

Enrolment Conditions

Please read and sign – Please note, in the below conditions we refer to the Young Men’s Christian Association of Western Australia as ‘The Y’

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. Photo ID must be presented upon collection.
2. All children must be collected from the service by the services 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 will be automatically added to your account and the fee will be paid to the educators on duty. Lack of notification of a child NOT attending will incur a \$5 administration fee. I understand the necessity to notify the Centre if I am going to be late and if my child is unable to attend on that day.
3. Child Care Subsidy (CCS) is available but until The Y receives notification from the Child Care Management System (CCMS), the Parent/Guardian will be responsible for the entire fee. I am aware that it is my responsibility to maintain a current Income Assessment Notice as well as my child(ren)’s Immunisations to continue to receive CCS. CCS is not payable for any absences occurring at the start or end of care or for any attendances where the child has not been signed in or out of care.
4. Payment in advance secures your childcare placement, therefore payment is required whether your child attends care or not. This includes payment for sick days, public holidays and holidays. Fees are not payable when the centre is closed over the Christmas or New Year Period.
5. Before and After School Care fees, permanent and casual, are due 1 week in advance upon enrolment. Two weeks written notice is required to cancel any BSC or ASC booking. All Vacation Care fees are to be paid two weeks in advance and two weeks written notice is required to cancel any VAC booking. Payment must be received before your child/ren attends. If a Vacation Care payment declines care will be suspended until full payment is received. Note, all attendances/ absences not initialled by Parent/Guardian will be charged the full fee.
6. Please note that a Debit Success agreement is the only form of payment accepted at YMCA Services. Your billing schedule can be arranged with the administrator. Dishonoured payments may attract additional bank fees. YMCA will charge the account holder a \$25.00 dishonour fee for every time a payment dishonours. Please be aware that dishonoured payment and any fees incurred by a debt collection agency will be my responsibility for payment. Copies of these enrolment conditions are available for your records upon request.
7. 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.
8. I give permission for the service to transport my child(ren) who are enrolled for outside school hours’ care (OSHC) to and/or from school and vacation care (if applicable to the service). On agreement to this permission, I understand an additional Authority to transport form will need to be completed prior to my child’s first booked day of care. However, I also understand that written permission will be sought from the service for my child(ren) be to be transported for events outside of previously mentioned OSHC service.
9. 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 illness may be (but not limited to) head lice, measles, chicken pox, mumps, cold sores, impetigo and conjunctivitis. The children will be accepted back into the service upon provision of a clearance certificate from a medical practitioner. Fees are still payable during these periods.

10. Any changes of my child's details. I.e. address, telephone number or any other details that appear on the enrolment form must be made known and recorded through the families My Family App immediately.
11. Authorization 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.
12. No prescribed medication will be given to a child unless it is in the original packaging and with the written authority of the parent. No medication is to be left in the child's bag or to be self-administered. Non-prescription medication will only be administered when a letter is supplied and signed by a medical practitioner.
13. The Y 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 service with you; binding all staff, agents or 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 the information, how we use it, and the consequences of not having the information required. Non identifiable information is used for reporting and program improvement and may be provided to The Y National Office and other Y Associations and organisations which partner with The Y.
14. I understand that NO TOYS OR IMPORTANT ITEMS SUCH AS MOBILE PHONES, MP3 PLAYERS, GAME BOYS ETC are to be brought to the Centre. YMCA does not accept responsibility for lost or damaged items.
15. YMCA reserves the right to implement the Guiding Children's Behaviour Policy as necessary including the right to suspend or expel a child from any YMCA Program that is deemed inappropriate. A copy of this policy is available upon request.
16. I am aware that The Y has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt with 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.
17. I give permission to YMCA WA, its representatives and employees, the right to take photographs and/or record film footage of me and/or my child and confirm I approve the YMCA WA to use the photographs and/or film footage for the following materials including but not limited to programming, newsletters, websites, social media pages such as Facebook. I understand that permission is given for the entire period of my child's enrolment and it is my responsibility to update this form if I wish to retract permission. Photographic images & videos will remain the property of YMCA which has the right to duplicate, reproduce and make other uses as YMCA deem necessary and there will be no compensation to me for this use. All data will be used, protected, and stored in line with the Y WA Privacy Policy.