

GyMEA Bay Care and Leisure Centre Inc.

CHILD/REN'S NAME(S).....

PLEASE CIRCLE

- I authorise my child/ren to apply sunscreen at the centre. YES / NO
- I authorise my child/ren to apply insect repellent at the centre. YES / NO
- I authorise the staff at GyMEA Bay Care Centre to apply band aids. YES / NO

Code of Conduct (Children)

We expect children attending GyMEA Bay Care Centre to abide by the Centre Rules and respect the staff and other children at the centre.

Any disciplinary measures used are aged-appropriate and minor incidents are dealt with immediately, with children either being redirected to another activity or placed on 'time out' for a short period.

Please refer to the Centre Rules and discipline policy for further information.

Should a child's behaviour cause problems for staff members or other children, parents will be notified by the Coordinator, and their child's behaviour will be monitored. The incident will be recorded. Should the inappropriate behaviour be repeated or there is no improvement in the child's general behaviour, a written warning will be issued. On the third written warning, the child's placement at the centre will be terminated.

An incident causing injury to other children or staff **may** result in immediate cancellation of the child's booking, for the remainder of the term. Re-enrolment will be reviewed. The balance of the fee paid for that week will be refunded.

Permission for Observations

It is a legal requirement that OOSH Service staff keep adequate records and 'only collect information required for the purpose of the organisation's function' (Privacy Act). Child observations are one type of record that a centre has a legal requirement to keep. As part of Quality Assurance, services must keep written observations of children to assist with programming, planning and subsequent evaluation of their program, thus ensuring that the children's needs are being met. From different types of observations, staff will be able to program activities which reflect individual / group needs, interests and abilities. Observations also assist with behaviour management. These records are confidential. Parents may view their own child's observation records. No member of staff or Management Committee may give information on matters relating to children to a person other than the parent / guardian.

Code of Conduct (Parents)

We expect parents/guardians using the centre and other authorised adults dropping off or collecting children from the centre, to behave appropriately by:

- showing respect for the staff, children and other adults at the centre
- observing the 'no smoking' notices
- following centre policies and procedures at all times
- under no circumstances confronting other parents' children at the centre

Please note that the person signing this form must ensure that all other authorised adults on your enrolment form are aware of the above requirements.

I understand and agree to the above:

Parent Signature.....Date.....

E-mail address.....