

OUR MISSION

Prepare young people for life



In completing and signing this form, I/We understand and consent to the following arrangements:

I/We agree to pay our childcare fee WEEKLY in advance.	
I/We acknowledge that the centre charges for public holidays and for any days that my child is absent from the centre that my child is book in for. Days are not transferrable and we do not provide make up day.	
I/We agree to provide two weeks written notice to Little Learners Early Learning before I/We cancel my/our child's enrolment. I/We agree to pay the full daily fee in the event we do not supply the required notice period.	
I/We acknowledge that if my/our child does not attend on the first or last days of care, all government subsidies will be forfeited and the full daily fee will apply to my account as per Centrelink's policy.	
I/We acknowledge that if our childcare account is not settled in full within 5 working days of my child exiting the centre a Debt collection agency is employed to collect the outstanding monies. I/We agree to pay any collection fees applicable to my/our account incurred from the debt collection agency, including court costs.	
I/We are aware that there is a charge (\$1 per 1 minute) for late departures to cover overtime payments due to staff and agree to pay any costs associated if my child is not collected by closing time.	
I/We acknowledge it is my/our responsibility to maintain a current Department of Communities Child Care Subsidy Claim and meet all Government requirements for the Child Care Subsidy. In the absence of such I/We acknowledge that full daily childcare fees will apply.	
I/We acknowledge that in the event that my/our payment is dishonoured by my/our banking agency my child's care will be suspended until the amount is paid in full.	
I/We acknowledge that if my/our child is absent from Little Learners Early Learning for 3 consecutive days and I have been un-contactable the centre will suspend my child's care and any government subsidies paid will be forfeited with the full daily fee being applied to my/our account.	
I/We acknowledge that failure to pay my/our account within the terms specified will result in the termination or suspension of care and my child's place will be reallocated.	
I/We acknowledge it is my/our responsibility to familiarise myself/ourselves with the centre's program and to notify Little Learners Early Learning in writing if there are any activities or events we do not want our child to participate in.	
The centre reserves the right to terminate this agreement when, in its discretion, it considers that to do so would be in the best interests of the centre or our staff. We agree to give reasonable notice to exercise this right and will refund any payments in credit.	
I/We acknowledge my child's immunisation records and birth certificate will be kept on file.	
I/We agree to abide by the Health Policy of the Centre, which is explained in the Parent Handbook and which I acknowledge that I have read and understand. I understand that the Nominated Supervisor reserves the right to exclude my child if staff considers them not well enough to attend the Centre. I understand that failure to adhere to this policy can result in the loss of placement.	
I/We have read the terms and conditions detailed in the enrolment form, have personally visited the centre and consent to progressing with the enrolment of my/our child or children.	
Signed by Enrolling parent or guardian:	Date: