parent/guardian and staff member. If your child has Asthma, please have an Asthma Action plan prepared by your local GP to leave at the centre along with any corresponding medications. Also if your child has an allergy please inform staff along with an Epi/Ana Pen if required.

Child Care Regulations

The Children's Services Centres Regulations were designed to standardise procedures and arrangements, which govern Preschools, Child Care Centres, family day care units and other forms of children's services centres throughout NSW. The main aim of the Regulations is to guarantee the health and safety of

Office Use Only:

Signed: _____ Date: _____

children and protect them from injury or exploitation. A copy of the Regulations is on display at the centre. Please feel free to read it any time, although the document must remain at the Centre.

Toilet Training

At Wandiyali Child Care Centre we have nappy change facilities. If your child is in nappies or toilet training we ask that you supply all items required. We encourage all children to use the toilet and we are more than willing to assist you and your child during this time. We understand that accidents may happen and we can deal with this with respect and dignity. Please chat to the staff if you have any concerns regarding toilet training. We are mindful that all children develop at their own pace.

Settling In to the Centre

If this is your child's first time in a Child Care environment the experience can be quite overwhelming for both family and child. We encourage that your child's first few visits not be long days as this will help your child settle in and develop trusting relationships with their educators. This will also help your child overcome any anxieties about being in an unfamiliar environment with a large group of children and adults they do not know. A quiet, encouraging approach will help your child take interest in the play materials or the other children. When it is time for you to leave, always say goodbye, tell your child where you are going and when you will return. Then leave promptly as long drawn out goodbyes are distressing for the child, yourself and other children.

Clothing

We ask that each child bring a few complete changes of clothes in their bag each day. Children will sometimes get wet while playing or have toileting accidents. Spare set of clothing labelled in their bags ensure prompt changing.

- **Appropriate** - Ensure clothing is appropriate to the weather we are experiencing/seasonal changes. Also please pack a sun smart hat in your child's bag and all clothing must have a sleeve in it. No singlet tops/ or sleeveless dresses are permitted as we are striving to be a sun smart centre.
- **Safe** - Avoid clothes and footwear which may hinder climbing, jumping and running such as thongs.
- **Identified**- To avoid confusion or the loss of clothing, please fix or write your child's name on any item of clothing likely to be removed. We take no responsibility for lost items.

To ensure your child has an enjoyable time at Wandiyali Child Care Centre we suggest that clothing should be:

- **Easily Washable**- Despite wearing smocks and aprons, a child may not always avoid getting paint stains, dirt etc. on clothing. Child care is not the place for 'good clothes.' Children are here to play freely without anxiety.
- **Manageable**- For independent management of clothing (getting dressed/toileting) please ensure pants can be easily pulled down, shirts and dresses are easy to undo/ do up.

Caterpillars (2-3)

At this age children are developing their independence, are curious about the world and eager to learn and play. The children are encouraged to become involved in group experiences with the security of nurturing educators to support them along the way. Our dedicated Educators focus on relationships, language, independence and negotiation techniques. All children are encouraged to make positive choices and build nurturing relationships with educators and peers. Children at this age need safety, freedom within boundaries, individual attention, enrichment and praise.

Office Use Only:

Signed: _____ Date: _____

Cocoons (3-4)

At this age it is an important period for your child's emotional development, they will be much better at recognising their own feelings – such as happiness, sadness, fear and anger, our Educators will support them as they make these emotional discoveries. This is also a time when they start to form real friendships and build on their social skills such as playing cooperatively in small groups and sharing/turn taking becomes easier, we will scaffold this learning and promote these positive relationships. Children will show more interest in communicating and enjoy telling stories and having conversations. They will understand hundreds of words and use 3 to 5 word sentences or even more. Our Educators plan group time experiences to foster and enhance your child's overall development.

Butterflies (4-5)

Our School Readiness curriculum is designed to develop important foundational skills like literacy, mathematical thinking and problem-solving while also stimulating your child's creativity. We encourage your child to become a part of a learning community where they not only build school readiness skills but also respect for others and a sense of confidence. Children also further develop positive dispositions for learning and their natural curiosity, investigations and experiments are encouraged, supported and facilitated by Teachers. Children's increasing autonomy is promoted, in particular, taking responsibility for their own health and physical wellbeing.

Centre Incursions

Families will be charged a small administration fee for events/visitors we have at the centre such as wildlife shows, magicians and other special guests.

