



1 West Avenue  
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# ARMIDALE MONTESSORI PRESCHOOL ENROLMENT APPLICATION FORM

Please attach a passport size photo of your child here (optional).

Name:

## ATTACHED DOCUMENTS

Please ensure ALL of the following documents are attached to this application before submission:

Child's birth certificate		Medical Management Plan (if applicable)	
Immunisation record		CCS eligibility assessment letter (if applicable)	
Information upload consent form		Completed Direct Debit Form	
Arrangement Form (attached) completed & signed		Court orders (if applicable)	
Healthcare Card (if applicable)			

Service name: ARMIDALE MONTESSORI PRESCHOOL

Address: 1 WEST AVENUE, ARMIDALE NSW 2350

Phone number: 02 6772 3628

Email:  
director@armidalemontessori.nsw.edu.au



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## CHILD DETAILS

Given Name(s):			
Middle Name:		Surname:	
Name Usually Called:			
Date of Birth:		Sex (Please circle):	Male / Female

Centrelink Reference Number (CRN) <i>Please note: Parent and child have their own individual CRN number</i>	
Have you completed the Child Care Subsidy assessment on the <a href="#">myGov</a> website (Please circle)?	Yes / No
Have you received confirmation about your Child Care Subsidy? (Please circle)	Yes / No

Child's primary home address:	
Child lives with:	

Child's birth certificate or equivalent has been provided?	Yes / No
--	----------

Days required (Please tick):	Monday	Tuesday	Wednesday	Thursday	Friday
Preschool (8.00am-3.30pm)					
Long Day Care (7.30am-5.30pm)					
Child's requested Start Date:					



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Child's Confirmed  
Start Date (office use):

## CULTURAL CONSIDERATION

*Education and Care Services National Regulations - Regulation 160 (f, g, h)*

Language spoken at home:	
Ethnicity:	
Religion (if applicable):	
Is the Child of Aboriginal or Torres Strait Islander Descent? <i>(Please circle and specify)</i>	Yes / No
Please outline any cultural practices you would like followed (if applicable):	
Please outline the Child's religious background and if relevant any religious practices you would like followed (if applicable):	
Religious celebrations (if applicable):	

## MEDICAL INFORMATION

*Education and Care Services National Regulations - Regulation 160 (3a, l, j)*

Medicare Number:			
Medicare Expiry Date:		Number of child on card:	

### Child's Registered Medical Practitioner or Service Details:

Service Name:	
Practitioner's Name:	



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Contact Numbers:	
Address:	

**Child's Registered Dental Practitioner or Service Details:**

Service Name:	
Practitioner's Name:	
Contact Numbers:	
Address:	

Health Care Card Holder (Please Circle):	Yes / No If yes, please provide a copy to the Service
Private Health Cover (Please Circle):	Yes / No
Private Health Fund Name:	
Private Health Care Membership Number:	
Ambulance Cover:	Yes / No

Does the child have any specific health care needs or medical conditions, including asthma, allergies, anaphylaxis, diabetes, epilepsy, etc.?  <i>(Please Circle)</i>	Yes / No If yes, please provide a medical management plan, which the child's medical practitioner has prepared.  The Plan should include: <input type="checkbox"/> A photo of the child <input type="checkbox"/> If relevant, state what triggers the medical condition, allergy or anaphylaxis <input type="checkbox"/> First aid needed <input type="checkbox"/> Contact details of the doctor who signed the plan <input type="checkbox"/> When the Plan should be reviewed.
Does the child have any dietary restrictions? <i>(Please Circle)</i>	Yes / No <i>(If yes, please attach relevant details.)</i>
	Attached



