



Armidale & District Family Day Care Ltd.

Conditions of Contract

Please Note:

These Conditions of Contract should be read in conjunction with the Parent Information Booklet with which you have been provided.

If at any time you need any points clarified please do not hesitate to contact our office.

Hours of Care:

The contracted hours of child care are to be negotiated between the family and the Educator prior to the commencement of care.

Should families wish to change their contracted hours of care they should negotiate these changes with the Educator, and provide two weeks written notice to the Coordination Unit, in accordance with Service policy.

Late Delivery of children into care:

If a child does not arrive within 15 minutes of the contracted hour, the Educators will go about her/his daily routine. Families must telephone their Educator if they are unable to deliver or collect children into care at the contracted time. Educators levy penalties on families for late collection of children. These penalties will be described in their Fee Schedule. Penalties do not attract Child Care Benefit.

Educator Fee Schedules

Child care fees in Family Day Care are deregulated and Educators, as self employed people, determine their own fees for service and conditions, in accordance with AFDC's Fee Setting Policy.

Educators Fee Schedules may include individual hourly rates for:

- Core Hours of Care (8 am – 6 pm);
- Out of core Hours (6 pm – 8 am);
- Before and After School and Vacation Care;
- Weekend Care,
- Public Holiday Care;
- Casual Care; and
- Penalties for the late collection of children.

Educators provide families with a copy of their fee schedule at the time of interview.

Educators may request a **Surety Fee** of one or two week's full weekly fee prior to the commencement of care. This will be returned when care ceases and all outstanding fees have been paid.

Payment of Fees:

The weekly fee is payable to the Educator on the first care day of each week, or by prior arrangement.

Payment of all fees is mandatory. Failure to pay fees within fourteen days will result in the cancellation of child care, followed by legal action for the recoveries of all outstanding debts.

In the case where ... "families are experiencing hardship – exceptional cases where a family's income does not truly reflect their capacity to pay the normal fee charged", families who are eligible for Child Care Benefit (CCB) may be entitled to **Special Child Care Benefit** (SCCB), designed to assist families while they adapt to their circumstances by helping them maintain access to child care. Families requiring further information regarding SCCB should contact the Coordination Unit.

Absences from Care

Payment for Absences from care

Normal fees are payable for all absences from booked ours of care.

Calculated Fees are payable for absences from casual care when less than 24 hours notice has been given of the intended absence.

Absences from care fall into two categories that relate to eligibility for the payment of Child Care Benefit – *Absence Days* and *Additional Absence Days*.

Absence Days

Each child is eligible for CCB for 42 days per financial year, across all approved services. These absences can be taken for any reason and do not require supporting documentation. Public Holidays are counted as Absence Days. **All** Absence Days must be reported on Weekly Attendance Records.

Additional Absence Days

Once the initial 42 days have been used, CCB is payable for any additional absence which relates to:

- Illness with a medical certificate;
- Non-immunisation (with written evidence);
- Rostered days off/rotating shift work (with written evidence);
- Temporary school closure/pupil free day;
- Shared care arrangements (with written evidence);
- Attendance at preschool;
- Period of local emergency; or
- Exceptional circumstances (with written evidence).
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Absences in excess of 30 continuous days

Child Care Benefit will only be paid for absences up to and including 30 continuous days unless prior written notification is provided, or in exceptional circumstances as approved by management.

Child Care Benefit is not claimable for an absence which occurs on a child's initial day in care or for an absence from which a child does not return into care with our service.

Child Care Benefit which has been paid for any absence from which a child has not returned into care will be recovered from the family.

Public Holidays

For the purposes of Child Care Benefit, *Public Holiday* means a gazetted Public Holiday in the area in which the service is operating.

Normal fees are payable for absences due to Public Holidays if the child would normally have attended care on the day if it were not a Public Holiday.

If care is required on a Public Holiday, the individual Educator's *Public Holiday* rate is payable.

