Regand Park
Nourishing • Respectful • Partnerships

Regand Park Early Childhood Education Centre
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Locally owned and operated by Justine and Karl Richards

Parent Authorisation and Agreement

Please initial when read

Child's Name: _____ **Date of Birth:** _____

☐ **Medical Treatment:** As per the Education and Care Services National Regulations, I understand that medication may be administered without authorisation in the case of an anaphylaxis or asthma emergency. If my child requires medical treatment, I authorise Regand Park ECEC, a nominated supervisor, or an educator to seek medical treatment for my child from a registered medical practitioner, hospital, or ambulance service; and transportation of my child by an ambulance service. I also give written consent to the carrying out of appropriate medical, dental, or hospital treatment in the event such action appears to be necessary. I also accept the emergency services will be at the nearest appropriate public hospital and that all costs incurred as a result of this will be my responsibility.

☐ **Off Grounds Authorisations:** I authorise my child to leave the grounds of Regand Park ECEC for the activities I have approved in my enrolment form (e.g. Evacuation drills, Regular outings, Nature Schools). I understand that some of these will be by foot and some are via the Regand Park ECEC bus.

☐ **Fee Agreement:** I agree to pay the calculated fees in advance and if my child is absent, to notify the service and pay the appropriate fees for that day including any fees for late collection of a child (see fees policy). In addition, I understand that the words 'in advance' means that fees are payable for the following weeks attendance and not the current week of attendance, if paying weekly or fortnightly. If I elect to pay monthly, my payments must be received by the due date communicated in my monthly statement. I understand that if payment is not made in accordance with the Service Policy, I will jeopardise my child's position at the Service. I also understand that fees are payable for Public Holidays that fall on days that my child would normally attend Regand Park ECEC. I understand that if any debt is not paid within seven (7) days of the due date, interest of twenty percent (20%) will be added to my account. I also understand that an outstanding debt may be forward for collection by either a Debt Recovery Agency or solicitor. I shall then be liable for the original debt, interest, and costs that may be incurred by having another agency or solicitor collect on behalf of Regand Park ECEC.

☐ **Policies:** I hereby acknowledge that I have read the Regand Park ECEC Enrolment and Orientation Policy; Re-enrolment and Transition Policy and Fees Policy. I hereby acknowledge that I have read the Regand Park ECEC - Parent Information Book containing a summary of our major service policies and I agree to abide by the service's policies. I am also aware that I can download this document at any time from the service website www.regandparkecec.com.au and I am able to request a copy of the policies from the service office.

☐ **Evidence:** In line with the suggested priority of access guidelines, if required, I will produce evidence in support of my enrolment application, and I understand that I may be requested to present this information every six months. E.g. Evidence of employment or study.

☐ **Care:** I will ensure that I advise Regand Park ECEC of any changes to the information on my child's enrolment form which would affect the level of care provided and also any special arrangements in relation to the care of my child. This includes but is not limited to changes in their diet, medical history, and court/access orders.

☐ **Images & Videos:** I authorise Teachers, Educators and Staff of Regand Park ECEC to take, use and store images and videos on service issued devices of my child for the activities I have approved in my enrolment form (e.g. Individual & Group programming and documentation process, publication, social media & website)

☐ **Safe Use of Digital Technologies and Online Environments:** I agree to comply with Regand Park ECEC's 'Safe Use of Digital Technologies and Online Policy' and will not use my digital device inside the service or service grounds.

☐ I Will Not use any personal digital and/or wearable device to capture images or videos of children, staff and Regand Park ECEC environments while onsite. This includes during family and community events (eg. Easter Hat Parades, Graduation, and Morning and Afternoon Teas.) I understand I will be asked to delete any images or videos by staff if not permitted. Staff will take individual images & upload them to the services software platform.

☐ I Will Not share any service-related images or videos of children, staff and Regand Park ECEC environments on social media, with the exception of any image or video that is of my child ONLY.

☐ **Paracetamol and Topical Applications:** I authorise staff and educators of the service to administer Paracetamol and to apply topical products I have approved in my enrolment form (e.g. nappy creams/powder, ointments, sunscreen, insect repellent). I understand that Paracetamol is only given to children to bring down a temperature while the family is on their way to collect their child. Children requiring paracetamol due to illness and temperatures should not be at the service

☐ **Additional Contacts:** I authorise the Additional Contacts in my enrolment form to be perform the following tasks as per ticked in my enrolment form:

Collection: This contact is authorised to drop off and collect my child (without me needing to inform the service).

Emergency: This contact is an emergency contact for the child and can be called in an emergency.

Excursion: This contact is able to authorise an educator to take the child outside the education and care service premises for regular outings and excursions.

Medical: This contact is authorised to consent to medical treatment for the child and administer medication to the child.

Transport: This contact is able to authorise the child being transported by the service.

☐ **Pick up:** I will notify the service as per the Collection of Children Policy, should I wish my child to be collected by any person other than the child's Parent/Guardian or those ticked as 'Collection' contacts as per the point above and the enrolment form.

☐ **Cancellation of Care:** I understand my child's position is booked from the date offered until the service closes for the Christmas break. I understand that if I wish to stop using my child's place at Regand Park ECEC, I need to inform the service in writing and give a full two weeks' notice (in line with a government attendance week commencing on a Monday and ending on a Sunday. Therefore when notice is given, two weeks will commence from the next Monday). On doing this, providing my fees are up to date, I will then be reimbursed with my Holding Bond and any account credits after the Government has reconciled our CCS account (current reconciliation period is up to 16 weeks) as per our Fees Policy. I understand that I am unable to give notice of withdrawal after the last Friday in October each year, and if I chose to stop using my child's position after this date I will still be responsible for paying for that position until the service closes in December. I understand that CCS will not be paid before or after the first or last day of physical attendance, however, there are some circumstances where families can get CCS in the first or last 7 days of attendance at the service. These circumstances can be found on the Australian Government website Child Care Package – Absences from child care.

☐ **Care Agreement:** Care for my child, named on this document, will be provided on a routine basis. In addition to the routine sessions, care may also be provided on a casual basis. The usual start time of a session begins at 7:30am and ends at 6:00pm. I can find the daily fee charged for sessions at Regand Park ECEC in the Parent Handbook or our website http://www.regandparkecec.com.au/fees-enrolment. Fees may vary from time to time. I am also aware that I am required to confirm this arrangement in **myGov** account in order for my Child Care Subsidy (CCS) to be received at this Service. Any changes to my arrangement, will require me to complete a new agreement and confirm the change in **myGov** account.

This Care Agreement will commence from the date my offer reflects, which is: _____

(the date your child starts the new session)

The routine days sessions of care will be provided in this Care Agreement are: (Tick the days you have been offered care for)

Monday	Tuesday	Wednesday	Thursday	Friday
☐	☐	☐	☐	☐

By signing this form, I declare and confirm:

I am lawfully authorised in relation to the child referred to in this form and all information provided in the enrolment form is true and correct. I also confirm the arrangement of my Care Agreement.

Name: _____ Sign: _____ Date: _____