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Is your child receiving regular medication?	Yes / No	Details:	
Has your child a history of any major illness or had any operation?	Yes / No	Details:	
Does your child have any identified additional needs (e.g. behavioural issues, autism, etc)?	Yes / No	Details:	
Is there any other health information staff should be aware of?	Yes / No	Details:	
<p>Medication will only be administered if it is in the original container with the original label and instructions that can be clearly read and before the expiry or use by date. Additionally, if the medication has been prescribed by a medical practitioner:</p> <ul style="list-style-type: none"> <li>The label must contain the child's name and</li> <li>Parents must provide any verbal or written instructions provided by the medical practitioner.</li> </ul> <p>Any medication, including non-prescription medication like nappy creams and paracetamol, must be authorised by parents or an authorised nominee on our "Administration of Authorised Medication" form.</p>		Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or another educator at the Service to seek medical treatment from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Do you authorise the Nominated Supervisor or other educator at the Service to seek dental treatment from a registered dental practitioner or service in the event of an emergency?	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	



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Do you authorise the Nominated Supervisor or other educator to transport the child in an ambulance in the event of an emergency? (Please Circle)	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	
Please be advised that if the Child is diagnosed with asthma or anaphylaxis and an emergency occurs, the Nominated Supervisor or other educators may administer emergency first aid without making contact. Educators will notify the child's parents and/or emergency services as soon as possible.	Yes/No	Parent 1 Signature:	
		Parent 2 Signature:	

## IMMUNISATION DETAILS

Is your child immunised.	Yes/No	Attached
	Please note: Approved documentation must be provided before your child can attend See Immunisation Policy	
Are your child's immunisations up to date?	Yes/No	Attached
	Please provide a copy of your child's: Immunisation History Statement provided by Medicare	

The child's health record has been sighted by: \_\_\_\_\_ Position: \_\_\_\_\_

## DEVELOPMENTAL INFORMATION



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<p>Please provide us with any other information we should know about your child</p> <p><i>(For example, favourite activities, fears, special words (please translate if applicable), toileting and sleeping practices etc.)</i></p>	
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## FAMILY INFORMATION

<p>Does the child have any siblings? If so, please provide their names and ages.</p>	
<p>Does the child have any other close relations attending the Service? E.g. cousins. If so, please provide their names and ages.</p>	

## PRIMARY PARENT – Child will be registered for CCS under this parent

*Education and Care Services National Regulations - Regulation 160 (3b)*

Parent Name:	
Parent Surname:	
Address:	



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Phone Number/s:	(H) (M) (W)
Parent Date of Birth:	
Email address:	
Relationship to child:	
Country of Birth:	

Parent Centrelink Reference Number (CRN):	
---	--

Please provide any relevant cultural background details:	
--	--

Does the child live with you? (Please circle):	Yes / No
--	----------

Occupation:	
Place of employment:	
Hours of work:	

## SECONDARY PARENT

*Education and Care Services National Regulations - Regulation 160 (3b)*

Parent Name:	
Parent Surname:	
Address:	





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Phone Number/s:	(H)
	(M)
	(W)
Parent Date of Birth:	
Email address:	
Relationship to child:	
Country of Birth:	

Parent Centrelink Reference Number (CRN):	
---	--

Please provide any relevant cultural background details:	
--	--

Does the child live with you? (Please circle):	Yes / No
--	----------

Occupation:	
Place of employment:	
Hours of work:	

## COURT ORDER

*Education and Care Services National Regulations - Regulation 160 (3c, d)*

Are there any court orders, parenting orders or parenting plans relating to the powers, duties and responsibilities or authorities of any person in relation to the child or access to the child?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	



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Are there any other court orders relating to the child's residence or the child's contact with a parent or other person?	Yes/No	Attached
	If yes, please provide all relevant documentation and paperwork	

**Please note that without this documentation we cannot legally enforce the Order/s.**

## FIRST AUTHORISED CONTACT

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, l, ii, 1b)*

<p>There may be times or situations where your child has had an accident, injury, trauma or illness and Parent/s cannot be reached or are unable to collect their child. To deal with these circumstances and in case of an emergency the Service will inform the following person to collect and care for the child. This person must live a maximum of 30 minutes from the Service and must provide identification when collecting the child.</p> <p><b>Please obtain the person's consent before listing them as an emergency contact</b></p>			
Full Name:			
Relationship to child:			
Address:			
Phone Number:	(H)		
	(M)		
	(W)		
Email Address:			
Is this person authorised to pick up and drop off your child? (Please Circle)	Yes/No	Parent 1 Signature:	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature:	