Play Session

Play Session is conducted weekly during school terms, in partnership with Armidale Community Preschool, and Educators are encouraged to give the children in their care the opportunity to participate in Play Session. For further information, contact the Coordination Unit.

Attendance Records

The completion of **Attendance Records**, either manually or electronically, is a legally binding requirement under Family Assistance Legislation.

Parents/Guardians completing **Manual Attendance Records** must complete the following sections of their child/ren's *Attendance Records* every week:

- Actual hours and initials (Families must insert **actual** arrival and departure times, not booked times;
- Families must initial **all** arrivals, departures and absences, and
- Provide a confirmation signature that the details reported on the *Attendance Record* are complete.

Parents/Guardians whose Educators are submitting **Electronic Attendance Records** will be emailed an electronic E-signature prior to the commencement of care.

Electronic E-signatures will also be emailed to secondary parents/guardians, emergency contacts and authorised pick ups.

Your Educators will require the Parent/Guardian verify the timesheet details via PIN or PAD. The 'PIN' function allows the parent to verify the timesheet using their PIN. The 'PAD' function allows the parent to sign using a touchpad.

In the event that a Parent/Guardian forgets to sign out a session, or does not sign a booked session, the next time they attempt to sign in they will be prompted to record the missing signature data. They will record either the IN/OUT times or absence data. A time stamp of when the signature was taken will also be recorded.

Arrivals and Departures

Parents should be aware that their children are their responsibility when at the Educator's home prior to signing the child into care and after signing the child out of care.

Changes to Family Details

Families must notify their Educator and the Coordination Unit of any changes of address, contact details, workplace, emergency contact and authorised pick ups.

Closure of an Educator's Service

An Educator may close their service by giving two weeks written notice to families. Families **do not pay** fees to their Educator when the service is closed.

Alternative Care:

If a family's Educator is unavailable for any reason, the Coordination Unit will endeavour to provide the family with alternative care whenever possible. Families should contact the Service's Emergency Telephone Number (0417 550 072).

Access to and Collection of Children

Educators will only release children in their care into the hands of an authorised pick up who has been nominated by the family. The authorised pick up must be at least 18 years of age.

Parenting and Consent Orders

Parenting and Consent Orders made by the Courts may only be acted upon where a copy has been provided to the Coordination Unit. Families must be aware that the Coordination Unit will provide a copy of any such order to the Educator.

Immunisation

From 1 January 2018, only children who are fully immunised for their age OR have a medical reason not to be immunised OR are on a catch up programme can be enrolled in childcare.

Children who have not been immunised due to their parents' vaccine conscientious objection cannot be enrolled in child care.

AIR Immunisation History Statement

Parents must provide an Australian Immunisation Register (AIR) History Statement (that shows a child is up to date or can't be immunised for medical reasons) or an AIR Immunisation History Form (that shows a child is on a recognised catch-up schedule) when enrolling a child in Armidale & District Family Day Care.

Parents can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- * using their Medicare online account through myGov <https://my.gov.au/>
- * using the Medicare Express Plus App www.humanservices.gov.au/individuals/
- * calling the AIR General Enquiries Line on 1800 653 809

Updated Immunisation History Statement

After each immunisation, parents should provide their child's updated AIR Immunisation History Statement to our Coordination Unit.

'Not Up To Date' children

Children who are on a catch up schedule can be enrolled in our service upon provision of an AIR Immunisation History Form to the service.

Children Vaccinated Overseas.

If a child has been vaccinated overseas, their immunisation schedule will need to be checked by a GP or nurse who will transfer the information to the AIR. Families may then request an updated AIR Immunisation History Statement for AFDC.

Medical Emergencies

Families are requested to exclude their children from care when they are ill (refer to the Service's Health Policy and the following Health and Exclusion Guidelines), and to notify the Educator that the children are not able to attend care.

Normal fees are payable for absences due to the illness of children.

Health Management Plans

For children with known medical conditions, such as Asthma, Anaphylaxis or Epilepsy, families must provide our service with a Health Management Plan developed by a medical practitioner.

