

**PARENT/GUARDIAN COMPLYING WRITTEN AGREEMENT  
(TO BE READ AND SIGNED BY PARENT OR GUARDIAN)**

Parent/Guardian Agreement with **Technology Park Education and Care Centre** with respect to care provided for children.

Parent/Guardian Full Name:.....

I/We agree to pay all fees one week in advance.

All fees must be paid for the days your child is registered to attend, including public holidays, sick leave and annual holidays.

I/We agree to sign my child in and out each day.

If receiving child care subsidy you may have to pay full fees if this is not done.

I/We will not send my child to day care when he/she is ill. I/We agree to abide by the exclusion/sickness rules as set out in the parent handbook and "Staying Healthy in Child Care".

Should the child need medication while at day care you must complete and sign a **Medication Authority Form**. Staff will not administer medication that is not properly labeled, in its proper container, or prescribed for any person other than the child to whom it is to be given.

I/We will notify the Centre when:

1. My child will be absent due to sickness, holidays or just having a day off.
2. Change of address or telephone number (home and work).
3. Any changes in circumstances occur that may affect the child's behaviour. I will keep an open line of communication with Centre staff to ensure the best care for the child.
4. For security reasons advise immediately any change in who may or may not collect the child. The Centre will release the child only to authorized persons and ID may be requested.

I/We agree to give one week's written notice when wishing to withdraw my child from the Centre.

One week's fees will be charged from the day of the notice.

I/We agree to pay a late fee if my child is not collected by 6.00 pm.

The late fee will be calculated at the rate of \$2.00 per minute and must be paid with the normal fee the following week. In exceptional or emergency circumstances this late fee may be waived. Please contact the Co-ordinator.

I/We acknowledge that the signed Enrolment Form forms part of this Agreement.

Signature: ..... Date: ...../...../.....