

Version 2 – June 2023

Parent Commitment Agreement for Early Learning Centres

This Parent Commitment Agreement relates to the offer of enrolment for [insert student name, and date of birth] (referred to below as **“Student”**) at [insert name of ELC ] (referred to below as **“ELC”**) that may be received as part of the Catholic Education Archdiocese of Canberra and Goulburn enrolment process.

The Parent Commitments and Declarations in this ELC PCA are made by:

1. [insert name of parent/s or guardian/s making the commitments] of [insert address] and
2. [insert name of parent/s or guardian/s making the commitments] of [insert address]

The details of this offer are as follows:

Admission Details - Daily

* Preschool Plus (8:00am to 5:30pm)
* Preschool (9:00am to 3:00pm)

Admission Details - Weekly

* Five days per week (Monday to Friday)
* Five days per fortnight (Mondays, Tuesdays and alternate Wednesdays)
* Five days per fortnight (alternate Wednesdays, Thursdays and Fridays)

Admission Details - Annually

* 48 weeks per year
* 40 weeks per year (school terms only)

This enrolment is in place for the entire school year and only varied with the approval of the Early Learning Centre Director as a result of a significant change to your family situation. 28 days’ notice is required for any enrolment variation.

Your child has been accepted into [ELC Name] commencing in [Year]. Please note that acceptance into an Archdiocesan Regional ELC is not a guarantee of an enrolment at the primary school where the ELC is located. Primary school enrolment is assessed under the Enrolment Policy of Catholic Education, Archdiocese of Canberra & Goulburn.

It is the expectation that parents will:

* conduct themselves in a manner that is consistent with their obligations as a parent in the ELC,
* trust in the experience, expertise and professional judgement of teachers at the ELC, and will actively support them in the provision of the child’s’s education and
* will raise concerns or issues they have about any matter involving the ELC in a respectful and considerate manner with staff and in accordance with any process that may exist at the ELC.

Please also note that if you are receiving Child Care Subsidy and your child doesn’t attend their first booked day the government may not pay CCS until your child attends the ELC. This may result in full fees until your child’s first day of attendance. I am happy to discuss this further with individual families

**Bank details**

You are required to make a deposit of $100 to secure your offer to the ELC as indicated below. Please use your child’s surname as the reference number.

Once you have made the deposit, please indicate the receipt number prior to accepting the Offer and Parent Commitment Agreement.

[ELC NAME] Bank Details:

[ACCOUNT NAME]:

[BSB]:

[ACCOUNT NUMBER]:

[ ]  I have deposited $100 into the bank account listed above.

Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General acknowledgement**

I acknowledge that I have read and understood the Parent Commitments and Declarations and completed the $100 deposit, and that by signing this ELC PCA that I agree to be bound by these obligations:

|  |  |  |
| --- | --- | --- |
| **Signed:** | **Relationship to Student:** | **Date:** |
| **Signed:**  | **Relationship to Student:** | **Date:** |

