

## **CONDITIONS OF ENROLMENT**

*Please read this carefully before completing your booking form*

- No child will be accepted into the program until an ***indemnity form*** has been completed and signed (see enrolment form).
- Each family needs to ensure a **current 2005 enrolment form** is completed prior to the commencement of the program. All existing families will be re-issued with a new form.
- Please take note of the additional costs section on the program and ensure that your child is on time for all excursions, otherwise they may miss out.
- All children must abide by the rules and regulations of our service. Failure to adhere to these rules could result in termination of their care. All families are asked to sign a *code of conduct form* before the start of the program. We will not tolerate bullying or bad behaviour.
- Yawarra reserves the right to make changes to the program in the event of unforeseen circumstances such as inclement weather. In such an event the fees will be spent on alternative activities and therefore no refunds will be given.
- Children are asked **not** to bring spending money on excursions as this ties up staff considerably. Our priority is the safe supervision of your children.
- When viewing videos and movies every effort will be made to find a suitable G rated film. However, as this is getting harder to do, we may sometimes watch a PG video or film. In these cases parents will be informed of the titles either on the program or on a notice displayed prominently near the sign-in book.
- In the event that children are collected from the program after the 6 pm closing time ***a late fee of \$1.00 per minute will be charged*** to cover the costs of staff overtime. If the circumstances are exceptional allowances may be made. If your child has not been collected by 6.30pm without explanation, the police will be called.
- New families will need to pay full fees for the program if we do not receive notice of your CCB entitlement prior to the commencement of the program. Refunds will only be offered once we have received the appropriate paperwork.
- *All accounts must be settled by the last day of the program*, otherwise additional penalties will apply. Please speak to the co-ordinator if you have any concerns or queries regarding this matter.
- As part of our program we do run special theme days relating to different festivals and events. Of course we do realise there may sometimes be a conflict with regard to different religious and cultural beliefs. Should you have any objections or concerns please feel free to share them with the Co-ordinator. We are an inclusive program that aims to meet the needs of *every* child and are happy to listen to you thoughts and feelings on this matter and try to accommodate you wishes as best we can.
- We are a sunsmart program and require all children to wear a hat and sunscreen in Terms 4 and !

**FEEDBACK AND IDEAS FOR NEW ACTIVITIES ARE ALWAYS WELCOME.....PLEASE  
SPEAK TO THE CO-ORDINATOR**