

Enrolment Terms and Conditions

ST MARYS PRESCHOOL

I wish to enrol my child.....at the St Marys Preschool and agree to the following conditions:

Children's needs

- I agree that I will provide all necessary extra items that my child requires while at the St Marys Preschool (i.e lunch, drink, nappies, medication when required, sun hat and extra clothing for messy play)

Regulations

- I am aware that there is a copy of the Preschool Charter available to read on request
- I am aware that all Preschool policies and procedures are available on request
- I am aware that I am required to sign my child in and out on the attendance register, daily
- I am aware that I am required to sign my child's monthly attendance records once a month
- I have read and agreed to the Preschool policy on sleep monitoring

Health and Safety

- I will keep my child home when he/she is sick or has infectious illnesses
- I give consent for Preschool staff to administer medication from a registered practitioner that is supplied by myself, and must be recorded in the medical register, and verbally explained to the head teacher or preschool staff
- In the case of an emergency, I authorise the Preschool to obtain medical assistance and that my child may be transported, by car, for urgent medical attention and understand that all cost will be met by myself
- I authorise staff to apply sunscreen supplied by the Preschool or my child's own when needed
- I agree to pick my child up from the Preschool if my child becomes unwell during the day within one hour of being notified
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Enrolment

- I confirm that my child is not enrolled at any other childcare centres / preschools
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Fees

- I agree to pay the Preschool's fee policy and have read and signed the attendance and fee agreement
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Trips and Excursions

- I agree for my child to be taken on walks outside and within walking distance from the Preschool
- I understand that I will be advised of any trips requiring transport and that I will be required to complete a permission form before my child is taken on these; and will be taken under the Preschool's excursion policy

Observations

- With regards to the privacy act, I agree / disagree that photos, videos and observations of my child may be taken for the purpose of keeping a portfolio folder for my child and that the use of these by staff and students of the Preschool during training for early childhood education

Clothing

- I accept that care will be taken by the Preschool in the care of my child's clothing, and I understand that the Preschool will not be accountable for lost items.
- I will ensure that my child's clothing is named, and I will check the lost property on a regular basis
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Charter, Education Review Office, and policies

- Copies of these are displayed in the Preschool. I agree to take the time to read through these important documents

Collection of my child

- I understand the Preschool's opening and closing hours. I agree to phone the Preschool if I am going to be late, and I agree to pay any late fees that may be charged

The Privacy Act

- The information is needed in this form, by the Preschool, to comply with statutory requirements to enable staff to contact you to ensure care and education of your child. We require these records to be kept for seven years