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Can this person be contacted to give consent for educators to take the child outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature:	
Can this person be contacted to give consent for medical treatment for the child from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	

## SECOND AUTHORISED CONTACT

*Education and Care Services National Regulations - Regulation 160 (3b, ii, iii, iv, v) 161 (1a, l, ii, 1b)*

Full Name:			
Relationship to child:			
Address:			
Phone Number:	(H) (M) (W)		
Email Address:			
Is this person authorised to pick up and drop off your child? (Please Circle)	Yes/No	Parent 1 Signature:	
Can this person be contacted to give consent for medical treatment or to authorise for a Nominated Supervisor or educator to administer medication to the child in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature:	



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Can this person be contacted to give consent for educators to take the child outside the Service's premises in the event that you cannot be contacted? (Please Circle)	Yes/No	Parent 1 Signature:	
Can this person be contacted to give consent for medical treatment for the child from a registered medical practitioner, hospital or ambulance service?	Yes/No	Parent 1 Signature:	
Can this person give authorisation for the Service to take the child on regular outings?	Yes/No	Parent 1 Signature:	

## ENROLMENT AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY BEFORE SIGNING. PLEASE ASK IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU ARE UNSURE OF

Please tick the following items to authorise:

### HEALTH & SAFETY:

I/We give permission for this child to: Participate in outings to places of interest (permission slip will have to be signed before allowing your child to leave the Service)	YES	NO
Have SPF30+ sunscreen applied prior to sun exposure (If not, please provide a letter releasing the Service of any Liability)	YES	NO
Have Band-Aids or sticking plasters applied when necessary	YES	NO
Have staff apply Nappy Cream/Paste (supplied by parents)	YES	NO
Have staff apply Teething Gel (supplied by parents)	YES	NO
Have staff apply Insect Repellent (supplied by parents)	YES	NO

### PHOTOGRAPHY & VIDEO:



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For photos and video footage to be taken of my/our child for Service use and staff training purposes (Footage will not leave the Service)	YES	NO
For photos and video footage of my/our child to be used in Learning Stories, and to be shared with other families that attend the Service	YES	NO
For photos and video footage of my/our child to be used for student training purposes (Photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking)	YES	NO
For photos and video footage of my/our child to be used on Service website, social media and other internet purposes, such as advertisement and used in organisation's resources	YES	NO
Do you ONLY give permission for photos and video footage of your child to be taken for your own personal viewing and to receive copies	YES	NO

**WRITTEN ARRANGEMENTS:**

Armidale Montessori Preschool and Parent/Guardian must agree up-front on the arrangements for the care of a child. Arrangements must be recorded and kept up to date to ensure compliance.

Complying Written Arrangement	CWA	A CWA is an enrolment type used for families wishing to claim CCS now or in the future
Relevant Arrangement	RA	An RA is an enrolment type used for families not wishing to claim CCS

This Written Arrangement between \_\_\_\_\_ and **Armidale Montessori Preschool** is an ongoing agreement between the ECEC Service provider and the Parent/Guardian, to provide care in return for fees. The Written Arrangement must contain a minimum amount of information set out in subsection 200B(3) of the Family Assistance Administration Act.

