

*Kwinana Recquatic Vacation Care*  
**PROCEDURE**  
**PARENT'S/GUARDIAN REGISTRATION AGREEMENT**

(The use of the word 'we' will also include the singular 'I' where applicable in this section)

1. *We have viewed Kwinana Recquatic Vacation Care Centre (hereafter called the Centre) and consent to the enrolment of the admitting child/ren (hereafter referred to as the child).*
2. *We acknowledge having received and read the Parent Handbook and we understand any changes to such will be displayed on the Centre's notice-board in the Sports Stadium of the Centre.*
3. *We agree to comply with all Government requirements in relation to the Centre and its service.*
4. *We agree that in the case of accident or injury, the Centre will attempt to contact us and where we cannot be contacted medical care may be sought and given to the child, and we agree to meet any expenses incurred. The medical care sought may include the calling of an Ambulance and we agree to meet the expense of an Ambulance. In the case of an emergency as determined by the Staff at the Centre, we authorise the Centre to contact an Ambulance and send the child to hospital.*
5. *We agree to pay the enrolment fee in full at enrolment as determined by the Centre's payment requirement or as agreed to by the Centre.*
6. *We are aware that it is our responsibility to maintain a current Family Assistance Office Income Assessment Notice for Child Care Benefit purposes.*
7. *We understand that to have access to Child Care Benefit we need to meet all current Child Care Benefit requirements.*
8. *We are aware that seven (7) days' notice in writing of cancellation of care must be given in advance, otherwise fees will continue to be charged.*
9.
  - a. *We are aware that fees are payable for days where allowable absences are taken. (Refer to Parent Handbook or contact the Family Assistance Office for further information.)*
  - b. *We are aware that the Vacation Care program does not operate on public holidays.*
10. *We understand that a system of payment for late collection operates at the Centre to cover overtime payments due to staff. We are aware that we are obliged to drop off and pick up the child as negotiated with the centre. Any late collection will result in a fee being imposed. (Refer to Parent Handbook)*

11. *We understand that children who are third priority in the Priority of Access Guidelines may be required to alter their days or give up their place at the Centre in order to provide a place for a higher priority child. The priorities are as follows:*
  - *First Priority: Children at risk of serious abuse or neglect.*
  - *Second Priority: Children whose parents satisfy the work/training/study test under section 14 of the Family Assistance Act*
  - *Third Priority: Any other child.*
12. *We are aware that the child will be excluded from care at the Centre if he/she has contracted a contagious disease or condition. We understand that the child will be accepted back into the Centre upon provision of a 'clearance certificate' for the child from a medical practitioner.*
13. *We are aware that the Centre may require the presentation of a medical certificate in the event of the child developing a long term medical condition.*
14. *We give permission for the child to participate in outings to places of interest in close proximity to the Centre, e.g. walking distance.*
15. *We give/do not give permission for the child to be photographed for the purpose of publicity and/or promotions for the Centre.*
16. *We agree to provide the Centre with all relevant information regarding the health of our child and any other information required by the Centre.*
17. *We are aware that if we fail to provide information correctly as required by the Centre, the Centre will be able to terminate services forthwith.*
18. *We are aware that there may occasionally be visitors at the Centre and volunteers that may assist at the Centre. We consent to our child being in the presence of volunteers or visitors, with the Centre's appropriate supervision by qualified/experienced staff.*
19. *We, the, Kwinana Recquatic Vacation Care, agree to provide quality care for children with a safe, flexible, adaptable program whilst understanding children's development and individual needs. Positively appreciate children's diversity and respect actual background and abilities. Support the importance of families in children's lives, understanding and accepting cultures and beliefs. Manage relationships between staff, children and families within guidelines and procedures. Provide a professional team of care providers dedicated to providing quality care. Acknowledgement of community involvement and understand the importance and nature of relationships within the community. Understand social issues, practice equity and justice. The children's program will be varied and offer a wide range of activities for fun, safe, developing life skills, social, sportsmanship and team work.*

20. *The Centre reserves the right to terminate this Agreement when, in its discretion, it considers that to do so would be in the interest of the Centre. It agrees to give the parent reasonable notice of its intention to exercise this right and will refund any payments in credit.*
21. *We have read this Contract, and received relevant information about the service offered by this Centre for the care of:*

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*Name(s) of Child(ren)*

*We agree to abide by the conditions of use of the Centre and this Contract.*

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<i>Signature of Parent/Guardian</i>	<i>Date</i>	<i>Signature of Witness</i>

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<i>Signature of Parent/Guardian</i>	<i>Date</i>	<i>Signature of Witness</i>

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<i>Signature of Parent/Guardian</i>	<i>Date</i>	<i>Signature of Witness</i>

*Thank you, Kwinana Recquatic Vacation Care*