



# NCIE School Holiday Program TERMS & CONDITIONS

1. The School Holiday Program (SHP) is operated by National Centre of Indigenous Excellence employees and volunteers.
2. **Absences:** I understand that if my child is not able to attend one of their enrolled days, I must notify staff as soon as possible by calling 0428 032 343 and the daily fee will still apply.
3. **Drop off is 8:30 to 9:00am and pick up is 4.30pm-6.00pm.** I understand that NCIE is an accredited centre and not licensed to care for children outside of these hours. Failure to adhere to these times may result in a penalty fee.
4. **Fees and Payment:** I understand that the fee is \$40 per day and I can pay this directly to the NCIE fitness front desk and a receipt must be provided to the **School Holiday staff**.
5. **Child Care Benefit and Rebate:** Child Care Benefit (CCB) and Child Care Rebate (CCR) are available to all entitled families who are registered with the Family Assistance Office. The centre cannot inform families of the benefit they will receive; families need to call the Family Assistance Office (13 61 50) to determine their benefit.
6. **Electronic Devices:** I understand that phones or handheld electronic devices are not permitted during the SHP. If a child needs to contact a parent or guardian during the program, I will notify staff at drop off.
7. **Lunch:** I understand that I must **pack lunch for my child/children** (unless stated otherwise). Please ensure only healthy food is packed in your child's lunchbox.
8. **Movement off site:** By signing these terms and conditions I give permission for staff to escort my child around the perimeter of the centre and attend any planned off site excursions.
9. **Medical Consent:** In the event of an emergency, illness or accident concerning my child and the staff member being unable to contact me or other persons authorised by me, I give consent to the service to seek urgent medical, dental or hospital treatment or ambulance service and also carrying out on my behalf medical, dental, hospital treatment in the event that such action appears to be necessary because the child has been injured, or is ill at the service and I accept liability for medical, dental, hospital and ambulance.
10. **Administering Medicine:** Centre staff will only administer prescribed medicine in accordance with the dosage instructions on the container.
11. **Protection Needs/Parental/Court Orders:** The service cannot deny access to a natural parent unless there is a Parental/Court Order. Please ensure the service has a copy of the current Parental/Court Order (if this is applicable to your child). Children attending the centre can have various protection needs e.g.: parental arrangements, Community Services arrangements etc. Therefore it is imperative that all staff at the centre are informed of the particular protection needs of children in their care.
12. **Child Protection:** Educators are legally obliged to report suspected child abuse or child sexual assault to Community Services **without** notification to the parent(s). This centre has a specified policy and a set procedure aimed at protecting children.
13. **Insurance:** I understand that children are not insured for accidental injuries. Families may take out their own insurance for their child by making direct application to an insurance company of their choice.

14. The National Centre of Indigenous Excellence Ltd do not accept liability for personal injury, property damage or loss sustained by a participant as a result of his or her participation in the SHP unless caused by the proven negligence of the NCIE, its directors or employees.
15. Photographs of the participants may be taken during the SHP. I hereby authorise the use of these photos for publicity and advertising purposes of the National Centre of Indigenous Excellence Ltd.
16. Participants must maintain good behaviour. The following list is an example of unacceptable behaviour and in this instance may be asked to leave the SHP at the sole discretion of staff:
  - SWEARING / RAISING YOUR VOICE
  - DISCRIMINATION
  - INTIMIDATION / BULLYING
  - STEALING
  - DAMAGING OF EQUIPMENT / PROPERTY
  - SPITTING

**Please acknowledge that you have read and understood the terms & conditions and agree to abide by them**

**NAME** \_\_\_\_\_ **SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_