

To ensure all account holders are fully aware of the conditions of care please read the following enrolment agreement to confirm your acknowledgement and agreement.

AGREEMENT

This Agreement must be read by a parent or a guardian who has lawful authority with regard to the child.

To ensure all account holders are fully aware of the conditions of care please read the following enrolment agreement requirements:

1. On my acceptance of an enrolment in a Weldon program a per-family administration fee is payable. This fee is payable again upon confirmation of a placement for the following calendar year. Administration fees are non-refundable, this includes situations where the enrolment does not commence
2. A bond of two weeks full fees is payable in advance to secure a placement
3. Fees for permanent places are due and payable one week in advance and are to be paid on a weekly basis by direct debit using the IPay system
4. The program reserves the right to suspend care if fees are not paid in advance and on time
5. Ten (10) clear working days (Monday to Friday) written notice is required for cancellation / alteration to permanent bookings
6. Fees will be charged for non-attendance if your child is absent from the program
7. Casual bookings are payable in advance of the day your child attends
8. A non-notification fee of \$5.00 will be charged if you fail to contact the program on the day by 12.00pm (for OOSH), 7.00am (for Early Years Learning) to advise the program of your child's absence
9. Late fee charges are applied and payable prior to the next attended day of care or on receipt of invoice
10. Bookings for vacation care will only be accepted where fee accounts are up to date for other services. Any payments received to book vacation care will be first allocated against an amount owed if one exists

DECLARATION

1. I declare that the information I have provided is correct and true and I undertake to update any changes to information immediately with the program.
2. I understand failure to disclose key (known) information with regard to my child's health and/or disposition may jeopardise my child's on-going attendance at the program.
3. I understand that in an emergency situation or fire drill where evacuation is necessary my child may need to leave the program premises under the direction and supervision of staff.
4. Where mine (account holder) or my delegate's non-compliance with Weldon's policies and procedures results in fines/charges from any regulatory authority, I acknowledge as an account holder I will be responsible for all charges incurred and any legal costs that result.
5. I have read and understood the program's fee policy and acknowledge that it will be reviewed and may change from time to time with appropriate notice.
6. Where fees are reduced through Child Care Subsidy or any other Government Benefit, I confirm that the parent/guardian – account holder is liable for all fees and charges under this agreement.
7. I agree to signing my child/children in/out of the program and signing for any absent day and understand that signatures not recorded may result in full fees being charged.
8. I agree that if I leave the program with any outstanding fees, I will be liable for all costs incurred by Weldon to obtain the fees, including debt collection and/or legal cost.
9. I agree to notify the program if my child is diagnosed with a contagious illness, and to exclude them from the program until fully recovered. Once my child has recovered, I will supply a clearance letter from a medical practitioner before my child re-attends.
10. I agree not to bring my child to the program if he or she has had diarrhoea, vomiting, conjunctivitis or fever in the 24 hours prior to attendance
11. Weldon Policies and Procedures are available at each program location and on our website: www.weldon.com.au. I have read and understand the program's policies and procedures and agree to comply with them at all times.
12. I understand that the policies and procedures will be reviewed from time to time and I have the opportunity at any time to put forward my comments in relation to any policies and procedures.
13. I understand that as policies and procedures are updated it is my responsibility to read the updated versions of the policies and procedures as presented and comply with them once they are introduced.
14. By receiving confirmation for my child's placement and with my child attending the program, I confirm I have the lawful authority with regard to this child's application, I agree to comply to all conditions of care provided and I agree and acknowledge the above enrolment requirements