

## CELC Re-enrolment Agreement for 2025



*Thank you for choosing Cairns Catholic Early Learning and Care for your childcare needs. We ask that you familiarise yourself with all of the details below and provide any additional or information directly to your service.*

### Documentation

- (i) If there have been any changes to **information provided on your child's original enrolment contract** you are required to update them directly with the service. You may reference this information through the OWNA Parent Portal.
- (ii) If there are any updates to your child's **Medical Action Plans** (if your child has an allergy or intolerance) please provide them directly to your service.
- (iii) If there are any documents related to **Custody/Court Orders/Parent** please provide them directly to your service.
- (iv) If there are any documents regarding **Additional Needs or Diagnosed Disability** please provide them directly to your service.

### CCS

Are you entitled to extra help with the cost of childcare?

Please visit the [Services Australia website](#).

### MEDICAL CONSENT

1. MEDICAL CONSENT STATEMENT (CONDITIONS OF ENROLMENT) 1.1. I/we authorise the nominated supervisor, educator or approved provider to provide any required first aid and to facilitate medical attention in the event of an emergency.
- 1.2. I/we give permission for staff to obtain any medical, hospital and ambulance service, including transportation services, in the case of an accident or emergency involving my/our child and accept responsibility for payment of all expenses associated with such treatment.
- 1.3. I/we understand that every effort will be made to contact me/us in the event of any illness or accident (Reg. 161).
- 1.4. I/we give permission for my/our child to receive life-saving medication, including adrenaline (Epipen) for treatment of anaphylaxis and salbutamol inhaler (Ventolin) for the treatment of acute asthma
- 1.5. On enrolling my/our child/ren I/we understand that the service is unable to care for children who are sick or who have a contagious illness. I/we further acknowledge that a medical clearance may be necessary before my/our child is able to return.
- 1.6. I/we understand that the service is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person, and the dosage to be given. This includes prescribed (e.g. antibiotics) and non-prescribed medication (e.g. paracetamol).

- 1.7. Prescribed medication, including asthma and anaphylaxis medication, will only be administered when it is accompanied by written instructions from the child's medical practitioner, is in the original container and the service medication form is completed.
- 1.8. I/we agree to complete the service medication form detailing the dose, time and date of last dose of any medication given to my/our child so as to reduce the risk of overdosing.
- 1.9. I/we give permission for first aid qualified staff to administer first aid and/or medication to my/our child as required.
- 1.10. I/we give permission for my child's photo to be displayed and identified as having a severe or life-threatening condition.
- 1.11. I have confirmed my child's immunisation status with the Service.

## GENERAL

- GENERAL 2.1. that I/we have read and understood the Catholic Early Learning and Care Privacy Policy located on the Cairns Catholic Early Learning and Care website and under 'Documents' on the OWNA App
- 2.2. that I/we are aware that policies and procedures are available at the service, published online on the Catholic Early Learning and Care website and are otherwise available at our request and I/we agree to abide by the policies and procedures of Catholic Early Learning and Care.
  - 2.3. that the person(s) nominated in the Enrolment Application Form, is/are the authorised party/ies to enrol, cancel enrolment, release and authorise release of the child/ren
  - 2.4. that it is my/our responsibility to ensure all information associated with my/our child's enrolment is current and notify the service immediately of any changes to details provided
  - 2.5. that my/our child is required to be signed in by the person who delivers the child to the service and signed out by the person collecting the child to ensure all legal obligations are met
  - 2.6. that I/we must notify the service, in writing, if a person, who is not on the service's current records as authorised to collect my child, will be collecting my child from any session of care and that photo ID will be required on collection
  - 2.7. that I/we must provide alternative care arrangements when my/ our child is suffering from an infectious or contagious illness, or is generally unwell, or is deemed by service staff to be unable to participate in the service program
  - 2.8. that I agree to notify of my child's absence promptly, using the OWNA app. I understand that a non-communication fee will apply for late notification.
  - 2.9. that I agree to sign the record of absence on OWNA for those sessions my/our child is absent
  - 2.10. that information on this enrolment form may be provided upon request to either parent/carer detailed on this form
  - 2.11. that I/we must be contactable at all times whilst my child is in care. This may require alternative and/or work phone numbers
  - 2.12. I/we will complete a re-enrolment through OWNA, nominating days of attendance required for my/our child
  - 2.13. that changes to bookings will be notified to the Service as per the Services' policy
  - 2.14. I/we have nominated an email address to which account statements, newsletters and other communications may be sent

- 2.15. my/our child can participate in all activities offered by the service, I will advise the service in writing if I/we do not wish my/ our child to participate in a particular activity
- 2.16. that I consent to my child attending local excursions that are supervised and do not involve transport or cost
- 2.17. that I must provide separate written consent for my child to attend extracurricular activities and/or excursions
- 2.18. that I must dress my/our child in clothing that is appropriate for planned activities and meets the sun safety standards in accordance with the Service's Sun Safety Policy, e.g. activities may include climbing, outdoor and indoor play
- 2.19. that the Service will not accept responsibility for loss or damage to any property/items brought into the service by children or families
- 2.20. that the Service may be used as a training and observation centre by students aiming to/or already working with young children
- 2.21. that the Service may occasionally have visitors, or volunteers, and consent to my child/ren being in the presence of volunteers or visitors, with appropriate supervision
- 2.22. that I agree to address all children in a positive and friendly manner, not approach other children about their behaviour, not approach other parents about the behaviour of their children, not discuss the behaviour of other children with other parents, and respect the confidentiality of all children and their families
- 2.23. that information at the Service regarding activities, children's records and notices are confidential and I agree not to photograph, copy or circulate on social networks such documents/information. These documents remain the property of Catholic Early Learning and Care
- 2.24. that a confirmed enrolment within a Catholic Early Learning and Care facility, does not guarantee me an automatic enrolment into a Catholic School within the Diocese of Cairns. A separate enrolment process is required with the school.
- 2.25. that this enrolment is not confirmed until I am notified by the service's nominated supervisor