Arrangement Type:	CWA	RA
Name of Service:	ARMIDALE MONTESSORI PRESCHOOL	
Service ID:		
Parent/Guardian Full Name:		
Parent/Guardian Contact Details:		
Parent CRN:		
Date the arrangement was entered:		
Full Name of Child attending care:		
Child's Date of Birth:		
Child CRN:		



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Enrolled Service Type (Please Circle):	Preschool		Long Day Care		
Expected Session of Care (Please Circle):	Mon	Tues	Wed	Thurs	Fri
Start time for Session:					
End time for Sessions:					
Care Arrangement (Please circle):	Routine Care – 10 hr		Routine Care – 9hr		Preschool – 7.5hr
Fees to be charged to the individual for the sessions of care provided					

*Note: Parties understand and are aware fees may vary from time to time.*

Please tick box to confirm you have read each point:

- I agree to inform the Service in writing immediately of any changes to the above information.
- I agree to pay the Service enrolment fee and bond prior to my child starting and am aware that the enrolment fee is non-refundable. Bond is refundable under conditions outlined in the Policy Manual
- I agree to keep my fees paid up to date and understand that my child's position at the Service will be in jeopardy if my fees are not kept up-to-date. I understand that all booked days are paid for even when my child is absent due to sickness or on holidays.
- If I am unable to collect my child by closing time I will organise for one of the people listed as authorised contacts to collect my child prior to closing time. I am aware that if my child has not been collected by closing time, and if I am unable to be contacted, those persons nominated as authorised contacts will be called by Service staff to collect my child.
- I agree to pay a late fee of **\$15.00 per 15-minute block** after closing time. In the event that a child is left at the Service for over an hour after closing and Service staff have been unable to contact anyone to collect the child, we will notify The Department of Family and Community Services and may be required to take the child to the local Police Station to await your arrival. A note will be left detailing the child's whereabouts.
- I agree to giving two weeks written notice to withdraw my child or make changes to enrolled days.
- After School care – I agree to pay \$10 per 1 hour increment after preschool service closing time of 3.30pm up until 5.30pm. (Please note this is only relevant to children attending the preschool service).



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- I authorise the staff to administer a single dose of paracetamol (Panadol) appropriate to the child's age in the event of a high temperature in an emergency after staff have attempted to organise someone to collect my child and have exhausted every other option. Please note that this does not mean your child can stay at the Service, they still need to be collected.
- I give permission for prescribed medication to be administered by Service primary contact staff upon my authorisation on the Service's medication form. I understand that if details are filled in incorrectly or left blank or if the medication does not meet the standards of the Service's policy the medication will not be given unless, in the case of missing or incorrect details I can be contacted to authorise the missing details. I agree to inform the staff both verbally and in writing of the need for medication for my child. I understand that non-prescription medication will not be given by staff unless it is accompanied by a current (within 6 months) dated Doctors letter stating the name of and reasons for the medication and only then if the Director deems the child well enough to attend the Service.
- I give permission for my child to be observed by the Educators of the Service and students supervised by the Educators. I give permission for my child to participate in programs organised by practicum students under the supervision of an Educator. I am aware that confidentiality is always respected and that students will not be left with children without an Educator present.
- I have read the Parent Information Booklet and am familiar with the Service's Policy Manual located near the sign in desk. I agree to follow, support and abide by these Policies and am aware that the Director is available to discuss with me any policies that I do not fully understand. I know that if I have any suggestions that I can make this suggestion in person to a staff member or anonymously in the suggestion box.
- I commit to volunteering in some capacity at the preschool's community activities.  
If you are unable to participate in the school's community activities, a sum of \$40 will be charged to your account for each term you are unable to participate. These funds will be directed towards maintenance and improvement of our facility.
- I have provided accurate and up to date information on the Written Arrangement
- I, or someone I know has a skill they could share with the children.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_



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### HOW DID YOU HEAR ABOUT US?

Word of Mouth		Internet Search	
Advertisement		Social Media	
Website		Other: _____	

### Privacy Disclaimer

We acknowledge and respect the privacy of our families. The enrolment information that is collected assists us to meet our legislative obligations and to provide the best level of education and care for your child. By completing this form, you have consented to this information being collected. The information will be used by educators/staff members and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and our Privacy and Confidentiality Policy.

