

In order to finalise and confirm your child's enrolment, you are required to read and respond to the permissions and consents below. Please note that the Permissions provide parents with options to consider, however, Consent Statements are a compulsory requirement of enrolment.

I/We understand and acknowledge the following:

Support

Yes / No - To support my/our child further whilst at the service, I/we give permission for the Nominated Supervisor or service representative to liaise with school and/or specialist staff in regard to my child.

Yes / No - I/we authorise students under the supervision of staff to undertake observation of my/our child for the purpose of curriculum planning and Educators in training.

Activities Permission

Yes / No - I consent for my child/ren to view 'G' and 'PG' rated DVD and television programmes that have been previously evaluated by Service staff as suitable for children under five years of age.

Yes / No - I/We give permission for my/our child to participate in face painting activities.

Health and Safety Permission

Yes / No - I/We give permission for staff to apply adhesive bandages (e.g. band-aids) to my/our child. If no, please provide an alternative.

Yes / No - I/We give permission for my/our child to have sunscreen applied as required. If no, please provide an alternative.

Yes / No - I/We give permission for my/our child to have insect repellent applied as required. If no, please provide an alternative.

Media

Yes / No - I/We understand that photos, videos and digital images are an integral part of the service's program and that my/our child's surname will not be displayed.

Yes / No - I acknowledge that should my child/ren's images be required for use outside the service (e.g. Catholic Early Learning and Care's presentations, websites, promotional material) a separate signed permission form will be required for each event.

Yes / No - I/We give permission for images of my/our child to be used for service newsletters, service noticeboard displays, school/parish newsletters, learning journals, daybooks, digital frames, etc.

MEDICAL CONSENT STATEMENT (CONDITIONS OF ENROLMENT)

I/We authorise the nominated supervisor, educator or approved provider to provide any required first aid and to facilitate medical attention in the event of an emergency.

I/We give permission for staff to obtain any medical, hospital and ambulance service, including transportation services, in the case of an accident or emergency involving my/our child and accept responsibility for payment of all expenses associated with such treatment.

I/We understand that every effort will be made to contact me/us in the event of any illness or accident (Reg. 161).

I/We give permission for my/our child to receive life-saving medication, including adrenaline (epipen) for treatment of anaphylaxis and salbutamol inhaler (Ventolin) for the treatment of acute asthma

On enrolling my/our child/ren I/we understand that the service is unable to care for children who are sick or who have a contagious illness. I/We further acknowledge that a medical clearance may be necessary before my/our child is able to return.

I/We understand that the service is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person, and the dosage to be given. This includes prescribed (e.g. antibiotics) and non-prescribed medication (e.g. paracetamol).

Prescribed medication, including asthma and anaphylaxis medication will only be administered when it is accompanied by written instructions from the child's medical practitioner, is in the original container and the service medication form is completed.

I/We agree to complete the service medication form detailing the dose, time and date of last dose of any medication given to my/our child so as to reduce the risk of overdosing.

I/We give permission for first aid qualified staff to administer first aid and/or medication to my/our child as required.

I/We give permission for my child's photo to be displayed and identified as having a severe or life-threatening condition.

CONSENT STATEMENT (CONDITIONS OF ENROLMENT)

I/We understand and acknowledge the following:

1. GENERAL

- 1.1. that I/we have read and understood the Catholic Early Learning and Care Privacy Policy located on the Cairns Catholic Early Learning and Care website
- 1.2. that I/we are aware that policies and procedures are available at the service, published online on the Catholic Early Learning and Care website and are otherwise available at our request and I/we agree to abide by the Policies and Procedures of Catholic Early Learning and Care.
- 1.3. that the person(s) nominated in the Family Enrolment Form, is/are the authorised party/ies to enrol, cancel enrolment, release and authorise release of the child/ren
- 1.4. that it is my/our responsibility to ensure all information associated with my/our child's enrolment is current and notify the service immediately of any changes to details provided
- 1.5. that my/our child is required to be signed in by the person who delivers the child to the service and signed out by the person collecting the child to ensure all legal obligations are met
- 1.6. that I/we must notify the service, in writing, if a person, who is not on the services' current records as authorised to collect my child, will be collecting my child from any session of care and that photo ID will be required on collection
- 1.7. that I/we must provide alternative care arrangements when my/ our child is suffering from an infectious or contagious illness, or is generally unwell, or is deemed by service staff to be unable to participate in the service program. That I/we may be required to provide medical results to prove a child is well (ie COVID related to follow our COVID WHS practices)
- 1.8. that I agree to notify the person in charge of the Service promptly of any absence and the reason for the absence.
- 1.9. that I agree to sign the record of absence on the electronic sign in/out for those sessions my/our child is absent
- 1.10. that information on this enrolment form may be provided upon request to either parent/carer detailed on this form
- 1.11. that I/we must be contactable at all times whilst my child is in care. This may require alternative and/or work phone numbers
- 1.12. I/we will complete a booking form nominating days of attendance required for my/our child
- 1.13. that changes to bookings will be notified to the Service as per the Services' policy

- 1.14. I/we have nominated an email address to which account statements, newsletters and other communications may be sent
- 1.15. my/our child can participate in all activities offered by the service, I will advise the service in writing if I/we do not wish my/ our child to participate in a particular activity
- 1.16. that I consent to my child attending local excursions that are supervised and do not involve transport or cost
- 1.17. that I must provide separate written consent for my child to attend extracurricular activities and/or excursions
- 1.18. that I must dress my/our child in clothing that is appropriate for planned activities and meets the sun safety standards in accordance with the Services' Sun Safety Policy, e.g. activities may include climbing, outdoor and indoor play.
- 1.19. that the service will not accept responsibility for loss or damage to any property/items brought into the service by children or families.
- 1.20. that the Service may be used as a training and observation centre by students aiming to/or already working with young children
- 1.21. that the Service may occasionally have visitors, or volunteers, and consent to my child/ren being in the presence of volunteers or visitors, with appropriate supervision
- 1.22. that I agree to address all children in a positive and friendly manner, not approach other parents about the behaviour of their children, not discuss the behaviour of other children with other parents, and respect the confidentiality needs of all children and their families
- 1.23. that information at the Service regarding activities, children's records and notices are confidential and I agree not to photograph, copy or circulate on social networks such documents/information. These documents remain the property of Catholic Early Learning and Care
- 1.24. that a confirmed enrolment within a Catholic Early Learning and Care facility, does not guarantee me an automatic enrolment into a Catholic School within the Diocese of Cairns. A separate enrolment process is required with the school.
- 1.25. that this enrolment is not confirmed until I am notified by the services' nominated supervisor

2. FEES

- 2.1. that I/we are bound by the fees and conditions outlined in the services' Fee Schedule published on the Cairns Catholic Early Learning and Care website
- 2.2. if my/our child is not collected from the service by closing time a Late Fee penalty will be incurred as specified in the Fees Schedule
- 2.3. if cancelling a booking, written notice of the final day will be provided and further attendance will require a re-enrolment procedure. I further acknowledge that re-enrolment is subject to acceptance
- 2.4. that fees are payable for all booked days, including absent days, i.e. sick days and family holidays for which a notice of cancellation of at least 14 days was not provided – refer to services' Fee Schedule for further site-specific details
- 2.5. I/we understand that my Child Care Subsidy (CCS) will only apply at this service after my/our child's first physical day of attendance and until my/our child's last physical day of attendance
- 2.6. that as a condition of enrolment I am required to make payment via direct debit on a weekly basis. I/we accept that **all payments made via direct debit will be subject to direct debit provider's terms and conditions. Any issues I/we have re my/our payments made via direct debit will be addressed with direct debit provider directly.**

- 2.7. that other payment arrangements may be offered at the discretion of Catholic Early Learning and Care and that an additional administration fee may apply
- 2.8. that I/we are financially responsible for any wilful damage of equipment or property by my/our child
- 2.9. that an administration fee may be applicable should I/request information relevant to my/our child's attendance
- 2.10. that the information provided in this enrolment form is correct and precisely matches information submitted by me/us to Centrelink or any other relevant government agencies. I/We understand that any discrepancies may lead to the service being unable to claim CCS. In this instance I/we will be required to pay full fees
- 2.11. failure to pay fees incurred within prescribed timeframes is a breach of the conditions of enrolment and may result in withdrawal of child care until my account is paid in full or a payment plan is negotiated. Failure to adhere to the negotiated agreement may result in termination of care and account referral to a debt collection agency, the cost of which will be added to my account.

