

TERMS & CONDITIONS OF ENROLMENT

Thank you for choosing Centacare Early Learning and Care for your childcare needs. To finalise and confirm your child's enrolment, you are required to read the permissions and consents below. Please note that the Permissions provide parents with options to consider, however, Consent Statements are a compulsory requirement of enrolment.

SUPPORT

I/WE UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

- To support my/our child further whilst at the service.
- I/we give permission for the Nominated Supervisor or service representative to liaise with School and/or specialist staff in regard to my child.
- I/we authorise students under the supervision of staff to undertake observation of my/our child for the purpose of curriculum planning and Educators in training.

ACTIVITIES PERMISSION

- I consent for my/our child to view 'G' and 'PG' rated DVD and television programmes that have been previously evaluated by Service.
- I/We give permission for my/our child to participate in face painting activities.

HEALTH AND SAFETY PERMISSION

- I/We give permission for staff to apply adhesive bandages (e.g. band-aids) to my/our child.
 - If your response would be no to this question, please contact the service directly
- I/We give permission for my/our child to have sunscreen applied as required.
 - If your response would be no to this question, please contact the service directly
- I/We give permission for my/our child to have insect repellent applied as required.
 - If your response would be no to this question, please contact the service directly

MEDIA

I/We understand that the option I/We have selected on the enrolment/re-enrolment form in regard to Media Consent (external and Centre-based) will stand, unless I/We update our Enrolment Form in OWNA.

CONDITIONS OF ENROLMENT

1. MEDICAL CONSENT

- 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.

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- 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 I/we understand that the service is unable to care for children who are sick or who have a contagious illness.
- 1.6 I/We further acknowledge that a medical clearance may be necessary before my/our child is able to return.
- 1.7 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).
- 1.8 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.
- 1.9 I/We agree to complete the service medication form on OWNA 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.
- 1.10 I/We give permission for qualified first aid staff to administer first aid and/or medication to my/our child as required.
- 1.11 I/We give permission for my child's photo to be displayed and identified as having a severe or life-threatening condition.

2. GENERAL CONSENT

- 2.1 That I/we have read and understood the Centacare Early Learning and Care Privacy Policy located on the Centacare Early Learning and Care website.
- 2.2 That I/we are aware that policies and procedures are available at the service, published online on the Centacare Early Learning and Care website and are otherwise available at our request and I/we agree to abide by the policies and procedures of Centacare Early Learning and Care.
- 2.3 That the person(s) nominated in the Enrolment Form, is/are the authorised party/ies to enrol, cancel enrolment, release and authorise release of the child.
- 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.

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- 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. The Centre will require their full name, relationship to the child and the phone number in order to set up a PIN for them in OWNA.
- 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. That I/we may be required to provide medical results to prove a child is well.
- 2.8 That I agree to notify of any absence, using the OWNA App. A non-communication fee will otherwise be applied.
- 2.9 That information on this enrolment form may be provided upon request to either parent/carer detailed on this form.
- 2.10 That I/we must be contactable at all times whilst my child is in care. This may require alternative and/or work phone numbers.
- 2.11 I/we will complete a booking nominating days of attendance required for my/our child. These days will be confirmed by the Service, based on availability.
- 2.12 That changes to bookings will be notified to the Service as per the Service's policy.
- 2.13 I/we have nominated an email address to which newsletters communications may be sent and other communications may be sent.
- 2.14 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.
- 2.15 That I must provide separate written consent for my child to attend extracurricular activities and/or excursions.
- 2.16 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 Services' Sun Safety Policy, e.g. activities may include climbing, outdoor and indoor play.
- 2.17 That the service will not accept responsibility for loss or damage to any property/items brought into the service by children or families.
- 2.18 That the Service may be used as a training and observation centre by students aiming to/or already working with young children.
- 2.19 That the Service may occasionally have visitors, or volunteers, and consent to my child being in the presence of volunteers or visitors, with appropriate supervision.
- 2.20 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.

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- 2.21 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 Centacare Early Learning and Care.
- 2.22 That a confirmed enrolment within a Centacare Early Learning and Care Centre, 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.
- 2.23 That this enrolment is not confirmed until I am notified by the Service's Nominated Supervisor

3. FEES AND FINANCIAL TERMS

- 3.1 That I/we are bound by the fees and conditions outlined in the Service's Fee Schedule published on the Cairns Centacare Early Learning and Care website.
- 3.2 I/we have read and understood Service's Fee Schedule.
- 3.3 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.
- 3.4 That as a condition of enrolment I am required to make payment via Direct Debit on a weekly basis. I/we accept that all payments made via the Direct Debit Authority will be subject to the Direct Debit Authority's terms and conditions. Any issues I/we have regarding my/our payments made via the Direct Debit Authority will be addressed with Direct Debit Authority directly.
- 3.5 That I/we are financially responsible for any wilful damage of equipment or property by my/our child.
- 3.6 That the information provided in this enrolment form is correct and precisely matches information submitted by me/us to Services Australia or any other relevant government agencies.
I/We understand that any discrepancies may lead to the service being unable to claim CCS.
- 3.7 In this instance I/we will be required to pay full fees failure to pay fees incurred within prescribed timeframes is a breach of the conditions of enrolment and may result in withdrawal of 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.
- 3.8 The Service is entitled, at its absolute discretion, to charge interest on any overdue balance.
- 3.9 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.
- 3.10 I acknowledge that my obligation to pay fees is without deduction, set off, or counterclaim.
- 3.11 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.

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- 3.12 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.
- 3.13 Where another parent/carers signs this enrolment agreement, I agree that I am jointly and severally liable with that person.
- 3.14 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.
- 3.15 I acknowledge that the Service has informed me that my personal information may be disclosed to a credit-reporting agency.

KINDERGARTEN ONLY

Kindergarten Government Subsidy:

Kindergarten children turning 4 years old by 30th June in the current year are required to attend a minimum of five days in each fortnight. All other children must attend a minimum of two sessions each week. Please refer to the Queensland Government: Early Childhood Education and Care website for current information.

If you or your child holds a current Australian Government Health Care Card, Pension Card/ Veterans Affairs card or if you identify as being Aboriginal or Torres Strait Island (or have a child who does), or if you have 3 or more children of the same age enrolled in the same year, please speak with the service Nominated Supervisor for further details of possible additional subsidy available when using an approved kindergarten program provider in the year before Prep.

If you meet the above criteria, your discounts will be applied to your account at the beginning of each week per school term.

I/We elect this CELC Kindergarten as the primary centre that will receive the Kindergarten Funding Scheme Subsidy for my child (parents/carers need to elect the centre that will receive a subsidy for their kindergarten-age child as only one centre can receive this funding).

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PARENT CODE OF CONDUCT

I acknowledge that I have been provided with a copy of the Parent Code of Conduct and that this is also on display within the service for me to access. I agree to abide by the conditions outlined in the Parent Code of Conduct always

PRIVACY POLICY

I acknowledge that a copy of the Centacare Early Learning and Care Privacy Policy is available for me to view at the Service or through the website, and should I have any questions relating to this, I will contact the Service directly.

ENROLMENT DECLARATION

I acknowledge that I have read thoroughly the information provided in these Terms and Conditions and that I agree to abide by these should my application for enrolment be successful. I certify that the information contained in the Application for Enrolment Form and any associated forms is true and correct, and that I will notify the Nominated Supervisor of the Service immediately, of any changes in circumstances

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