

## Service / Parent /Educator Agreement

The Department of Education are very clear in the responsibilities of the service to collect all fees for the family day care educator. Ignite Minds will therefore be collecting the fees for care from the families through direct debit or credit card debit on a regularly fortnightly basis.

### Parent / Guardian Information

Mother/Guardian..... Father/Guardian.....

Home Address..... Home Address .....

.....

Date of Birth..... Date of Birth.....

Home Phone..... Home Phone.....

Work/Study Phone..... Work/Study Phone.....

Mob:..... Mob:.....

Email: ..... Email: .....

Name of Children to be cared for	Date of Birth

### Confirmation of Child/ren Hours

**This care is Regular Booking arrangement only**

#### Days and Times of Care

Time	Mon	Tues	Wed	Thurs	Frid	Sat	Sun
Am							
Pm							
Am							
Pm							

If your children are of school age, will you require care during school holidays? Yes No

**Please state the days and times of care required in school holidays.**

Time	Mon	Tues	Wed	Thurs	Frid	Sat	Sun
Am							
Pm							

#### FEES

It is the parent's responsibility to ensure the correct number of hours for CCB are lodged with CentreLink for holiday periods. Parents will be charged the additional costs for care for school holiday times

The fees for ..... Family Day Care is ..... per hour .  
Late fees are ..... for every 5 minutes or part thereof.

Your expected fee, based on the the information provided, including expected Child Care Benefit (CCB)% and booked hours of care, will be..... per week.

Your service will commence on ...../...../2018

Your nominated day for the first fortnights payment will be ..... the ..../...../2018 and then every 2 weeks thereafter.

Centrelink determine this fee and we can only give a close estimate, no responsibility is accepted for accuracy of these calculations.

Fees are payable two weeks in advance, the first payment will be before the start of care and then on a fortnightly basis. Depending on your date of enrollment and the payment

cycle, it could be that in the first week, two payment come out of your account.

When correct information is submitted to CCMS the correct amount of CCB will be returned. **Please Note** This could take up to 6 weeks to be finalised and in this event, you will have to cover a greater 'gap payment' (the difference between cost of service and CCB) until such a time as it is reimbursed through CCMS.

If care ceases during the period of notice, CCB entitlement will only apply until the last day of attendance. Full fee for remaining booked hours (without CCB), will then apply unless an approved absence is used. (i .e. medical certificate supplied)

I understand that I am to pay the 'Gap Fee' as identified by the CCMS this will be taken from my bank account on a regular fortnightly basis.

I understand my obligation to keep my payments 2 weeks in advance in accordance with my child's booking. I understand that if I wish to vary my child's booking I will need to provide this information to Ignite Minds in writing to [info@igniteminds.com.au](mailto:info@igniteminds.com.au) 2 weeks prior to the changes occurring.

I have read, discussed and understood the conditions of this agreement. I also understand that this form will be kept by the Educator for their records and a copy kept at Ignite Minds Family Day Care. I acknowledge that I have completed this form and that I am obligated to update Ignite Minds should any information change.

Parent/Guardian Signature: ..... Date: .....

Educator Signature: ..... Date: .....

Signed on behalf of the Ignite Minds by .....Signature.....Date

**Travel**

Do you require Travel Requirement: to

School: ..... Kindergarten:.....

**If yes, Please give further details**

### General Authorization

Permission to take part in routine excursions must be obtained in writing from parents when the child enters care at the initial parents/educator interview. A routine excursion is defined as visits to places such as; Playgrounds, Pre-school, Local parks, Library etc.

An annual risk analysis and annual permission forms will be completed for each routine excursion

### Educators please tick your routine outings.

- |                        |                                   |
|------------------------|-----------------------------------|
| Playgrounds,           | Pre-school,                       |
| School,                | Shops,                            |
| Local parks,           | Child Health centre               |
| Library,               | Ignite Minds premises and offices |
| others , (please name) |                                   |

Do you agree that the educator transports your child on these outings? Yes No

**Special or Non Routine excursions/** outings are to be discussed with parents also a transport authority and permission forms must be filled in and signed prior to each occasion. A risk analysis must be completed before any excursions and all information to be forwarded to Ignite Minds office

### Sun Safety

Parents and Guardians are to provide hats and sunscreen for their children.

I.....Give permission/Do not give permission for my children:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

To have sunscreen applied as recommended on the product label throughout the day, as per instructions on sunscreen container.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Taking of Children's Photos

Ignite Minds uses a private photo sharing app 'Storypark' to document and record your child's learning. This app is secure and managed by Ignite Minds. You will receive an invitation to create a StoryPark account and further instructions on how to manage who and how you share your account. We strongly encourage you to share your account with friends and family as it is a great way of keeping them informed of your Child's learning, especially when living interstate and overseas. When photos are uploaded to this app they are only shared with Ignite Minds and the parents of children tagged in the photo. In Family Day Care, photographs are often taken throughout the day and are used to help with programming for your child, recording their achievements and development and moments that bring us joy. Photographs will only be used to enhance the child's experience at Family Day Care. No photographs of any kind will be published in any form of media at any time unless express permission to do so has been sought and granted of the parents. Further information about StoryPark can be found here [https://www.storypark.com/for\\_families](https://www.storypark.com/for_families)

I \_\_\_\_\_ Give permission/Do not give permission for my child/ren:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

To be photographed whilst in Family Day Care.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you give permission for photographs to be taken of your child, these will be given to you when your child no longer attends care with the service. Photographs will only be used to enhance the child's experience at Family Day Care. No photographs of any kind will be published in any form of media at any time unless express permission to do so has been sought and granted of the parents.