Quality Improvement Plan

Our Services Quality Improvement Plan is a live document that changes and is updated frequently, as we add achievements, complete goals and create new plans. In the interest of being a sustainable service our team has made the conscious decision not to have a print version available at all times. Print versions are available upon request but we would prefer to provide a digital copy which can be supplied without delay. We value our families input into this document and have our QIP in practice tree located in the art area of our room, your feedback helps our tree to grow and flourish. Please take the time to complete surveys & engage in discussions with our Educators to help make continual improvements to our Centre.

Centre Philosophy

Wandiyali Childcare Centre believes in providing an environment that is secure, caring, nurturing and inclusive. We strive to produce a home like atmosphere that is warm and welcoming to families, children and the community. We aim to create a family built on strong connections and working together in a partnership to provide the foundation for the growth and education of each child.

We endeavour to maintain, mutually respectful and trustful partnerships with our families. This is central to creating continuity and progression in a child's learning and development. Our Service has an open door policy and we value the insights and traditions that can be shared and respected. Families are encouraged to spend time here and their contributions are welcomed in all aspects of the service.

We respect children's rights to be active participants in their own learning; they have a voice and are empowered to make decisions about their learning. We acknowledge that education is constantly evolving; that we as Educators become co-learners and are encouraged to facilitate the child's learning and share in the children's journey of self-discovery and change. We will work with your child to actively promote learning through engaging and challenging experiences and interactions.

We believe learning is enriched when you have a sense of belonging; therefore we strive to provide an unhurried environment with meaningful, interest based experiences that give children the opportunity to grow and learn. We strongly believe in the environment as the 'third teacher' and

Office Use Only:

Signed: _____ Date: _____

feel the environment should reflect the ideas, ethics, attitudes and culture of the people who live in it. We aim to provide every opportunity for children to build a relationship with nature.

As a dedicated team we work towards achieving a shared goal - quality care and education for each child. We acknowledge that learning is life-long and we believe ongoing education and training is a critical aspect of educators' professional development. We recognise the educators as our Service's most precious resource and we appreciate their individual expertise and passions. Educators critically reflect both as a team and individually to guide practice.

We are guided by the EYLF and NQF which provides an ever evolving curriculum. We believe play and learning are interconnected and are difficult to separate. Our curriculum is play based and allows for intentional teaching and spontaneous learning in which children are active participants and collaborators, allowing for more individualistic and meaningful involvement by children

We view children as capable, resourceful and valued members of the community and value community involvement in all aspects of our curriculum. We utilise our strong connections with community members and organisations to enhance the growth and development of individual children, families and educators.



Reviewed: June 2015

Next Review: June 2016

Office Use Only:

Signed: _____ Date: _____

**Leadership and service
management
NQS 7.3**



Wandiyali Child Care Centre

Centre Fee Policy

Policy Number: WCCC001
Developed: May 2011
Updated: November 2013
September 2014
To be reviewed: January 2014

Office Use Only:

Signed: _____ Date: _____

Reviewed: March 2014
Next Review: March 2015
Reviewed: February 2015

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Signed: _____ Date: _____

Centre Fee Policy

The centre will endeavour to:

- Maintain an equitable fee for all service users
- Keep fee increases to a minimum
- Allow the centre to remain viable.

Session Fees

- Session fees are charged at a daily rate of \$80.00 per day (as of 1 January 2016)
- Upon application for a new enrolment at the Centre an enrolment bond of \$100 will apply per new child. The enrolment bond is a per child charge and is fully refundable when the enrolment ceases. Should the child's account be in arrears at the time the enrolment ceases, this bond will be used against that debt.
- A \$10 hat fee is charged on your first statement as the Service has centre hats. These hats are kept at the service and are washed daily
- If your child attends the service on a day when there is a paid incursion you will notice a \$10 admin fee on your next statement to cover their participation at this event.
- If your child is attending Kindergarten orientation on a day they are booked in for care you will be given the opportunity to swap to another day only if there are spaces available. This is the only circumstance where we allow children to swap days.
- As of January 2016 an equipment levy of \$50 per child will be charged to accounts, this is to cover for increasing costs associated with children's portfolios, gifts sent home to families, upkeep of resources and consumable items such as tissues and sunscreen etc.
- Child Care Benefit and Child Care Rebate is available to all Parents/Guardians who meet the eligibility requirements. Parents/Guardians may wish to receive this as a deduction from fees or as a lump sum payment at the end of each financial year. Application may be made through the Family Assistance Office (FAO)
- Session fees are charged even though your child may be absent during time of illness or holidays. This ensures that your child's place is held. Public holidays will not be charged for.
- The centre will be closed over the Christmas period. The length of time for the shutdown period will be determined closer to Christmas, based on the needs of the centre. Families will be notified of the closing dated toward the end of the year, with sufficient notice
- At the end of the year, prior to the Christmas break, families are required to have all outstanding fees paid at least one (1) week before the final day of the year
- Fees are payable by Parents/Guardians as agreed on the enrolment forms. All accounts must be paid at least fortnightly and a nil balance achieved
- Children may be excluded from the Centre if fees are not kept up to date.