OFFICE USE ONLY	
Date Entered:	Entered By:





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## **2020 Armidale Montessori Preschool/Long Day Care Fees**

### **Preschool Fees**

Children aged 3-5 years

\$32 per day

\*No government rebate applicable

\*\* Health care card holders and children of Aboriginal and Torres Strait Islander origin are offered a discounted rate of \$20 per day

### **Long Day Care Fees**

Full day Long Day Care Fee (2-3 years): \$70.00

Full day Long Day Care Fee (3-5 years): \$70.00

\* Centrelink CCB & CCR/CCS applicable

### **After School Care for Preschool**

After School Care is offered at the following daily rates:

\$10 - For the first hour (from 3.30 to 4.30)

\$20 - For two hours (from 3.30 - 5.30)

\*Not available during school holidays

### **Enrolment Fee**

\$33.00 (Non-refundable)

\*This fee is for Association membership, administration, ambulance cover and incidentals.

### **Enrolment Bond**

An enrolment bond consisting of 2 weeks full fee is to be paid to secure the child's enrolment at the Service at commencement.

When 2 weeks' notice of withdrawal is given, the enrolment bond will be refunded, on the proviso that there is no outstanding debt associated with the account. If an outstanding debt is present then the enrolment bond will be applied to the debt, with any remainder to be refunded

### **Annual Membership Fee**

An annual \$11.00 is charged to each family for membership of the Association of the Armidale Montessori Preschool Inc.

### **Quarterly Maintenance Levy**

\$25 per term

\*Charged to all parents (per child) to levy the cost of necessary maintenance and repairs of the preschool.

### **Quarterly Working Bee Fee**

\$40 per term

\*Charged to all families in lieu of taking part in regular voluntary activity at the Preschool (such as working bees, fundraising, maintenance and promotional activities).

### **Late Fees**

Preschool - \$10 per hour for every hour after 3.30pm until 5.30pm

After Closing Time (5.30pm) - \$15 per 15minute block.



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## **Payment of Fees Policy**

### **Background & Aim**

For parents to gain a clear understanding of the Armidale Montessori Preschool fee structure. This policy is designed to ensure that children's fees are paid on time and to detail the consequences for failure to pay fees as prescribed in this policy.

### **Scope**

This policy applies to children, families, staff, management and visitors of the Service.

### **Policy & Procedures**

The fee structure of the Service includes:

#### **Enrolment Fee & Bond Payment**

- A non-refundable enrolment fee of \$33 is charged upon confirmation of enrolment. This fee must be paid prior to commencement at the Service.
- An enrolment bond consisting of 2 weeks full fee is to be paid to secure the child's enrolment at the Service at commencement.
- When 2 weeks' notice of withdrawal is given, the enrolment bond will be refunded, on the proviso that there is no outstanding debt associated with their account. If an outstanding debt is present then the enrolment bond will be applied to the debt, with any remainder to be refunded.
- A direct debit form must be completed on enrolment. Nominated accounts will be direct debited weekly or when arrears are present.

#### **General Fees**

- Annual Membership – An annual \$11.00 is charged to each family for membership of the Association of the Armidale Montessori Preschool Inc.
- Maintenance Levy – \$25 per term fee is charged to all parents (per child) to levy the cost of necessary maintenance and repairs of the preschool
- Working Bee Fees – Families will be asked to make a Building Contribution Fund payment of \$40 per term in lieu of taking part in regular voluntary activity at the Preschool (such as working bees, fundraising, maintenance and promotional activities).

