

# Regand Park Early Childhood Education Centre

349 Macquarie Street Dubbo NSW 2830  
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## Parent Authorisation and Agreement

Please initial  
when read



**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Medical Treatment:** If my child requires medical treatment, I authorise Regand Park ECEC, a nominated supervisor, or an educator to seek medical treatment for my child from a registered medical practitioner, hospital, or ambulance service; and transportation of my child by an ambulance service. I also give written consent to the carrying out of appropriate medical, dental, or hospital treatment in the event such action appears to be necessary. I also accept the emergency services will be at the nearest appropriate public hospital and that all costs incurred as a result of this will be my responsibility

**Off Grounds Authorisations:** I authorise my child to leave the grounds of Regand Park ECEC for the activities I have approved in my enrolment form. (eg. Evacuation drills, Regular outings, Nature Schools)

**Fee Agreement:** I agree to pay the calculated fees in advance and if my child is absent, to notify the service and pay the appropriate fees for that day including any fees for late collection of a child (see fees policy). In addition, I understand that the words 'in advance' means that fees are payable for the following weeks attendance and not the current week of attendance, if paying weekly or fortnightly. If I elect to pay monthly, my payments must be received by the due date communicated in my monthly statement. I understand that if payment is not made in accordance with the Service Policy, I will jeopardise my child's position at the Service. I also understand that fees are payable for Public Holidays that fall on days that my child would normally attend Regand Park ECEC. I understand that if any debt is not paid within seven (7) days of the due date, interest of twenty percent (20%) will be added to my account. I also understand that an outstanding debt may be forward for collection by either a Debt Recovery Agency or solicitor. I shall then be liable for the original debt, interest, and costs that may be incurred by having another agency or solicitor collect on behalf of Regand Park ECEC.

**Policies:** I hereby acknowledge that I have read the Regand Park ECEC - Parent Information Book containing a summary of our major service policies and I agree to abide by the service's policies. I am also aware that I can download this document at any time from the service website [www.regandparkecec.com.au](http://www.regandparkecec.com.au) and I am able to request a copy of the policies from the service office.

**Evidence:** In line with the priority of access guidelines, I will produce evidence in support of my enrolment application, and I understand that I may be requested to present this information every six months if required. E.g. Evidence of employment or study.

**Care:** I will ensure that I advise Regand Park ECEC of any changes to the information on my child's enrolment form which would affect the level of care provided and also any special arrangements in relation to the care of my child.

**Pick up:** I will notify the service as per the Collection of Children Policy, should I wish my child to be collected by any person other than the child's parent/Guardian.

**Paracetamol and Topical Applications:** I authorise staff and educators of the service to administer Paracetamol and to apply topical products I have approved in my enrolment form (eg. nappy creams/powder, ointments, sunscreen, insect repellent)

**Photographs:** I authorise staff and educators of the service to photograph my child for the activities I have approved in my enrolment form (eg. Service, print and media, website and social media)

**Cancellation of Care:** I understand my child's position is booked from the date offered until the service closes for the Christmas break. I understand that if I wish to stop using my child's place at Regand Park ECEC, I need to inform the service in writing and give a full two weeks notice (in line with a government attendance week commencing on a Monday and ending on a Sunday. Therefore when notice is given, two weeks will commence from the next Monday). On doing this and providing my fees are up to date, I will then be reimbursed with my Holding Bond. I understand that I am unable to give notice of withdrawal after the last Friday in October each year, and if I chose to stop using my child's position after this date I will still be responsible for paying for that position until the service closes in December.

**Care Agreement:** Care for my child, named on this document, will be provided on a routine basis. In addition to the routine sessions, care may also be provided on a casual basis. The usual start time of a session begins at 7:30am and ends at 6:00pm. I can find the daily fee charged for sessions at Regand Park ECEC in the Parent Handbook or on the website <http://www.regandparkecec.com.au/fees-enrolment>. Fees may vary from time to time. I am also aware that I am required to confirm this arrangement in [myGov](#) account in order for my Child Care Subsidy (CCS) to be received at this Service. Any changes to my arrangement, will require me to complete a new agreement and confirm the change in [myGov](#) account.

**This Care Agreement will commence from the date my offer reflects, which is:** \_\_\_\_\_  
(the date your child starts the new session)

**The routine days sessions of care will be provided in this Care Agreement are:** (Tick the days you have been offered care for)

Monday

Tuesday

Wednesday

Thursday

Friday

**By signing this form, I declare and confirm:**

**I am lawfully authorised in relation to the child referred to in this form and all information provided in the enrolment form is true and correct. I also confirm the arrangement of my Care Agreement.**

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_