



## **Parnell Infant and Toddler Centre Policy, Terms and Conditions**

### **Enrolment**

By enrolling your child in our Programmes, you and the Parnell Trust constitutes a binding agreement regarding the care of your child. Please read our policy, terms and conditions. By signing the Enrolment Contract we acknowledge that you have read and understood them, and agree to abide by them.

Our Centre receives government funding so it is necessary for all children to be enrolled at the Centre, in advance, with the days and times specified clearly on the Attendance Registration Agreement.

A separate Enrolment Contract is required for each child. All essential information must be provided, as stipulated on the Enrolment Contract.

Once your child's attendance is confirmed a non-refundable deposit of two weeks fees is payable.

Any changes to the original Enrolment Contract must be made in writing using an Amendment to Enrolment Details Form, which is available at the office.

The Centre closes on all Public Holidays. If they fall on a day when your child usually attends in the course of a normal week, they are classified as a normal day and must be paid for as usual.

Two weeks notice in writing is required before withdrawing your child from the programme. Failure to do so will incur the full fee for the two-week period.

### **Attendance/Absence**

If your child is enrolled for the day, we expect him/her to attend the programme, and a fee will be charged for that day. Swap or make up days are not available.

Notification of non-attendance is imperative and should be made to the office. Each occasion of absence must be separately advised.

Full fees will be charged when a child is absent due to ill health or on holiday.

If your child is away for more than one week due to illness or holidays, 50% of the usual fee will be charged to hold the place. This is limited to one full week annually.

If the Centre closes during the Christmas break, you will be advised in advance. No fees will be charged for this time.

### Illness

The Head Teacher, at her discretion, may refuse to accept any child suffering from a contagious or infectious disease e.g. conjunctivitis. When so many children and adults are together, coughs, colds, vomiting etc spread very quickly. Please consider others when deciding if your child is well enough to come to the Centre.

If your child becomes unwell while at the Centre, you will be notified immediately. Please make every effort to collect your child as quickly as possible. It is important that we have at least two current emergency contact numbers.

### **Fees and Payments**

Our fee schedule details all charges and forms part of these terms and conditions.

Fees are charged based on enrolment, not attendance.

Fees are payable by due date which is the 15<sup>th</sup> of the current month of attendance. Statements are issued at the beginning of each month. Payment of fees is two weeks in advance and two weeks in arrears.

Credit is not available. Overdue accounts will be charged one late payment penalty if not paid by the due date and a second penalty if they remain outstanding at month end. The parent/caregiver will be liable to pay all expenses and costs (including legal costs as between solicitor and client) in connection with the Parnell Trust recovering or attempting to recover any overdue amount. Unpaid accounts may result in suspension from the programme.

Additional charges are made for late payment of fees, late pick up from the programme, and for a dishonoured item.

A 5% discount is offered to the second child in a family.

## Health and Safety

Our Health and Safety Policy is displayed at the Centre at all times for your information. Please ask staff. Please inform the Head Teacher of any safety or custody issues that may affect your child's well being and security. Our Sun Safe policy requires you to provide your child with his or her own named hat, with a flap at the back.

Please detail any medical condition or allergies, or special dietary needs in the assigned place on the Enrolment Contract. All medication is to be handed to staff on arrival. Please DO NOT LEAVE ANY MEDICATION in the child's bag.

You will be required to fill in our medication book, giving authorisation to staff to administer the medication. N.B. Separate medication books for Under 2 year olds and Over 2 year olds. No medication, including Parmol, is available at the centre.

### Accidents

At all times at least two staff members present in the Centre hold a current First Aid Certificate.

In the event of an accident, the parent/guardian signing the Enrolment Contract authorises Centre staff to obtain medical assistance as may be deemed necessary. Immediate care will be given to all children who are hurt at the Centre.

If your child requires medical attention, you or your emergency contact person will be contacted immediately.

In the case of minor accidents, the staff will administer first aid and you will be informed when you collect your child.

Accidents are recorded in an Accident Register. Copies available.

## Parent Responsibilities

Please be on time when dropping off and picking up your child from the Centre. Parents or Caregivers are required to sign in and out on the daily Signing In/Out Register.

Only persons named as authorised to collect your child on the Enrolment Contract will be permitted to leave the site with the child/children. Any deviation from the named authority to collect a child must be advised to the Head Teacher, in advance.

The parent/guardian signing the Enrolment Contract approves of their child/children participating in all activities outlined in the programme.

The parent/guardian signing the Enrolment Contract gives permission for their child to be photographed by staff, any such photographs to be used only for Parnell Trust promotional purposes.

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