

Terms and Conditions of Enrolment at Fawkner Park Childcare Centre Co-operative

The following steps must be completed before enrolment at the Centre will be considered to be confirmed. If there is a failure to comply with the required conditions of the enrolment the Centre may withdraw the enrolment offer at its discretion and without further notice.

Expression of interest

1. Following the offer of a place, an expression of interest in accepting the offer must be made by 5.00pm the following day or by 9.00am Monday morning (if an offer of a place is made on Friday).
2. Following receipt of the expression of interest an Immunisation History Statement will be required. In accordance with new legislation, 'No Jab No Play', enrolment cannot proceed until this documentation is received. Please forward this to us by email, prior to collecting enrolment documents. Enrolment documents cannot be collected until the Immunisation History statement has been received (please find information below under Immunisation History Statement on how to obtain this statement).
3. A bond payment of \$1,000 is required. The Centre's preferred method of payment is by bank transfer into our bond account (please find bank account details below under bond payment).
4. An appointment will then be made to collect formal enrolment documents.

Immunisation History Statement

5. You can view, download and print your child's Immunisation History Statement from the Australian Childhood Immunisation Register by visiting www.medicareaustralia.gov.au/online

Bond Payment

6. Bond must be paid no later than one week from the date that the expression of interest in accepting a place at the Centre is given.
7. The bond is \$1,000 and provides security for payment of fees to the Centre. The amount is subject to review, annually or when required. The bond will be returned to you once your final account has been paid in full.
8. The bond is payable by transfer into the Centre's bank account, cheque or cash. The Centre does not have card facilities. If you choose not to commence at the Centre after paying your bond it will not be refunded.

Bond account details –

Bank Name	Westpac
Account Name	Fawkner Park Children's Centre Co-operative Ltd
BSB	033-165
Account Number	27-8896

Please be sure to enter your surname and child's name so that we can trace your transfer. Please also email us through bank confirmation once payment has been made.

9. If a bond appointment is made and missed without notification by the end of that same day then the enrolment offer will be considered withdrawn without further notification to you.

Return of completed enrolment documents/Enrolment interview

10. At the bond payment appointment an enrolment interview will also be scheduled for you with Tatyana, the Director of the Centre.
11. Your child's Health record will need to be sighted at this interview.
12. CRNs need to be applied for and this information provided to the Centre before your child commences their attendance. Please note that even if you think you are not eligible for the income tested Child Care Benefit, you still need to contact Centrelink and have your family assessed for CCB, in order to receive the non-income tested Child Care Rebate. You also need to provide us with your letter of assessment.

The following further conditions of attendance at the Centre are drawn to the attention of parents.

Co-operative Membership

13. Due to the fact that the Centre is a Parent Co-operative all families are required to have membership in order to use the service. The application for membership form will be provided with the enrolment documents.
14. The amount of \$1.00 joining fee is required to be paid upon enrolment in order to be using the service. The membership is for one member of the family only.
15. Co-operative membership has responsibilities, in that co-operative members are expected to contribute to the Centre. Members are required to attend the Regular General Meetings held twice a year and attend the Annual General Meeting held once a year. These meetings are held in the evenings, usually in March, June and October.
16. If a family is unable to attend one of the meetings a written apology is required. If a member does not attend at least two of the meetings a year the Committee may make a decision to have a child's place withdrawn.
17. All members are expected to:
 - 17.1. Support fundraising ventures and social community events.
 - 17.2. Read notices displayed in the foyer and distributed via parent pockets and email to keep informed of events at the Centre.

Changes to Enrolment

18. Once your child/ren begin(s), if changing or cancelling enrolment, four weeks notice in writing (excluding Christmas closure – not counted towards notice period) is required in the Blue, Green or Yellow Rooms and nine weeks notice in the Orange and the Large Kindergarten Rooms before 1st September of that Calendar year. If a child is enrolled as of 1st September, fees are payable until the end of the year unless the cancelling of enrolment is approved by the committee.
19. It is Centre Policy that families cannot drop one day only as the Centre is unable to offer 'one day enrolment' due to our two day minimum attendance policy.

Weekly Fees

20. Accounts for fees are issued via email and payable weekly.
21. A statement of monies owing will be emailed to you through "Hubworks" software program.
22. Our preferred method of payment is direct credit into our nominated bank account. Fees are also payable by cheque or cash into our locked fee box in the front office.
23. If you plan on taking a holiday throughout the year please let the room and the Centre Director know. A 100% payment of fees is still required whenever absent from the Centre in order to keep your place. It may be possible for another family to take all or some of your days. If some or all of your allocated days are used by another family your account will be credited for the amount.

Parent Code of Conduct

24. Both parents are required to sign and abide by the Parent Code of Conduct.