

MIC EARLY YEARS AFTER SCHOOL HOURS (SESSION B, SESSION C) AND SCHOOL HOLIDAY PROGRAM CARE TERMS AND CONDITIONS

These Terms and Conditions ("Terms") apply between you and Montessori International College ("MIC") when you use MIC's After-Hours Care Services including Early Years Session B, Session C and/or Holiday Programs. You must read and agree to these Terms before using MIC's services.

Personal Information

1. You must disclose all relevant information about your child in the Enrolment Application.
2. All information you provide to MIC must be true and correct and you undertake to immediately inform the service in the event of any changes to this information.

Medical

1. You authorise staff, in the event of accident or illness, to obtain all necessary medical assistance and treatment for your child and agree to meet any expenses attached to such treatment.
2. You give permission for MIC staff to administer appropriate medical attention and first aid for your child in an emergency.
3. If your child has a medical condition, dietary requirement or any other additional need, you are responsible for providing an Action Plan and/or supporting documentation to MIC, prior to your child's attendance at the service.
4. You must provide your own Epipen at the MIC EY service if your child has a medical action plan that requires an Epipen to be administered.
5. You must provide Ventolin to the MIC EY service if your child is diagnosed as having asthma.
6. You acknowledge that your child cannot attend the program if suffering from an infectious or contagious disease, and you will not attempt to make your child attend in such circumstances.
7. You agree to collect or make arrangements for the collection of your child at your own expense if he/she becomes unwell at the service.
8. You authorise staff to apply sunscreen to your child if you do not provide such.

Child Supervision

1. You understand that MIC staff do not supervise your child until they are signed into the service (Exemption for EY Children continuing from Session A).
2. You understand that MIC staff do not supervise your child after they have been signed out of the service by a parent/guardian/authorised person.

Behaviour

1. You agree that if your child continuously demonstrates inappropriate behaviour, after behavioural management policies and procedures have been followed, you will be notified and your child may be suspended for a period to be determined or permanently excluded from the Service.
2. You agree that if your child causes a major risk to the health or safety of themselves, other children, or MIC staff, they may be permanently excluded from the Service.
3. You agree that if your child is subject to exclusion, the Service may disclose your child's name and the reasons for the exclusion to persons in control of the school that the Service operates from.

Participation

1. You give permission for your child to participate in activities organised for the days your child will be attending.
2. Except as otherwise expressly required by law, the Service does not accept any liability for personal injury, property damage, or loss sustained by any participant as a result of participation at the Service.
3. You give permission for your child to leave the premises to participate in activities and excursions as indicated in the Program.
4. It is your responsibility to inform the Service of any additional needs your child may have. The Service may be unable to accommodate children with additional needs if they are not made aware of support requirements in advance.
5. You agree to provide your child with a hat for outdoor activities and excursions.
6. You give permission for your child to participate in regular evacuation drills or actual evacuations when necessary. You understand that your child may be relocated from the Service under the supervision of educators to a safety zone for evacuation purposes.

Payments

1. All fees must be paid via Direct Debit from your bank account or credit card unless an alternate arrangement has been approved by the Service.
2. You agree to pay for all the days your child is successfully enrolled in (and not cancelled within the relevant time frame), regardless of whether your child attends.
3. You agree to keep your account up to date and to meet all costs incurred for your enrolments in the Service. You understand that your child's bookings may be cancelled if your account is not current.
4. You agree that if you have made a booking, it can be charged prior to a statement being sent.
5. You acknowledge that if a direct debit is returned by your financial institution as unpaid, a Declined Payment Fee charged by the Direct Debit Provider may be added to your next direct debit payment, in addition to any owing account balance and financial institution charges.

6. A late fee of \$25 per 15 minute or part thereof, per child, will be imposed when parents arrive later than the closing time regardless of notifying the service that you will be late.

Bookings and Cancellations

1. When permanent care is no longer required, you are required to give **2 weeks' notice in writing** prior to cancellation. You understand that you will be charged for 2 weeks of permanent care from the date you give notice.
2. You must book a casual After School Care (Session B or Session C) session before your child can attend.
3. If your child is going to attend casual After School Care (Session B or Session C), you must book the session by calling MIC on the day of attendance by 1.30 pm.
4. If you do not pick up your child by 3.15 PM from the Early Childhood Learning Centre or by **4.30 PM from Play Space**, your child will automatically be admitted to **Session B or Session C**, and you will be **charged accordingly**.

Holiday Program Care

1. Activities and transport are subject to cancellation or alteration in the event of unsuitable weather conditions, unforeseen events or other factors which may arise from time to time and suitable alternative activities will be provided.
2. Cancellation requests must be lodged in writing (prior to the start of the school holiday).
3. You understand that **Holiday Program Care bookings can only be cancelled/altered up to 14 days prior to the Program start date**, due to high demand.
4. Children with additional needs must be booked into vacation care more than 4 weeks in advance (unless a lesser time frame is agreed to by the Service) to ensure special arrangements and additional staffing needs can be met.
5. If you cancel **more than 30%** of your child's Holiday Program Care bookings, your child will be placed **back on the waiting list**, as priority is given to families who require **more care days**.