



Policy Acknowledgement Form

I acknowledge that I have read and understood the centre parent handbook, and I agree to comply with the policies and procedures of the Koala Childcare and Early Learning Centre.

I agree to comply with the parent/guardian code of conduct.

I am aware that there are comprehensive policies located in reception and that it is my responsibility to familiarise myself with the policies and procedures.

I understand that I am required to keep my account up to date or my enrolment may be forfeited. I am aware that I need to provide 2 weeks written notice to change my booked days and to cancel my enrolment.

I am aware that I will not receive the holiday rate as specified if my account is not up to date.

I understand that I still pay for child care even if my child is sick/absent and if my child is booked for care on public holidays.

I acknowledge that my child will not attend the centre should they be sick and that in some cases I may be required to provide a doctors medical clearance certificate.

I agree to update my personal information as these change.

I agree to raise any issues/concerns with the room leader or centre director.

I agree to provide constructive ideas, suggestions etc to making this a wonderful environment for my child.

I will, where possible, return information about my child's home life, including stories, anecdotes, interests etc to assist staff to meet my child's individual needs.

I will check my parent pocket regularly for account information, newsletters, program planning information and general notes.

Name of parent/guardian: _____

Signature: _____

Directors name or person accepting the enrolment: _____

Date: _____