



Long Day Care • Kindergarten • Pre-Kindergarten • Out of School Hours Care • Vacation Care

Blanket Permission Form

I _____ give permission for the Staff at Karmai Community Children's Centre to undertake the following procedures with my child/children where required.

Child/Children's Names: _____

- agree to collect, or arrange for the collection of, my child if they become unwell whilst at Karmai Community Children's Centre.
- consent to the staff at Karmai Community Children's Centre seeking, or where appropriate, administering, such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service. This may include administration of EPIPEN if my child has any allergic reaction that may require this administration.
- understand that in an emergency situation or fire drill, where evacuation is necessary, that my child may need to leave Karmai Community Children's Centre premises, under the direction and supervision of staff.
- give permission for Educators to communicate with other Educators within Karmai Community Children's Centre, as well as specialists, including Maternal Health and Child, Speech Therapists, Occupational Therapists etc., and schools, to enable relevant sharing of information to ensure best possible outcomes and transitions for my child.
- consent to the staff of Karmai Community Children's Centre inspecting my child/children's hair for head lice.
- agree to notify Karmai Community Children's Centre immediately of any changes in emergency contacts and/or phone numbers. I agree to ring the centre, and confirm via email, every time any of the authorised people listed on my child's enrolment form will be collecting my child from the centre.
- will ensure that my child is collected before closing time and that he/she is signed out correctly to meet Federal Government and State Government regulations.
- agree to notify Karmai Community Children's Centre and specify any illness my child may have for the wellbeing of other children.
- give permission for the staff at Karmai Community Children's Centre to apply SPF30+ sunscreen as per their SunSmart Policy.
- I agree to pay my fees in accordance with the terms & conditions outlined on the reverse of this form.
- consent to Karmai Community Children's Center collection, use and display of my child's information on the Educa application, in accordance with the privacy policy set out on the Educa website, <http://www.geteduca.com/privacy-policy>.

NB: If you would like us to use an alternate email address for Educa, please advise Admin Staff

- have read and understand the Karmai Community Children's Centre Fee Structure and Payment Policy, which includes two (2) weeks' notice of termination when leaving the service and understand the terms and conditions outlined. I further understand that failure to pay my child's fees may result in cancellation of my child's place.
- I give staff permission to take photos of my child/children while in attendance at the service or out on excursions with the service, the photos may be used:

(Please tick individual statements or both if applicable)

i) **In the service** - Learning portfolios, Classroom displays, Centre notice boards, Educa (Educational Program)

ii) **In the community** - Social media (Karmai Facebook page & Karmai website), Local newspapers, Karmai

Newsletters, Karmai Information books, Karmai flyers. I have read, understand and agree to the above statements

and agree for the staff of Karmai Community Centre to undertake the above actions if or when required.

Signed: _____ Date: _____

Terms and Conditions of Payment

Kindergarten

Kindergarten Subsidy

The Department of Education and Early Childhood Development provides a Kindergarten fee subsidy to a parent/guardian or child who holds a current Health Care Card/Pensioners Concession Card/Visa 786/Visa 785 and families with triplets/quadruplets attending a funded kindergarten program in the same year. The subsidy is paid to the kindergarten directly to reduce fees paid by families.

To obtain the subsidy the supporting documentation (Health Care Card/Pensioner Concession Card/Visa 786/Visa 785) **must** be sighted by the Administrator prior to the start of each semester.

Child Absence

Fees are still required to maintain a preschool place if the child is absent for any reason, including holidays and illness.

Late Enrolments

Pro-rata fee rates will be calculated according to total term fee divided by 10 and multiplied by the remaining weeks left in the term.

Long Day Care/Pre-Kinder/Out of School Hours Care/Out of Kinder Hours Care

Permanent bookings are to be paid weekly, unless other arrangements have been made with Karmai Community Children's Centre.

Casual bookings are to be paid for as attended.

Karmai Community Children's Centre requires at least two (2) weeks notice, in writing, of any alterations to permanent bookings due to leave or termination of service.

Karmai Community Children's Centre requires 48 hours notice for all other booking cancellations.

If the position is filled no payment will be required. If the position is not filled, **full payment is to be made.**

Daily cancellations must be paid for and cannot be swapped to alternate days.

Accounts more than 28 days in arrears will result in suspension of childcare until the total outstanding amount has been paid.

It is the responsibility of each family to apply for Child Care Subsidy through the Family Assistance Office.

Late Collection Fee

A late collection fee may be applied to **all programs**, when the parent/guardian is late in collecting their child in a non-emergency situation, the fee will be \$5.00 for every 10 minutes, or part thereof, from the conclusion of the session.