Health and Exclusion

The guidelines set down by this service are in accordance with pre-existing Federal and State government legislation. A copy of the Service's Health Policy (Source: *Staying Healthy in Childcare and Education & Care Regulation 2011*) is available to all families upon request.

Where advice provided to the Service by a family's medical practitioner conflicts with this legislation, our Service will abide by the aforementioned legislation.

Armidale & District Family Day Care Service retains the right to exclude children from care if they appear to be unwell and and if they appear to pose a health risk to others.

Recommended periods of exclusion for children suffering from Common Infectious Diseases and Illnesses in Childcare:

Please Note: Where children have been prescribed antibiotics, Service policy states that those children must be excluded from care for a period of 24 hours following the commencement of the dosage or until the children regain their health.

Bronchiolitis and Bronchitis

Exclude until appropriate medical treatment has been given and the child is feeling well.

Common Colds

There is no need to exclude, however it is at the discretion of the Educator if the child appears unwell.

Chicken Pox (Varicella)

Exclude until all blisters have dried. Usually up to 5 days after the rash first appears in unimmunised children, less in immunised children.

Conjunctivitis

Exclude discharge from eye has stopped unless a medical practitioner has diagnosed non-contagious conjunctivitis.

Croup	Exclude until feeling well.
Diarrhoea and Vomiting	Exclude until there has been no diarrhoea or vomiting for 24 hours. Where it is considered a mini-epidemic by the Health Department, exclusion from care should be at least 48 hours.
Ear Infection (Otitis)	Exclude while there is an infectious discharge from the ear and until the child is feeling well.
Hand, Foot and Mouth Disease	Exclude until blisters have dried.
Head Lice (Pediculosis)	Exclude until the day after appropriate treatment has commenced.
Herpes Simplex (Cold Sores)	Exclude until sore has completely dried.
Impetigo (School Sores)	Exclude until antibiotic cream has been received for at least 24 hours. Sores on exposed surfaces must be covered with watertight dressing.
Influenza	Exclude until child is feeling well.
Measles	Exclude for at least four days after the appearance of the rash.
Meningitis (Bacterial)	Exclude until a medical practitioner certifies the child is well and non-infectious.
Mumps	Exclude for 9 days after the onset of swelling.
Parvovirus (Slapped Cheek Syndrome)	Exclusion is not required.
Ringworm	Exclude until the day after appropriate treatment has commenced.
Roseola	Exclusion is not required if child feels well.
Rotavirus	Exclude until vomiting and diarrhoea have ceased for twenty four hours.
Rubella (German Measles)	Exclude until at least 4 days after the onset of rash and the child feels well.
Scabies (and other mites)	Exclude until the day after appropriate treatment has commenced.

Streptococcal Sore Throat	Exclude until 24 hours after antibiotic treatment (bacterial) and child is feeling well.
Thrush (Candida)	Exclusion not necessary.
Unexplained Temperatures	While it is recognised that a child can have a raised temperature for no apparent reason, the child with a temperature must be excluded from care for at least a day. It is recommended a child sees a Medical Practitioner if high temperatures persist.
Whooping Cough (Pertussis)	Exclude for up to 3 weeks, although may be shortened with an appropriate antibiotic,
Worms (Pin, Hook, Hydatid, Tape and Hydatid)	Exclusion not necessary if treatment has occurred.

Parent/Guardian Acknowledgement

I have read, understand and agree to abide by the Conditions of Contract of Armidale and District Family Day Care Limited and I acknowledge that the payment of all fees is mandatory.

I have provided the Coordination Unit with:

- ◇ a copy of my Child/ren's Birth Certificate/s;
- ◇ a copy of my Child/ren's Immunisation Histories.

I have paid Armidale & District Family Day Care's \$50.00 Enrolment Fee

- ◇ Yes
- ◇ I will pay the Enrolment Fee prior to commencing care.

Name: _____

Signature: _____

Date: _____