



## Parent Contract

Child Name: \_\_\_\_\_

I wish to enroll my child in the OSCAR programme. I understand and agree to the following:

1. That staff may obtain emergency treatment for my child at my expense.
2. I give permission for photographs and videos to be taken of my child for genuine resources and publicity purposes.
3. To collect and transport my child from their school in an area designated where they are safe and monitored until collected in an authorized YMCA vehicle to travel to the YMCA or designated venue.
4. Programme hours and charge are Before breakfast 7:30 am to 9 am, \$5.00 per day and After School 2:30 pm - 5: 45 pm at a rate of \$11.00 per day or \$11.50 per casual bookings (places are not always guaranteed) or for those that don't qualify for work and income subsidy we will reduce the daily charge to \$9.00. The Active Learning Programme 3 pm to 5:30 pm is \$15.00 per day per child.
5. A late fee of \$5 per 10 minutes will be charged for late pick up of children after 5:45pm
6. A penalty of Before Breakfast \$5.00 or After School \$11.00 or Active Learning Centre \$15.00 will be charged if no contact is made with reception staff for Before Breakfast (prior day 3pm) After School 12pm of that day regarding absences from the programme. All absences from the programme must be advised to YMCA reception, staff will phone parents/caregivers to find out where the child is if absent without explanation please remember that this is a timely and costly activity.
7. A fee of Before Breakfast \$5, After School \$5 and Active Learning Centre \$10 will be charged for non-attendance during the day the child is booked with notification from parents/caregiver.
8. Pay the weekly fees as they fall due. Should payment not be made within 10 days following the issue date of the weekly invoice the parent hereby agrees to pay all costs of collection prior to and post legal action incurred by the YMCA, including collection agency costs, court costs and solicitors fees, regardless of judgment. A late payment or non-payment fee of 5% of the amount outstanding is payable by the parent to the YMCA should payment not be made within 10 days following issue of the weekly invoice.
9. I must inform the supervisor of any changes to the information provided on the enrolment form, or of any additional information that should be included and a notification form is to be signed. (This includes changes in attendance)
10. If care is no longer required the YMCA OSCAR programme will require 10 days written notification.
11. I understand that parent copies of programme policy and procedure are held at the reception area and are available at my request.
12. While all staff and volunteers of the programme will take every care to provide proper supervision for all children, neither the paid staff nor volunteer staff has any personal liability in respect of any act of omission arising from any session or activity of the programme.
13. I give consent for medication provided by myself to be administered to my child. A Daily Medication form is available and I will complete the required form to authorize staff to administer medication. I understand that YMCA staff will not administer medication without authority being given by myself.
14. I do / do not understand that my child may attend field trips and prior notice with a letter will be sent out to parents/caregivers for permission.
15. Parents are expected to sign their children off the programme every day that they are booked in for attendance.
16. Complaints procedures and information is available at the YMCA and if you would like to voice a concern please discuss this with the Programme Manager.
17. Written consent must be given by the parent/caregiver if the child has permission to walk, bike or catch a bus home during their booked time in the programme.
18. I confirm that I have been given a copy of the OSCAR programme's Policy and Procedures document and have had the opportunity to discuss the policies with the Programme Manager and that same has been read and understood by me.
19. The YMCA, its staff and volunteers will exercise all due care but will not be liable for any loss or damage (by way of theft, accident, injury or otherwise) arising out of attendance at the programme.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Name of parent / caregiver

\_\_\_\_\_  
Name of programme representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date