

BOOKING AGREEMENT

Time Sheets	Parent/Guardian must use their PIN to sign children in and out of care, and to confirm all timesheets at the end of each week prior to being submitted to the service. Timesheets are submitted to the coordination unit every week for processing of attendance data and CCS entitlements. The PIN is confidential and only used by the parent / guardian. The Educator must only use their own PIN.
Parent Payment	Parent Payment is the amount payable by the Parent/Guardian after any CCS entitlements have been applied by Centrelink. Fees are payable directly to the Educator via bank deposit which occurs on a weekly basis. Payment terms for each invoice is 7 days.
Statements & Receipts	Educators will provide families with a weekly statement directly sent to the email address provided on the child enrolment form - which confirms the hours of care, total fees, CCS entitlements and the Parent Payment amount owing. These payments must be made by bank transfer. The Educator will supply you with an automatic receipt.
Allowable Absences	Families may use up to 42 days of allowable absences per child per financial year. Standard fees are still required to be paid for these days. Further absences require a medical certificate to be provided to the Educator/Coordination unit.
Holidays/Holding Fees	Families must pay 100% of their fee when they take holidays. Educators may charge a holding fee during school holidays if the child does not attend care but the family would like to hold their place. CCS may not be used for holding fees.
Absences	Absences are charged for on days where the child would normally hold a booking as specified on the Family Booking Form. CCS may still be claimed for absences due to illness (if a medical certificate is supplied), attendance at preschool/kindergarten or on public holidays.
Casual Bookings	Note: if a casual booking is cancelled within 24 hours of the requested time of care, then the parent must still pay for that booking.
Public Holidays	Families are charged for public holidays if the public holiday falls on one of their booked days. If care is provided on a public holiday, the Educator's public holiday fee (as specified in their fee schedule) will be charged. If the child does not attend care on the public holiday, the Educators normal rate is charged. If the Educator is unavailable for care on the Public Holiday then the family will still be charged however at the Educator's normal rate.
Notice of Termination	Parents are required to give 2 weeks' notice (in writing) to the Educator to inform them that they no longer require the position. Payments must be finalised prior to ceasing care. If an Educator is resigning from the scheme and is therefore no longer able to provide care, the Educator will give families and the co-ordination unit up to 2 weeks written notice.
Kindergarten	The full days booked fee is payable to the Educator whilst the child is in kindergarten, if the Educator is responsible for the child whilst they are at kindergarten (and for drop off/pick up).
Child Care Subsidy (CCS)	CCS may be available to families using Family Day Care if they meet the requirements of the Family Assistance Office. Please contact the FAO on 136 150 for further information.
Complying Written Agreement (CWA)	A CWA is an electronic document. The legal party is required to agree to the CWA on their MyGov profile. This will formalise a child's enrolment and all subsidies to be received for the child's attendances. Steps parent/guardian need to take is to log into My Gov, Centrelink, CCS, Enrolment, review and confirm.
Sick Children	If a child is unwell, they may not attend care (see the Illness Policy). Educators are entitled and may ask for a doctor's clearance before accepting the child back into their care after a period of illness to ensure the wellbeing and health of all other children in care.
Sick Educators	If an Educator is unwell, they will contact the coordination unit and together we will attempt to find an alternative educator to the best of their ability, however this is not guaranteed. If an alternative cannot be found, parents will be notified.
Debt Collection	Should payments not be received after a period of 4 consecutive weeks, a final 7 day demand letter will be sent via post to the registered address of the debt. Thereafter, should no payments be received, the account will be forwarded to a debt recovery agency, with all additional fees and charges applied by the agency to the existing debt, and care will be terminated immediately.

I/We agree to the following conditions as set out below:

- I will abide by the terms of the Educator's Fee Schedule and agree to settle my account as requested by my Educator.
- I will maintain an operable phone during the time that I use Family Day Care
- If my child has a condition requiring specific treatment, I will supply a Doctors Certificate and a written management plan.
- I understand that outings will be undertaken only with my approval
- I will complete and return to the service evaluation forms. The purpose of these is to provide information to the Department of Education and Training for it to assess the viability of Family Day Care
- I agree that I will indemnify and at all times thereafter, keep indemnified Cheeky Pandas Family Day Care Service from and against all claims and demands which may be brought against the said service, directly arising out of or relating to any injury, accident or illness which may be suffered by myself, family or person using the service.

➤ Parent/Guardian Name: _____ Signature _____ Date _____

BOOKING FORM

Please note: that parents must give their educator 2 weeks' notice and use this form when decreasing their child's hours. Please also use this form for increased hours however in this instance 2 weeks' notice is not required. (Please note that increased hours are only granted where the educator has availability)

Family Name: _____

Effective from (date): _____

Is the booking permanent or casual? _____

Child's Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
	Time from Time to	Time from Time to	Time from Time to	Time from Time to	Time from Time to	Time from Time to	Time from Time to

Will the child attend kindergarten during a booked session? **YES / NO**

REASON FOR CARE: _____

Parent/Guardian's agreement:

Parent/Guardian:

NAME: _____ **SIGN:** _____ **DATE:** _____

Educator:

NAME: _____ **SIGN:** _____ **DATE:** _____

* Please update this form each time there is an alteration to the children's booked hours/days and send a copy to the co-ordination unit.