#### **Long Day Care - Attendance Fees**

- All children enrolled in long day care are required to pay for 50 weeks of attendance.
- Hours of operation are 7.30am to 5.30pm.
- Fees are charged daily and vary depending on the Child Care Subsidy (if applicable). The Child Care Subsidy will be paid directly to the Service.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child include:
  1. The age of the child (must be 13 years or under and not attending secondary school)
  2. The child meeting immunisation requirements
  3. The individual, or their partners, meeting the residency requirements
- Families level of Child Care Subsidy will be determined by:
  1. Combined family income
  2. Activity level of parents
  3. Type of child care Service
- Fees must be kept in advance of a child's attendance



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- Fees are to be paid weekly through a direct debit system. If families wish to pay fees on a fortnightly or monthly basis, it is a requirement that the family pay in advance and are not in arrears.
- Fees are payable for every day that a child is enrolled at the Service. This includes public holidays, sick days and family holidays, but excludes the 2 week period over Christmas when the Service is closed.
- Fees are charged at full days only (no matter what the attendance hours are).
- Extra sessions may be offered to families if available within the Service's license.
- *Payment of fees:*
  - Fees are set up using the Service's direct debit system
  - Families will be issued with a fee statement on a weekly basis in accordance with the fee payment and Regulatory requirements.
  - A dishonour fee will apply for direct debit transactions where there are insufficient funds to cover the fees.

#### Preschool – Attendance Fees

- All children enrolled in preschool are required to pay for 40 to 41 weeks of attendance per year (depending on school terms).
- The preschool service is not open during the school holiday periods.
- Families accessing the preschool service can opt to switch to the long day care service during school holiday periods. The applicable fees for this duration will be the applicable long day care fee.
- Hours of operation are 8.00am to 3.30pm.
- During school term, After School Care (post 3.30pm) is provided at \$10 per hour until closing time (5.30pm).
- Fees are charged daily and no government rebate is applicable to the daily fee (i.e. no Child Care Subsidy).
- Health care card holders and children of Aboriginal and Torres Strait Islander origin are offered a discounted rate. Evidence of eligibility must be provided at enrolment.
- Fees must be kept in advance of a child's attendance.
- Fees are invoiced per term in advance and must be paid prior to the commencement of the relevant term, unless otherwise negotiated with the Director.
- If families wish to pay fees on a fortnightly or monthly basis, this must be agreed with the Director and it is a requirement that the family pay in advance and are not in arrears.
- Fees are payable for every day that a child is enrolled at the Service. This includes public holidays, sick days and family holidays, but excludes the 2-week period over Christmas when the Service is closed.
- Fees are charged at full days only (no matter what the attendance hours are).
- Extra sessions may be offered to families if available within the Service's license.
- *Payment of fees:*
  - Families will be issued with a fee statement prior to the commencement of each Term, and upon request thereafter.
  - Fees will be direct debited using the Service's direct debit system prior to the commencement of each Term, unless otherwise agreed with the Director.
  - A dishonour fee will apply for direct debit transactions where there are insufficient funds to cover the fees.

#### Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with the Director.



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### Fee reduction for extended absences

50% of the daily fees are payable for extended absences beyond 2 weeks and less than 8 weeks. This will ensure that a child's spot in the Service will be held until their return.

- this is conditional on 2 weeks written notice being provided.
- the Service reserves the right to fill the child's spots during their absence.

Example 1 - where a child is absent from the Service for 9 weeks, their fees will be reduced for the first 8 weeks and then full fees would apply for the 9<sup>th</sup> week.

Example 2 - where a child is away for 2 weeks, no fee reduction will apply.

### Failure to Pay

- If a family fails to pay the required fees on time, a reminder email/letter will be issued after one week and then again after two weeks, where the fees are still outstanding. A child's position will be terminated if payment has not been made after three weeks, to which the family will receive a final email/letter terminating the child's position. At this time the Service will initiate its debt collection procedure, following privacy and confidential requirements.
- The Director shall exercise their discretion as to the termination of a child's enrolment, with the guidance and authorisation of the Executive Body of the Committee.