3. FINANCIAL TERMS

- 3.1. I agree to pay fees, as a debt due and owing to the Service invoiced by the Service to me at the prevailing rates set by CCELC from time to time.
- 3.2. I agree to pay fees, via Fat Zebra as per the terms and conditions of the Fat Zebra agreement.
- 3.3. The Service is entitled, at its absolute discretion, to charge interest on any overdue balance.
- 3.4. Interest will:
 - a) Accrue from day-to-day
 - b) Be calculated at a rate of 6% above the official RBA interest rate.
 - c) Be calculated from the due date for payment of the invoice until payment; and
 - d) Be calculated using a simple interest method.
- 3.5. I acknowledge that my obligation to pay fees is without deduction, set off, or counterclaim.
- 3.6. In the event that the Service takes legal action (including court action) to recover fees, I agree to pay on a full indemnity basis, costs or fees charged by any collection agency or legal practitioner to the Service.
- 3.7. I acknowledge that the law of Queensland applies to this enrolment agreement, including the financial obligations set out under this section. I submit to the non-exclusive jurisdiction of Court of Law, Queensland and waive any right I may have to object to that jurisdiction or forum because it is inconvenient or otherwise.
- 3.8. Where another parent/carer signs this enrolment agreement, I agree that I am jointly and severally liable with that person.
- 3.9. By signing this agreement, I consent and agree to the Service:
 - a) accessing and using information about my credit worthiness from a credit reporting agency in order to assess my application for enrolment;
 - b) accessing and using a consumer credit report from a credit reporting agency in order to collect overdue payments; and/or
 - c) in the event of non-payment of fees, entering my name with and disclosing my personal information to a credit-reporting agency to record the overdue payment, and I release and discharge the Service from any liability or claim arising out of or in connection with any such dealing with a credit-reporting agency.

3.10. I acknowledge that the Service has informed me that my personal information may be disclosed to a credit-reporting agency.

KINDERGARTEN ONLY - Kindergarten Government Subsidy:

**Kindergarten children turning 4 years old by 30th June in the current year are required to attend a minimum of five days in each fortnight. All other children must attend a minimum of two sessions each week.*

If you or your child holds a current Australian Government Health Care Card, Pension Card/ Veterans Affairs' card or if you identify as being Aboriginal or Torres Strait Island (or have a child who does), or if you have 3 or more children of the same age enrolled in the same year. Please speak with the service Nominated Supervisor for further details of possible additional subsidy available when using an approved kindergarten program provider in the year before Prep.

If you meet the above criteria, your discounts will be applied to your account at the beginning of each week per school term.

I/we elect this diocesan Kindergarten as the primary centre who will receive *the Kindergarten Funding Scheme Subsidy* for my child (parents/carers need to elect the centre that will receive a subsidy for their kindergarten-age child as **only one centre** can receive this funding).

PARENT/GUARDIAN CODE OF CONDUCT

Catholic Early Learning and Care (CELC) are committed to providing quality education and care to children across the Diocese. We believe that our services are founded on the principles of care, compassion, justice, equity, love, friendship and respect. Parents/guardians play a formative role in the development of your child's sense of values and are the most influential role model within your child's life. To ensure that these values are upheld, it is the expectation of CELC that all parents/ guardians model acceptable behaviour at all times within all CELC settings.

