

## Terms of Enrolment

- It is a term of the named child's enrolment at the service operated by Glenelg Shire Council (**Council**) that parent(s)/guardian(s) (collectively, **Parents**) will be in agreement with these Terms of Enrolment.
- I will advise the service, in writing, of any changes to the information on this form and any special arrangements in relation to the care of my child.
- I agree to notify the service by 8:30am on the day, or as soon as possible, regarding my child's absence. **Full fee for all absences will be charged.**
- Parents must collect the named child by the relevant service's stated finish time unless an alternative arrangement has been agreed in advance.
- I understand that a late fee, as per Council policy, will be applied if the child is not collected by the agreed time.
- Parents dropping off or collecting the named child at/from the service must sign the child in/out before doing so.
- I give permission for the Kindergarten Teacher/Educator to share information about my child with council managed children's services my child attends.
- Council appreciates that from time to time the personal circumstances of parents/guardians may result in alternative pick up, drop off, and care arrangements for the named child (either by agreement or Court Order). Council will endeavour to accommodate these arrangements provided reasonable notice is given (typically being at least seven days). In the absence of such notice, Council reserves the right to refuse the named child or a parent/guardian access to the service until internal measures have been taken to accommodate the arrangement.
- The named child should only attend if fit to do so without risk to the child's health and wellbeing (or the health and wellbeing of others). Parents must otherwise keep the named child at home, and must notify the service of a confirmed or suspected case of an excludable illness or disease.
- The named child and the parents must comply with Council's written and verbal directions, policies and procedures (including any behavioural guidelines and codes of conduct) as published by Council from time to time (including on its website). While compliance is required these directions, policies and procedures do not form part of these Terms of Enrolment.
- Council reserves the right to terminate the named child's enrolment (with or without notice) where the families account is in arrears, where the child (or the child's parents) breach these Terms of Enrolment, or where the child (or the child's parents) has an influence detrimental or harmful to the interests of Council personnel or other children accessing Children's Services, or where Council is not satisfied it can reasonably meet the needs of the child.
- In an emergency situation or a fire drill, where evacuation is necessary, the named child may need to leave the premises under the direction of an Educator.
- Two weeks' notice in writing is required of the named child's intended departure from the service. Two weeks' full fee will be charged in lieu of notice. All payable fees and charges must be finalised by the date of departure. Care will not be confirmed with other services of Council while any fees and charges are outstanding.
- A copy of Council's service policy manual is available on request. The policy manual does not form part of these Terms of Enrolment.

*The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the Local Government Act 2020. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law.*

*You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.*