### Late Fees

- **For children attending Preschool** - when an adult is late to collect a child (past 3.30pm), a 5min grace period will be provided, then they will be charged the after-hours care fee of \$10 per hour (e.g. if you are 10min late you will be charged \$10, if you are 70min late you will be charged \$20). Fees applicable after 5.30pm are as per below.
- **Late Fees after Closing Time**
  - Our Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations. It is unacceptable to pick children up late from the Service.
  - Families are requested to ensure that they arrive on site at least 5minutes prior to closing time and depart the premises by 5.30pm.
  - If there are children still present at the Service upon closing, the Service will ensure a minimum of two Educators are present.
  - A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$15.00 per 15-minute block will be charged (e.g. if you are 6 minutes late you will be charged for a 15-minute block. If you are 20 minutes late you will be charged for two 15-minute blocks, etc.").
  - A review of the child's enrolment will occur where families are consistently late.

### Change of Fees

- Fees are subject to change at any time provided a minimum of four weeks written notice is given to all families

### Termination of Enrolment

- Parents are to provide two weeks written notice of their intention to withdraw a child from the centre.
- If termination from the Service is required without notification, families can lose their Child Care Subsidy resulting in the payment of full fees to be charged.



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- Attendance on the last day of the withdrawal notification period is required to ensure that families receive the Child Care Subsidy. Failure to attend will result in the families having to pay full fees for the notification period (post the last attendance date).

#### Responsibility of Management

- The Office Administrator and Director are responsible for the billing and chasing of fees.
- Should families wish to discuss fees, they will need to see the Office Administrator or the Director.



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## **Sick Children Policy**

### **Background & Aim**

Children come into contact with many other children and adults in the early childhood environment causing them to contract infectious illnesses. National Quality Standards require early childhood services to implement specific strategies to minimise the spread of infectious illness.

We understand that it can be difficult for families to know when their child is sick. Families may experience problems taking time off work or study to care for their child at home. However, it is imperative that families preserve a focus not only on the well-being of their own child but also upon the well-being of other children and the child care professionals at the Service.

The need for exclusion and the length of time a person is excluded depend on how easily the infection can spread, how long the person is likely to be infectious and how severe the disease can be. To protect the health of children and staff within the Service, it is important that children and staff who are ill are kept away from the Service for the recommended period.

Our Educators and Staff are not medical practitioners and are not able to diagnose whether or not a child has an infectious illness. However, if an infectious illness is suspected, our Service may ask the family to collect their child from care as soon as possible or not bring the child to care.

Management and Educators may request families seek medical advice and provide a medical certificate stating that the child is no longer infectious prior to returning to care.

### **Scope**

This policy applies to children, families, staff, management and visitors of the Service.

### **Policy & Procedure**

We aim to maintain the health of all children, staff and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses.

Our Service has adopted the Staying Healthy in Child Care – Preventing Infectious disease in child care (Fifth Edition) publication, developed by the National Health and Medical Research Council and the NSW public health unit. We aim to provide families with up to date information regarding specific illnesses and ways to minimise the spread of infection within the Service.

This policy should be used in conjunction with the following Service policies

- Control of Infectious Diseases Policy
- Additional Needs Policy
- Incident, Illness, Accident and Trauma Policy
- Medical Conditions Policy
- Administration of Medication Policy

### **Families Responsibility**

In order to prevent the spread of disease, families are required to monitor their child's health, in particular:

- Runny, green nose



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- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

#### Management and Educators will ensure

- Effective hygiene policies and procedures are adhered to at all times
- Effective environmental cleaning policies and procedures are adhered to at all times
- All families have access to a copy of relevant policies upon enrolment which will be explained by management including; Control of Infectious Diseases Policy, Sick Children policy, Injury and Accident policy and Administration of Medication Policy.
- Any child who registers a temperature of 38°C or above will need to be collected from the Service and will be excluded for 24 hours since the last elevated temperature or until the Service receives a doctor's clearance letter stating that the child is cleared of any infection and able to return to child care.
- A child who has not been immunised will be excluded from the Service if; an infectious disease is reported within the Service community and that child is deemed to be in danger of contracting the illness. Please refer to our Control of Infectious Diseases Policy.
- That if the situation or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- That parents are notified as soon as practicable but within 24 hours. Also, details of the condition/situation will be recorded on the Incident, Injury, Trauma and Illness Record.

