

# PLACEMENT AGREEMENT FOR AFTER SCHOOL CARE CHANGE OF DETAILS FORM

**CENTRE:** \_\_\_\_\_

**PARENTS NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_ **WORK:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CHILD/REN'S NAME:** \_\_\_\_\_

\_\_\_\_\_

I hereby agree to place my child/ren in the above named service commencing on

\_\_\_/\_\_\_/\_\_\_

**BOOKED CARE FOR AFTER SCHOOL CARE – All booked or casual booked care must be paid for!**

Childs Name	MON	TUES	WED	THUR	FRI	Term 1	Term 2	Term 3	Term 4

- I agree to pay the daily fee for the agreed care stated above.
- I understand that I am eligible for 42 allowable absences that will attract ChildCare Benefit. Absences above this amount will attract full fees.
- I will inform the Supervisor of any changes to my care requirements and complete a new placement agreement to reflect the changes. This can be done weekly if required, in advance.
- Unless the Placement Agreement is signed, completed and returned, care may be unavailable or refused.
- Please initial at the beginning of each term to indicate that you wish the Placement Agreement to remain unchanged.

**PARENTS SIGNATURE:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**DATE** \_\_\_\_\_

## WHAT ARE ALLOWABLE ABSENCES

Child care benefit is paid for up to 42 allowable absence days for each child per financial year across all approved Long Day Care Centres, Family Day Care Schemes and specialised Outside School Hours Care Services.

**Allowable absence days can be taken for any reason.**

## APPROVED ABSENCE DAYS

Childcare benefit is also payable for absences taken for the following reasons:

- Illness (with a certificate)
- Non immunisation
- Rostered days off
- Rotating shift work
- Temporary closure of a school or pupil free days
- Public Holidays
- Periods of local emergency
- Court ordered shared custody

Absent days taken for the above reasons are called approved absence days. There is no limit on the number of approved absence days a child's family may claim providing they are taken for the above specified reasons.

**It is the parent/s responsibility to notify the service if they wish to use an allowable or approved absence. Staff will note this in the attendance and childcare benefit can be claimed by the service.**

If you are taking annual leave or ceasing to use the service we require a minimum of one (1) weeks written notice.