## FEES AND FINANCIAL TERMS

- FEES 3.1. that I/we are bound by the fees and conditions outlined in the services' Fee Schedule published on the Cairns Catholic Early Learning and Care website and under 'Documents' on the OWNA App
- 3.2. if my/our child is not collected from the service by closing time a Late Fee penalty will be incurred as specified in the Fee Schedule
- 3.3. if cancelling a booking, written notice of the final day will be provided and further attendance will require a re-enrolment procedure. I further acknowledge that re-enrolment is subject to acceptance
- 3.4. that fees are payable for all booked days, including absent days, i.e. sick days and family holidays for which the required notice period was not provided – refer to Fee Schedule
- 3.5. I/we understand that my Child Care Subsidy (CCS) will only apply at this service after my/our child's first physical day of attendance and until my/our child's last physical day of attendance
- 3.6. that as a condition of enrolment I am required to make payment via Direct Debit Authority on a weekly basis. I/we accept that all payments made via Direct Debit Authority will be subject to Direct Debit Authority terms and conditions. Any issues I/we have regarding my/our payments made via Direct Debit Authority will be addressed with Direct Debit Authority directly
- 3.7. that other payment arrangements may be offered at the discretion of Catholic Early Learning and Care and that an additional administration fee may apply

- 3.8. that I/we are financially responsible for any willful damage of equipment or property by my/our child
- 3.9. that an administration fee may be applicable should I/request information relevant to my/our child's attendance
- 3.10. that the information provided in this enrolment form is correct and precisely matches information submitted by me/us to Centrelink or any other relevant government agencies. I/We understand that any discrepancies may lead to the service being unable to claim CCS. In this instance I/we will be required to pay full fees
- 3.11. failure to pay fees incurred within prescribed timeframes is a breach of the conditions of enrolment and may result in withdrawal of child care until my account is paid in full or a payment plan is negotiated. Failure to adhere to the negotiated agreement may result in termination of care and account referral to a debt collection agency, the cost of which will be added to my account

FINANCIAL TERMS 4.1. I agree to pay fees, as a debt due and owing to the Service invoiced by the Service to me at the prevailing rates set by CCELC from time to time

- 4.2. I agree to pay fees, via Direct Debit Authority as per the terms and conditions of the Direct Debit Authority agreement
- 4.3. The Service is entitled, at its absolute discretion, to charge interest on any overdue balance
- 4.4. Interest will: a) Accrue from day-to-day b) Be calculated at a rate of 6% above the official RBA interest rate c) Be calculated from the due date for payment of the invoice until payment; and d) Be calculated using a simple interest method
- 4.5. I acknowledge that my obligation to pay fees is without deduction, set off, or counterclaim
- 4.6. In the event that the Service takes legal action (including court action) to recover fees, I agree to pay on a full indemnity basis, costs or fees charged by any collection agency or legal practitioner to the Service
- 4.7. I acknowledge that the law of Queensland applies to this enrolment agreement, including the financial obligations set out under this section. I submit to the non-exclusive jurisdiction of Court of Law, Queensland and waive any right I may have to object to that jurisdiction or forum because it is inconvenient or otherwise
- 4.8. Where another parent/carer signs this enrolment agreement, I agree that I am jointly and severally liable with that person.
- 4.9. By signing this agreement, I consent and agree to the Service:
- a) accessing and using information about my credit worthiness from a credit reporting agency in order to assess my application for enrolment;
- b) accessing and using a consumer credit report from a credit reporting agency in order to collect overdue payments;
- and/or c) in the event of non-payment of fees, entering my name with and disclosing my personal information to a credit-reporting agency to record the overdue payment, and I release and discharge the Service from any liability or claim arising out of or in connection with any such dealing with a credit-reporting agency.
- 4.10. I acknowledge that the Service has informed me that my personal information may be disclosed to a credit-reporting agency

## MEDIA CONSENT

**Please update your child's media consent status directly with your service, if required.**

**A "Yes" to Media Consent indicates the following.**

I give consent for photos, video/audio of my child to be used without remuneration or compensation in all forms of publications and communications company social media, such as Facebook, LinkedIn, Instagram and website and/or presentations sanctioned by the Service, Catholic Early Learning and Care – Diocese of Cairns, or the wider Catholic community. I also acknowledge that my child will be photographed, videoed or recorded for use within the service for the purpose of recording children's learning and development. These will be viewed by families that use the service on the online platform OWNA, service and school newsletters and displays with in the service premises.

## PARENT CODE OF CONDUCT

I acknowledge that I have read and understood the Parent Code of Conduct and agree to abide by the contract.

**ENROLMENT DECLARATION:** I have read and understood the conditions of this contract and agree to abide by the contract. I certify that the information contained in the APPLICATION FOR ENROLMENT form and associated forms is correct and agree to notify the Nominated Supervisor of the Service of any change to any information contained therein.