This **Code of Conduct** applies to all parents, guardians, caregivers, visitors and volunteers who interact with our Catholic Early Learning and Care services in the Diocese of Cairns. As part of the Catholic Diocese of Cairns, there is an expectation of support and respect for the vision and Mission of Catholic Education

The purpose of this document is to:

Communicate Catholic Early Learning and Care's expectations as to how parents/ caregivers/ guardians/ visitors or volunteers should conduct themselves in a CELC service

Determine a set of ethical principles to guide parents in their daily interactions with the service, staff, children and other parents

Explain the process of reporting concerns or grievances

Explain the outcomes should the code of conduct be breached

BE A SUPPORTIVE, COLLABORATIVE COMMUNITY

Our services aim to build and maintain life-giving relationships that are founded on shared beliefs of communication, integrity, and respect.

As a parent/ guardian/ caregiver/ volunteer/ visitor we ask that you:

Support your child in all their educational and recreational endeavours by giving praise and showing interest in their activities

Work in partnership with the service to ensure the best outcome for all

Communicate in a polite and courteous manner, particularly through the use of social media and the tone of emails

Respect the decisions, dignity and rights of the service and staff, and understand that the decisions have been made in good faith and with the best interest of the child/ren

Understand and role model the importance of an honest, positive, open educator/parent/child relationship

Ensure that the environment is treated with respect and avoid harm to service property

Adhere to all policies and procedures

Follow and support the implementation of the service philosophy

Encourage children to develop positive attitudes towards the service

BUILD RESPECTFUL, POSITIVE PARTNERSHIPS

Parent Responsibilities:

Communicate to all parties in a respectful, constructive and appropriate manner

Uphold and comply with Catholic Early Learning and Care Policies and Procedures as well as all applicable laws including student protection and workplace health and safety

Act in a manner that enhances the values of the service and its staff

Under no circumstances approach another child whilst they are in the care of any Catholic Early Learning and Care service to discuss or chastise them because of actions towards their own child/ren

Refrain from using offensive, insulting, abusive, threatening, derogatory language or conduct, including wearing clothing with offensive insignia or language

Act in a manner that is free from harassment, victimisation and unlawful discrimination

Refrain from engaging in malicious or condemnatory gossip, either directly or online, and be mindful of the damage social media can cause

Ensure that you are not under the influence of alcohol and illegal drugs while being present at the service

Follow all state and federal laws in relation to smoking

Disclose accurately and fully, all information required by the service in its enrolment process and committing to further update this information as required to ensure compliance

Report all issues or concerns that have potential for conflict to the Nominated Supervisor to seek their intervention in bringing about an equitable and peaceful solution

Ensure confidentiality is maintained at all times

Ensure that your personal appearance is appropriate for that of an education and care setting

Follow the procedure listed in this Code of Conduct to resolve a conflict or grievance

Follow the safety procedures of the service at all times

Do not discuss any issues or concerns regarding the service, educators, child/ren, or family/ies in front of children

Reporting Grievances or Complaints

It is appropriate in times of conflict that correct procedures be followed. If the conflict is in relation to the service, in the first instance, please approach the Nominated Supervisor to discuss. If a resolution is not reached then it is appropriate to involve

the CELC Operations Manager to assist with a harmonious result. If parents/ guardians remain dissatisfied with the result then the matter may be referred to the Executive Director of Catholic Early Learning and Care. It may be necessary in times of investigation or enquiry to involve the school in certain matters. Confidentiality will be maintained at all times.

Breaches of the Code

Deliberate breaches and failure to respect the CELC code of conduct may result in the following actions:

Informal meeting and discussion with the Nominated Supervisor and CELC Operations Manager

Cancellation of enrolment and care

Exclusion of a parent/ guardian/ caregiver/ visitor/ volunteer from the service

The service may, if necessary, involve other relevant authorities

Related Information

This code is underpinned by and must be read in conjunction with all relevant Australian laws pertaining to education and care and the workplace, Professional Standards and Catholic Early Learning and Care Childcare facilities policies, procedures and guidelines.

By signing off on accepting the services policies and procedures in the enrolment application and by the act of accepting enrolment at a Catholic Early Learning and Care service, you are accepting this Code of Conduct in its entirety