

# Weldon Vacation Care Agreement



**By booking my child/children for Vacation Care at Weldon, I understand and agree to the following:**

- To enrol and give permission for my child to attend pupil-free/vacation care and the activities programmed on the days I have selected on OWNA.
- By completing an enrolment form on OWNA, and if this is the first time my child is attending pupil-free/vacation care in the current calendar year, I agree to pay the annual administration fee if required.
- To pay all fees and charges as they fall due in accordance with the Fee Policy before vacation care commences. You can view the policy on our website [www.weldon.com.au](http://www.weldon.com.au).
- Fat Zebra is the only method of payment option available to pay your fees. Weldon will absorb the transaction fee of \$0.75 per transaction. Families will still be required to pay the merchant transaction fee of 1.7% for Visa / Mastercard (we don't accept Amex) and any Failed Transaction Fee (Currently at \$2.50). No transaction fees are charged to the family if payments are processed from a bank account.
- I am liable for any costs incurred by Weldon Children's Services associated with the debt recovery of my account, including administrative, debt recovery and solicitor fees.
- To provide ten working days' notice for any changes to my pupil-free/vacation care bookings. I understand that ALL booked days must be paid for regardless of whether my child attends or is absent. Booked days cannot be swapped.
- For my child to attend an alternative venue or activity if the original booked activity does not go ahead due to weather changes, transport problems, or the venue is unable to complete the booking.
- If the transport listed on the program is unavailable, my child will be transported via an alternative method.
- To give permission for my child to watch G/PG-rated movies during pupil-free/vacation care.
- In the event of an accident, emergency or illness involving my child and staff being unable to contact me or other authorised contacts, I consent to staff seeking and obtaining medical, dental, hospital and ambulance assistance and accept full liability for any expenses incurred.
- To electronically sign my child/children in and out of the program daily and ensure all persons collecting my child from the service are over the age of 18 and are listed on the enrolment form/emergency contacts.
- To read and agree to abide by the policies, procedures and conditions of Weldon Children's Services. If I do not understand the details I will ask for more information from the Program Coordinator.
- I will be charged a late fee per child for collecting my child after the centre closes at 6.00 pm. The late fee is \$30 per child for the first 15 minutes or part thereof and \$3 per minute thereafter until 6:30pm, which is \$4 per minute thereafter. The late fee is charged to a maximum of two siblings per family.
- To purchase a Weldon T-shirt for my child to wear on my selected excursion days. I understand and agree to Clause 8 on the Vacation Care Family Information Sheet. Failure to purchase a T-shirt prior to or on the excursion day (should my child arrive without his/her T-shirt) will mean my child is not able to attend the excursion; however, the vacation care fee for that day will be payable.
- Child Care Subsidy: Centrelink automatically ceases a child's enrolment after 14 weeks of non-attendance. Suppose your child's enrolment ceases before starting care and your child is absent on the first days of care. In that case, Families are only entitled to CCS on the first day the child physically attends the service and are only entitled to the last day the child physically attends the service. If your child is absent on the last days and your child's enrollment ceases, Centrelink will recover any subsidy paid for the absent days.

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- 1. No Hat No Outside Play - this includes excursions:** As a sun safe measure Weldon requires all children and staff when outside to wear an approved sun smart hat. In addition and as required by the Cancer Council and WHS legislation we monitor the UV Index daily to ensure we take all reasonable precautions to protect children and staff from over exposure to the sun.
- 2. Arrivals and Departures:** You must electronically sign your children in and out of the program each day, recording arrival and departure times. For safety purposes, it is important that staff are informed of your child's arrival and departure daily. Please ensure your child arrives at least 20 minutes before the excursion departure time; this will assist us in running excursions according to the planned schedule. Please note if the excursion group has departed your child will not be able to attend the excursion or remain at the program.
- 3. Sunscreen is available in the program.** We ask that you apply sunscreen to your child upon arrival. Staff will supervise re-application during the day. If your child is sensitive or has an allergy to the sunscreen, we use please supply an appropriate sunscreen for your child.
- 4. Allergy awareness:** On enrolment you are required to advise staff if your child has an allergy and identify the allergy on the enrolment form. To ensure we are able to take best care of your child we ask that you also provide information as to the triggers and symptoms of your child's allergy. All efforts will be made by staff to avoid such triggers. All Weldon programs are "Nut Free" environments. Children are not allowed to bring nuts of any type into our programs. The sharing of food is also not allowed.
- 5. Anaphylaxis:** If your child has a diagnosed allergy, before your child can attend the program you must provide a completed coloured allergy action plan including a coloured photo and labelled medication. All medication should be handed directly to staff on arrival. All medications must be on the premises at all times when your child is present. The action plans are to be updated as required (at least yearly) and staff notified of any changes to the action plan (refer to the anaphylaxis policy and procedure).
- 6. Asthma:** If your child has been diagnosed with Asthma, you must provide a current Asthma action /management plan, which needs to have been completed by your treating GP. In addition we require a long term medication form (refer to the asthma policy and procedure).
- 7. Medication:** Before we can administer a prescribed medication to your child, we require you to complete a medication authority form. All sections of the medication form need to be completed. Medication can only be administered if the medication is in its original packaging and labelled with the child's name, a current date and the name of the medication and dosage required. (refer to medication policy) Children returning from an illness will require a Doctor's clearance certificate stating they are no longer infectious and are fit to attend care.
- 8. Weldon T-shirts/Fleecys:** To assist staff in the care and safety of your child we require your child to wear a Weldon T-shirt or Fleecy when attending one of our excursions. The T-shirt or Fleecy can be purchased from Weldon, at a cost of \$21.50 for the T-shirt and \$33.50 for the Fleecy. We view this safety strategy as a necessary precaution and as such children who do not have a Weldon garment will not be allowed to attend the excursion. Ensuring your child has a Weldon garment on the excursion day is your responsibility; we recommend that you purchase the garment when making your vacation care booking. Families who purchase a Weldon garment and then forget the garment on the day will have to purchase a replacement otherwise the child will not be able to go on the excursion or remain at the program. However, fees for this day are still payable according to the terms and conditions for vacation care.
- 9. Change or cancellation of activity:** In the case where the activity is changed, cancelled due to circumstances beyond our control, we will endeavour to replace it with one of equal cost/activity.
- 10. Transportation:** By booking my child/ren to attend pupil free/vacation care day through OWNA, I authorise for my child to travel by bus from the Weldon program to the venue/location of the excursion on the days my child has been booked to attend. I am aware that Risk Assessments are available to view on site. For more information, please refer to our "Safe Transportation Policy"