



1. A staff member must be notified of the arrival and departure of a child at the Centre. All children are to be signed in and out by an authorised person.
2. All children must be collected from the Centre by the Centre's closing time. Due to staffing requirements; late fees apply to the collection of children after this time. A late fee of \$1.00 per minute will be charged every minute after closing time. This must be paid in cash to the educator on the day.
3. All bookings, permanent and casual inclusive, are due 1 week in advance upon enrolment. Two weeks written notice is required to cancel any booking.
4. Child Care Benefit is available but until YMCA receives notification from the Family Assistance Office (FAO), the Parent/Guardian will be responsible for entire fee. Child Care Benefit is the Parent/Guardian's responsibility to maintain and the Centre will only apply the assistance from the notified date from FAO. CCB and CCR are not payable for any absences occurring at the start or end of care.
5. Payment in advance secures your childcare placement therefore payment is required whether your child attends or not. This includes payment for sick days, public holidays and holidays. Fees are not payable when the Centre is closed over the Christmas/New Year period.
6. I give permission for the Centre to transport my child(ren) who is/are enrolled for outside school hours care (OSHC) to and/or from school (if applicable to the Centre). However, I understand that written permission will be sought from the Centre for my child/ren to be transported for events outside of previously mentioned OSHC service.
7. Any child suffering from an illness, which may, in any way be transferred to other children or staff, shall not be accepted into our care. Once such illness is diagnosed the parent/guardian shall be contacted and requested to resume responsibility for that child. Such illnesses may be (but not limited to) head lice, measles, chicken pox, mumps, cold sores, impetigo and conjunctivitis. The child/ren will be accepted back into the Centre upon provision of a clearance certificate from a medical practitioner. Fees are still payable for this period.
8. Authorisation is given for medical attention to be sought for the child if required in an emergency. All medical and emergency transport expenses will be the responsibility of the parent/guardian should this be necessary.
9. No prescribed medication will be given to children unless it is in the original packaging and with the written authority of the parent. No medication is to be left in child's bag or to be self-administered. Non-Prescription medication will only be administered when a letter signed by Medical Practitioner is supplied.
10. Any changes of my child's details, i.e. address, telephone number or any details that appear on the enrolment form must be made known and recorded with the Director IMMEDIATELY on a change of address form.
11. YMCA commits to the following in regards to your privacy. We commit to: retaining your information in a secure environment and will only provide essential information to our agents or service providers for the purpose of conducting our business or services with you; binding all staff, agents and service providers to our confidentiality agreements and our Privacy Policies; not sharing or selling your information to any third party for marketing purposes and not releasing information unless required by law to do so; providing you with a copy of our Policy Document if you require it; explaining the reasons for collecting information, how we use it, and the consequences of not having the information required
12. Please bear in mind the YMCA policy of payment in advance to avoid any overdue or debt collection fees. Copies of these Enrolment Conditions are available for your records upon request.
13. Please note that an EziDebit agreement is the only form of payment accepted at YMCA Services. No enrolments will be accepted without these details. Your billing schedule can be arranged with the Centre supervisor. A dishonoured payment may attract additional bank fees. Please be aware that if there is one dishonoured payment care will be automatically cancelled until full payment has been received.
14. I understand that by providing my email address correspondence such as account statements, newsletters, invitations to participate in procedural reviews and memos will be forwarded electronically.
15. I am aware that YMCA Perth has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt promptly and appropriately. Any allegation or disclosure of abuse, neglect or assault, including sexual assault, of an enrolled child will be reported to the Department of Child Protection.