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- Fees may be changed at any time at the discretion of Management. Parents will be given at least one month's notice of fee increases.
- Enquiries regarding fee structure should be directed to the Centre Nominated Supervisor or the Centre Accounts Officer
- Statements are produced weekly and can be collected from the Centre, or sent via email at your request

Payment of Fees

- Payment can be made by cash, cheque, EFTPOS (credit card or ATM card) or direct deposit
- If paying by direct deposit, bank details are available on request and child's name must be used as a payment reference. This allows us to easily identify payment
- When paying by cash, parents must place cash in a pre-printed envelope, provided by the centre, recording the child's name and details of payment. The envelope containing the cash must then be given to one of our supervisors who, with the parent present, will sight the cash and sign the envelope, issue a receipt and record the payment in the 'Cash Receipts Register'

Outstanding Fees

- Fee payments must remain up to date at all times. If, for any reason, you experience difficulties that cause disruption to your fee payments, please speak to the Centre Finance Officer to arrange a payment plan
- A fee reminder notice requesting payment will be sent out if fees fall more than two weeks in arrears
- Fees outstanding for more than two weeks will put the position of the child at the centre at risk, unless prior arrangements have been made with the Director or Finance Officer
- Families who leave the Centre without finalising their fees will not be able to return until all outstanding monies have been received
- Should families who have left the Centre not make an attempt to pay outstanding fees, you will be issued with a "Letter of Demand" from our Centre, allowing 14 days to make payment arrangement. Should this request be ignored, your debt will be referred to our debt collection agency. Should this occur, all fees and commissions payable to the debt collection agency will be payable by the family
- Children's portfolios/Learning Stories will not be made available until the account is paid in full once care ceases

Late Fee

- Our Centre is governed by strict regulations that require a specific teacher to child ratio be maintained. Parents are reminded that the Centre closes promptly at 5.30pm. Parents arriving after 5.30pm will incur a late fee of \$15 for the first 15 minutes and an additional \$2/minute thereafter

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Children's Absences

- CCB is paid for up to 42 days absent days for each child per financial year across the service
- Each child receives a new set of initial 42 absence days at the beginning of the financial year
- Families will be regularly informed about the number of absence days their child/children has taken. This will be via statements that are issued weekly
- Once all the first 42 absence days have been used, CCB will also be taken for a variety of reasons such as:
 - Illness (with a medical certificate)
 - Periods of local emergency
 - Shared care arrangements due to a court order, parenting plan or parenting order (with copy of documentation)
 - Exceptional circumstances
- For more information on 'Additional Absences' please see the Centre Co-ordinator or visit the "My Child" website – www.mychild.gov.au

Ceasing Care

- If for any reason you wish to cease care, you are required to give two weeks' notice in writing to the Centre Director
- Should this notice not be given, it will be necessary to charge you full fees
- Should a child not attend the service for a period of between 2-4 weeks, and no contact has been made by the parents/care givers, the Centre Director will attempt to make contact. If by 4 weeks of non-attendance there is still no contact then the child's position will be cancelled.

Acknowledgement of Fees Policy

Please sign and date the following in acknowledgement and acceptance of the Centre's Fee Policy.

Should this acknowledgment not be returned to the Centre Director, your child/children's position at the Centre cannot be guaranteed.

Please only return this acknowledgement and keep the policy for your own reference.

Child/Children's Name

Signed

Date

Office Use Only:

Signed: _____ Date: _____



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1a Oakland Street GLENDALE NSW 2285
Phone: (02) 4954 5174 Fax: (02) 4954 91 28
Email: childcare@wandiyali.com.au

Enrolment Checklist

Parents, please ensure that the following items are submitted prior to your child starting at our centre.

- Completed enrolment form – must be complete in full and all relevant sections signed
- Current Immunisation Record
- Birth Certificate
- Signed Acknowledgement of Centre Fee's Policy
- \$100 enrolment bond
- \$10 hat fee
- \$50 material levy fee
- Assessment Notice of CCB for Approved Care from the Family Assistance Office (FAO)

All items must be submitted together prior to your child's start date. Without these documents, your child will not be able to start at the centre.

Office Use Only:

Signed: _____ Date: _____