



**Star of the Sea Early Learning Centre  
4YO Booking Form (Thurs & Fri)**

**Child's Information:**

<b>Surname:</b> .....	<b>First Names:</b> .....
<b>Address:</b> .....	<b>Post Code:</b> .....
<b>Phone:</b> .....	<b>DOB:</b> ..... <b>M / F:</b> .....

**Bookings Request:**

- Long Day Care – 4-Year-Old Kindy Extension Program (Child must be enrolled into Kindergarten)

Start Date: \_\_\_\_\_

**Custody Arrangements:**

Are there any court orders in place for your child? YES / NO (attach documentation)  
If Yes, please provide further details:

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Court orders

Parenting Plan

Parenting order

## Star of the Sea Early Learning Centre - Daily Schedule of Fees

For the 2021/22 Financial Year

(Effective 19.04.21)

Long Day Care – Kindy Extension Program (4 years old)

	Normal Session Period	Rate
Long Day Care	7:30am to 4:30pm (9hrs)	\$120.00
Long Day Care	7:00am to 5:00pm (10hrs)	\$125.00
Long Day Care	6:00am to 6:00pm (12hrs)*	\$135.00

\* Families will only be charged for an 11 hour day with 1 hour being complimentary from the service.

The actual costs incurred by parents/guardians are decreased by any Child Care Subsidy to which your family is entitled (calculated based on hours worked, family income, daily fees incurred and hours of sessional child care per day). Because your Child Care Subsidy is paid directly to Star of the Sea Early Learning Centre for ease of administration you should be charged only the net amount of fees incurred. Estimate your Child Care Subsidy by using the calculator at [www.education.gov.au/sites/education/files/sch/index.html](http://www.education.gov.au/sites/education/files/sch/index.html)

### Type of Care

Routine care – Term time only

### Dates of Care

Planned date that care will commence: Start of Term 1 2024

Planned date that care will cease (if known): End of Term 4 2025

### Care Schedule and Sessions:

Please circle your routine care days. A Session for Long Day Care can be either 9, 10 or 12 hours per day.

Please note the Kindy Extension Program is only available Thursdays and Fridays to current SOTS enrolled Kindergarten children. The Kindergarten Extension Program will operate from Term 1 to Term 4 with families committing to the 4 school terms when enrolling into the program.

Type of Care and Opening Hours	Day of the Week	
Long Day Care 7:30am – 4:30pm (9hrs)	Thursday	Friday
Long Day Care 7:00am – 5:00pm (10hrs)	Thursday	Friday
Long Day Care 6:00am – 6:00pm (12hrs)	Thursday	Friday

## Privacy Agreement

Star of the Sea Early Learning Centre, located at Swinstone Street, Rockingham, maintains enrolment details and records of attendance, fee payment, medication administered and information about the development, well-being and health of each child while attending the service. This enables us to plan and program for your child's needs and ensure we meet all of our legislative and regulatory responsibilities.

Star of the Sea Care Centres (OSHC & ELC) may share information with Star of the Sea Catholic Primary School if it is deemed necessary to do so.

Information provided by you for this purpose will be treated respectfully and confidentially. All personal, sensitive and health information is kept in a secure place to protect it from unauthorised access, modification or disclosure.

Failure to provide the required information may result in non-acceptance of your child's enrolment.

Only authorised staff members who directly require your information for professional purposes will have access to it. Families are able to access their information upon request.

Information may be disclosed to relevant authorities to confirm our compliance with childcare and Child Care Subsidy laws.

### *Declaration*

I/We hereby declare that all the information given is accurate and agree to abide by the conditions of the enrolment at the centre.

Parent / Guardian (1) Name: ..... Date: .....

Signature of Parent/Guardian (1): .....

Parent / Guardian (2) Name: ..... Date: .....

Signature of Parent/Guardian (2): .....

## **Registration Agreement - Please tick all boxes of consent**

- I agree to pay my fees through EZIDEBIT and have read and completed the required documentation.
- I have received and read the family handbook and I understand any updates to policy will be displayed on the notice board or in the centre newsletter.
- I understand that I need to comply with all Government requirements in relation to the Centre and its service.
- I will advise the Centre as soon as practicable of any updates to my circumstances and/or enrolment information. I also understand that the School and Care Centres may at times share enrolment and academic details between each other.
- I understand that it is my responsibility to fulfil any obligations required to receive Child Care Subsidy (CCS).
- I agree to pay my fees two weeks in advance as determined by the fee payment policy.
- I am aware that any failure to pay fees may result in cancellation of my child's place at the centre.
- I am aware that fees will be reviewed annually and I will receive a minimum of two (2) weeks' notice of any changes being made.
- I am aware that two weeks' notice in writing of cancellation of care for a permanent cancellation must be given in advance for all full-time bookings in LDC.
- I understand that for any casual bookings I must pay fees for any booked days that I have not cancelled at least 48 hours in advance. Late bookings within 48hrs notice of my child starting will incur a 5% surcharge.
- I am aware that I must pay for any public holidays that fall on a day my child is booked to attend. I will also be responsible for payment on any days my child is sick or absent from care.
- I understand that a system of payment for late collection operates at the centre (\$1 per minute per child) and that I am responsible for the payment of any fees incurred.
- I am aware of the services opening and closing times (6.00am – 6.00pm)
- I am aware that my child will be excluded from care at the centre if they have a communicable or infectious disease. I understand that my child will be accepted back into the centre once the exclusion guidelines have been met and a Doctors medical clearance has been provided to the service.
- I consent to my child being in the presence of volunteers, visitors and students with due notice given, with the appropriate supervision by centre staff.
- I have presented the centre with a copy of my child's current immunisation details and birth certificate.
- I have read and understand the Privacy Statement.
- The Centre reserves the right to cancel care if it considers doing so would be in the best interest of the Centre. Two weeks' notice of cancellation of care will be provided and any outstanding fee credits reimbursed up conclusion of care at the centre.
- I acknowledge that the Kindergarten Extension Program operates from Term 1 to Term 4 and I understand that I am committing to the 4 school terms when enrolling into the program.
- I have read the registration agreement and agree to adhere to the above conditions and policies.

Parent/Guardian Name:

Date

Signature