



## PARENT / GUARDIAN AGREEMENT

NAME OF CHILD.....

1. I require childcare throughout the year yes..... no..... school term only.....
2. I agree to pay the Care Provider all fees and levies, as stated in the Fee Schedule, on a regular weekly basis or fortnightly as negotiated.
3. I will notify the Care Provider in advance if my child is to be absent, and if I am delayed, who is authorized to pick up my child.
4. I give permission for the Care Provider to take my child on local outings, e.g. to the shop, school pick-ups, or playgroup.
5. I will provide written permission to the Care Provider before my child is taken either swimming or on an excursion outside of the local area.
6. I give permission for my child to be transported by car (with appropriate child restraints) or on public transport.
7. I give permission for my child/ren to be placed with a support/emergency Carer in the event of an emergency or unavoidable absence.
8. In a medical emergency, I give permission for the Care Provider to obtain ambulance, medical, or dental treatment for my child/ren, as required, and agree to accept the costs. Every effort will be made to contact a parent before, or as soon as possible thereafter.
9. I agree to inform the Care Provider immediately should my child contract an infectious illness and will comply with relevant Health and Exclusion Policies of the Scheme.
10. I will give written permission for the Care Provider to administer prescribed and over the counter medications to my child/ren as required (authorisation forms available from the Care Provider).
11. I give permission for the Care Provider to administer analgesics to my child if required. Every effort will be made to contact a parent before, or as soon as possible thereafter.
12. I will keep the Co-ordination unit and the Family Assistance Office informed of any change in my circumstances e.g. change of address, phone numbers, place of work.
13. I will negotiate with the co-ordination Unit for extra time or days of care as required or within 24 hours of use.
14. I will give the Care Provider one week's notice of termination of care and also advise the Co-ordination Unit.
15. I give permission for my child to be included in photographs and video for promotional activities such as scheme newsletters and media.
16. I have received an enrolment package from the Co-ordination Unit and will observe its contents.
17. I give permission for the Carer/staff to make written observations of my child for the purpose of planning to enhance their development and learning.

SIGNATURE: (Parent)..... Date.....

SIGNATURE: (Coordinator)..... Date.....