



**Agreement Between**  
(Insert Parent/Guardian Name)

**And**

**For the care of**  
(Insert Child's Name, Address and Date of Birth)

**To commence on**  
(Insert Start Date)

**Booking Preferences**

Please check the box for each day you would like your child to attend on a routine basis and write approximate arrival and departure times underneath. Care offered under this Agreement is 'casual care' if specific days your child will attend are not selected.

Days	Before School Care Arrival Time	After School Care Departure Time	Vacation Care Arrival and Departure Time
Standard Operational Hours			
Monday	<input type="checkbox"/>		
Tuesday	<input type="checkbox"/>		
Wednesday	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		

**Booking Arrangement Type**

The four different types of child care arrangements with details of each and information about whether Child Care Subsidy / Additional Child Care Subsidy is payable are outlined fully on page 3 of this document.

- ☐ CWA (Complying Written Arrangement)
- ☐ RA (Relevant Arrangement)
- ☐ ACCS (Additional Child Care Subsidy- Child Wellbeing provider eligible arrangement)
- ☐ OA (Arrangement with an Organisation)

**Fee Information**

The Service's fee schedule and billing frequency is listed below. Please note that fees listed are full fees and do not reflect any subsidies that you may be entitled to. Changes to the Fee Schedule will occur from time to time and families notified of all changes in writing

**Billing Frequency:**

Fee Schedule					
Fee					
Permant Fee Amount					
Casual Fee Amount					
CCS hours submitted per session					

**In consideration of enrolling my child at the Service I, the undersigned, do hereby acknowledge and agree that:**

1. My child must be signed in upon arrival and signed out before departure by a responsible adult each time they attend.
2. An Educator must be informed that my child has arrived and has been signed in at the Service.
3. My child will only be released in to the care of an Authorised Nominee (as listed on page 6 of the Enrolment Form). The Authorised Nominee collecting my child must notify an Educator that they are leaving the premises.
4. In the event that I require an alternate person to collect my child, that person must bring photo ID and show this to an Educator before collecting the child.
5. I am required to notify the Service as soon as possible if my child will be absent on a Booked Day
6. A minimum of 2 weeks' written notice must be provided when cancelling enrolments.
  - a. In lieu of 2 weeks' written notice being given, 2 weeks' fees (at a full fee rate) will be charged.
  - b. Should my child finish at the centre on an 'absence' this day and any absences immediately preceding this will be charged at the full daily fee rate.

**In relation to account management and the payment of fees I, the undersigned, do hereby acknowledge and agree that:**

1. I, as the nominated person(s) responsible for paying the account, agree to pay all fees in accordance with the Service's Policies and Procedures. I understand that if fees fall in to arrears my account may be referred to a debt collector. If this occurs I understand that I will be liable for all legal and administrative costs incurred by the Service in administering the liquidated debt and acknowledge and agree to indemnify the Service of these costs.
2. I the parent/guardian agree that the information provided in this application is true and correct and can be relied upon by the Service.
3. I the parent/guardian agree to notify the Service immediately should there be any change in circumstances from the details as outlined in the enrolment form including living arrangements of the child and/or parent/guardian within 7 days of the date of such a change.
4. I understand that fees are payable in advance. All accounts that do not have a zero balance prior to the next statement run will incur an *Overdue Account Fee*. Fees are payable as per the enrolment agreement regardless of whether a statement is issued.
5. I the parent/guardian agree to pay outstanding fees and cancellation fees where applicable together with all debt recovery expenses including fees, court costs, legal fees reasonably incurred by the Service.
6. In the case of a default of payment, I the parent/guardian acknowledge that any enrolment information specifically required for the purpose of debt recovery and identification of individuals in default may be forwarded to the collection agency for legal recovery action.
7. I understand that in the case of a default on payments for child care fees, enrolment details may be listed on the National Default Registry for a period of six (6) years and thirty days or until paid.
8. I the parent/guardian acknowledge that care may be refused in the case of a default.

*Paragraph 85BA(1)(b) of the Family Assistance Act provides that an individual is eligible for CCS where, among other requirements, the individual has incurred a liability to pay for a session of care under a complying written arrangement. Such an arrangement must clearly establish a liability to pay for sessions of care in order for an individual to be eligible for CCS for a session of care.*

*The service must submit an enrolment notice in the Child Care Subsidy (CCS) system, by law, within 7 days of signing a CWA.*

*Please be aware you will only be entitled to receive subsidy once the CWA has been signed by you on the 'myGov' portal*

1st Parent/Guardian  
signature

Date

Sign Here

2nd Parent/Guardian  
signature

Date

Sign Here

## Types of arrangement

There are four types of arrangement:

- Complying Written Arrangement
- Relevant Arrangement
- Additional Child Care Subsidy (child wellbeing) - provider eligible arrangement
- Arrangement with an organisation (third party).

An enrolment notice is required for each child attending the service, for any kind of arrangement. The description, and eligibility, of each type of arrangement is set out in the table below.

The enrolment notice will reflect the type of arrangement that is in place between the provider and the family/individual or organisation.

Arrangement Type	Description	Is Child Care Subsidy/ Additional Child Care Subsidy payable?
CWA Complying Written Arrangement	<p>A Complying Written Arrangement must set out the following:</p> <p>the names and contact details of the provider and the individual(s)</p> <p>the date that the arrangement starts</p> <p>the name and date of birth of the child (or children)</p> <p>if care will be provided on a routine basis, and if so:</p> <p>details about the days on which sessions of care will usually be provided,</p> <p>and</p> <p>the usual start and end times for these sessions of care</p> <p>whether care may be provided on a casual or flexible basis (in addition to, or instead of, a routine basis)</p> <p>details of fees to be charged under the arrangement (this can be by reference to a fee schedule or information available on the provider's website maintained by the provider), that the parties understand may vary from time to time.</p> <p>Additional information can be included to support the individual's understanding of their payment obligations.</p>	Yes - Child Care Subsidy or Additional Child Care Subsidy
RA Relevant Arrangement	<p>An arrangement between the provider and individual for the care of a child that does not meet the full requirements for a Complying Written Arrangement.</p> <p>Child Care Subsidy is not payable for care provided under a relevant arrangement. This type of enrolment notice is used only where a provider is sure that the family does not wish to claim Child Care Subsidy for the sessions of care they are going to provide, or the child's eligibility is not confirmed.</p>	No
ACCS Additional Child Care Subsidy (child wellbeing) - Provider Eligible Arrangement	<p>Where a provider has identified a child is at risk of serious neglect or abuse, but no eligible individual can be identified. In this case, the provider effectively becomes eligible for Additional Child Care Subsidy for that child, rather than an individual.</p>	Yes - Additional Child Care Subsidy
OA Arrangement with an organisation (third party)	<p>Made when another party (for example, an employer, other organisation, or the state - such as for participants in the Adult Migrant English Program) is liable for the fees for care of the child.</p>	No