



Kangaroo Island Children's Services Inc

ATTENDANCE REGISTER

CENTRE-BASED CARE, OSHC & VACATION CARE

At any time a child attends care it is most important that parents sign the attendance register. The attendance record is important for the following reasons:

- The register is a requirement of the childcare subsidy system in order to be able to claim childcare subsidy on behalf of the guardian.
- In an emergency the register gives us a list of exactly who is present
- The register is used for statistical information on the attendance of children
- A requirement of the Education & Early Childhood Services Registration and Standards Board of SA.

Two weeks' notice in writing must be given when a child is to be withdrawn from care. If you are changing your child's booked times please fill in a Notification of Changes form. A holding fee may apply.

Full fees must be paid for sick days or absent days unless the centre is given reasonable notification of 2 weeks and then 50% of the normal fee is charged.

When 2 weeks' notice in writing has been given a 50% holding fee is charged for children absent due to holidays (5 weeks maximum), otherwise normal fees will be charged.

Fees are not payable for public holidays or Christmas closures.

See the fee structure sheet in the enrolment package for clarification.