

Sunny Days Enrolment Application: Terms, Conditions and Required Declarations

Please read these before signing the Enrolment Application	
Individual Development Plans / Photographs	<ul style="list-style-type: none"> o I agree to my child being observed and photographed for Individual Development Planning o I give permission for my child's photo to be used on Sunny Days Website and Facebook. Yes / No
Enrolment Rights	<ul style="list-style-type: none"> o I declare that my child is not enrolled in another Early Childhood service at the same times that he/she is enrolled at Sunny Days. I agree to notify the centre of my child's absence. o I declare that my child enrolment hours may be changed in consulting with parent/caregiver if the Centre sees necessary if enrolment agreement has been breached. Example; Late drop offs or Pickups or frequent absentees.
Sick children	<ul style="list-style-type: none"> o In signing this enrolment form I agree to the Centre rules that I am not to bring my child to the Centre when they are suffering from any condition that is capable of being transmitted to other children.
Treatment, testing of children	<ul style="list-style-type: none"> o In signing this enrolment form, I authorise the staff to administer medication provided or authorised by me for my child from time to time. In the event of any illness, medical condition, or accident, or where the child's health may be at risk, I authorise the management of the Centre to seek appropriate professional or medical advice or treatment as they consider necessary for the best interests of the child.
Authority for outside visits	<ul style="list-style-type: none"> o In signing this enrolment form I authorise the Centre staff to take my child in small groups on short outside walks and visits to the park etc. o I authorise the taking of my child on outside trips (where I am not attending or assisting) that have been advertised or notified by the Centre and will pay such additional charges as required to cover costs.
Agreement to Charter, Rules & Management Prerogative	<ul style="list-style-type: none"> o In signing this enrolment form I agree to the CHARTER and to abide by the rules of the Centre as set down from time to time by management, and the expectations set out in the Parent Information Booklet. o I accept that management reserves the right to revoke enrolment.
Fees Agreement	<ul style="list-style-type: none"> o In signing this enrolment form I agree to pay the fees on the basis of the fee schedule that is current at the time and I will pay, weekly in advance, in accordance with the Fee Policy of the Centre. o I acknowledge and agree to pay the appropriate fee for an enrolled day even if unable to attend. o I understand a charge will be made for absence. o I accept the "late pickup fee" for each 15 minute blocks of \$25.00. o 14 days notice is required in writing or the equivalent in fees in lieu of intention to withdraw a child.
Parking & Escorting	<ul style="list-style-type: none"> o I agree that when dropping my child off at the Centre and escort my child into the Centre building and advise a staff member of my arrival before leaving my child in the Centres custody. o I will advise a staff member before taking my child from the Centre. o I will sign my child in and out at the allocated time of the Enrolment..
Privacy Act	<ul style="list-style-type: none"> o The information requested in this Enrolment Application Form is needed by the Centre to comply with statutory requirements to enable Centre staff to contact you or to ensure the appropriate care and education of your child. We are obliged by regulations to keep these records for at least seven years. o All personal information kept on your child will be secure, accurate and kept confidential.
Fee Payment Responsibility	<ul style="list-style-type: none"> o I understand and accept full responsibility for payment of the fees charged to my account in accordance with the published policies and fee rates. o I understand and accept that these fees are to be paid in full, in advance, within three days of the beginning of each billing period. o I understand and accept that irrespective of any arrangement with any third party (eg other adult, WINZ, Income Support services, Accident Insurance, Trusts or Budget Services, etc) to pay the fees. The full responsibility to pay remains with me. o I understand and accept that if any fee or charge remains unpaid beyond the time specified in the Fee Policy, my child's enrolment may be forfeited, the debt passed to a Debt Collection Agency, and that I will be responsible for any costs incurred in this process.
Centre Rules and Policies	<ul style="list-style-type: none"> o I understand that these terms and conditions in this form are not exhaustive and that others are contained in published Centre Policy documents, Rules, Charter, Notices, Parent Handbooks, etc. o I accept that the Centre reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing Newsletters, Notices, or posting notification on one of the Centre Notice boards. o This centre has a folder of policies that set out the procedures that are in place for the care and education of the children who attend. This folder is located at the sign in area. We strongly urge you to read these. The signing of this enrolment form indicates that you will abide by the policies of this centre and understand how you can have input to policy review.

Signature of Parent / Guardian **Date**