#### Children arriving at the Service who are unwell

Management will not accept a child into care if they:

- Are unwell and unable to participate in normal activities or require additional attention
- Have had a temperature in the last 24 hours
- vomiting and/or diarrhoea in the last 48 hours
- Have been started on anti-biotics in the last 24 hours
- Have a contagious illness or disease
- Have been given medication for a temperature (Panadol etc.)

#### Children who become ill at the Service

Children may become unwell throughout the day, in which Management and Educators will respond to children's individual symptoms of illness.

- Educators will monitor and document the child's symptoms on the Illness Register
- A child who has passed two runny stools/vomited whilst at the Service will be sent home and may only return once a Doctor's Certificate has been produced.
- Educators will take the child's temperature. If the child's temperature is 38°C or higher, management will contact the child's parents/guardian/emergency contacts as soon as possible to have the child picked up and provide verbal authorisation to administer paracetamol.
- Educators will attempt to lower the child's temperature by
  - Taking off their shoes and socks
  - Applying a cool washer behind their neck and on their forehead
  - Removing extra clothing layers (jumpers etc.)





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- Place the child in a quiet area where they can rest, whilst being supervised
- Continue to document any progressing symptoms
- Complete Illness Record, ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact

### **Reporting Outbreaks to the Public Health Unit**

Outbreaks of communicable diseases represent a threat to public health. To prevent outbreaks, it is important to monitor the number of people who contract certain infectious diseases and their characteristics, and to work with patients and their doctors to help prevent spread to other people.

The NSW Public Health Act 2010 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify NSW Health of patients with certain conditions, and to provide the information delineated on the notification forms. Specialist trained public health staff review this information and if necessary contact the patient's doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

All information is held confidentially in order to protect the patient's privacy. Both the NSW and Commonwealth Privacy Acts contemplate the release/disclosure of patient information where it is lawfully required or authorised.

Management is required to notify the local [public health unit](#) (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the Service is suffering from one of the following vaccine preventable diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ("German measles")
- Measles
- Pertussis ("whooping cough")
- Tetanus
- An outbreak of gastrointestinal or respiratory illness

### **Common Colds and Flu**

The common cold (Viral upper respiratory tract infections) are very common in children occurring 6-10 times a year on average with the highest number usually being during the first 2 years in child care, kindergarten or school. Symptoms may include coughing, runny nose and a slight temperature.

In circumstances where a child appears to have a cold or flu symptoms, management will determine if the child is well enough to continue at the Service or if the child requires parental care.

Our Service aims to support the family's need for child care, however families should understand that a child who is unwell will need one-on-one attention which places additional pressure on staff ratios and the needs of other children.





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### **Excluding children from the Service**

- When a child has been diagnosed with an illness or infectious disease, the Service will refer to Staying Healthy in Childcare (5<sup>th</sup> Edition) to find the recommended exclusion period and also request a medical clearance from the GP stating that the child is cleared to return to the childcare setting.
- When an infectious disease has been diagnosed, the Service will display appropriate documentation and alerts for families including information on the illness/disease, symptoms, infectious period and the exclusion period. (This information can be obtained from Staying Healthy in Child Care 5<sup>th</sup> Edition)
- Children that have had diarrhoea and vomiting will be asked to stay away from the Service for 48 hours after symptoms have ceased to reduce infection transmission as symptoms can develop again after 24 hours in many instances.

### **Notifying families and Emergency Contact**

- It is a requirement of the Service that all emergency contacts are able to pick up an ill child within a 30-minute timeframe.
- In the instance that the ill child is not collected in a timely manner or should parents refuse to collect the child a warning letter will be sent to the families outlining Service policies and requirements. The letter of warning will specify that if there is a future breach of this nature, the child's position may be terminated.

### **Returning to care after surgery**

- Children who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate to return to care.
- Children will require a medical clearance stating the child is fit and able to return to the Service and participate in daily activities.