



GECKOS Babysitting Parental Acknowledgement Form 2016

Welcome to GECKOS babysitting sessions that accompany the Spouse/Partner Gym Classes held at the Lavarack Barracks Gymnasium.

To cover all legal and safety requirements, there are some forms that you and your spouse/partner will need to complete. These are attached and must be completed and returned to a GECKOS staff member prior to the first day of attendance.

In addition, please read the information provided in this document and sign in the appropriate places. Should you have any further questions, please do not hesitate to contact the centre staff on telephone (07) 4411 7031 or email HQ3BDE.familyng@defence.gov.au.

Please note that the type of care provided by our service requires that the parent/carer remains on Lavarack Barracks for the entire time the child/ren are cared for.

Session Times

Babysitting is available at the following times:

- ❖ Tuesday 0900 – 1100 h
- ❖ Thursday 0900 – 1100 h

Bookings

Bookings can only be made by telephone to the centre on (07) 4411 7031, by email HQ3BDE.familyng@defence.gov.au or in person.

Cut off for bookings are as follows:

- ❖ For Tuesday session: prior to 1600h on the preceding Friday.
- ❖ For Thursday session: prior to 1600h on the preceding Tuesday.

Bookings will not be taken after these timings for any reason. Unfortunately the centre can not provide a standby service.

NAME: _____ PH: _____
DEFENCE MBR: _____ PH: _____

Fees

There are two charges available for babysitting sessions attended. Payment must be made prior to the session beginning.

- ❖ \$10 per session
- ❖ \$80 for a 10 session pass

Payments can be paid by cash or EFTPOS, on the day of service, or electronic funds transfer prior to the booked session.

Non-payment of fees will result in your child being ineligible to attend any further sessions until arrears have been fully paid.

I understand that I am responsible for all charges associated with the babysitting sessions. These charges must be paid prior to the beginning of the session and my spouse/partner will be contacted should any charges remain outstanding at the end of 2016.

Signature: _____ Date: _____

Cancellations

Cancellation of bookings are required to be made by phone on (07) 4411 7031 or in person prior to 1600h the day prior to the booked session. Cancellations made after this time will incur a \$10.00 cancellation fee.

Cancellation fees are required to be paid at the next available attendance at GECKOS.

In the event that there are **three** booked sessions without cancellation notification your child/children will no longer be eligible for the service.

I acknowledge that I am required to contact GECKOS staff in the event that my child/children cannot attend a booked session and that a cancellation fee will be charged if I do not cancel my booking by phone or in person by the prescribed time. I acknowledge that I am required to pay all outstanding fees at the next available attendance. I understand that my bookings will be restricted if I have an outstanding charge of more than \$20.

Signature: _____ Date: _____

Outstanding charges

Future bookings will not be permitted if there are outstanding fees of greater than \$20 owing.

Centre staff will provide an invoice for any outstanding charges by 31 Jun 16 and 14 Nov 16. Failure to fully settle your account prior to the end of 2016 will result in recovery action being initiated through your spouse/partner's chain of command.

I understand that I my child/children may be refused care in the event that I have outstanding charges owing. I acknowledge that my spouse/partners chain of command will be notified if any outstanding charges are not paid in accordance with issued invoices in Jun and Nov 16.

Signature: _____

Date: _____

Child Care Staff

The staff caring for your child/children are provided by Townsville Baby Sitters, a local agency. This agency holds all appropriate licensing and insurance at an industry best practice level. The company requires a number of administrative forms to be completed prior to caring for your child/children. These have been included and must be filled out and returned to centre staff prior to the first day of attendance.

Should you have any questions regarding the child care staff, please direct these, in the first instance, to GECKOS Centre staff.

What should we bring?

Please pack a bag for your child/children (with their name on it) containing all their food, drink, hygiene and clothing requirements for a two hour stay. Child care staff will only provide children with food and drink packed in their own bags. The only exception will be the provision of water on an as required basis.

Please note that the centre is completely nut free. Any food found to contain nuts will be quarantined and returned to you for disposal.

Babies that are not yet using solid food must be provided with a least two bottles of their formula or expressed breast milk. These must NOT be frozen.

All children attending the sessions must have a sun safe hat. Clothing with sleeves is preferred. Please note that sunscreen will be applied to all children attending the sessions. Speak to the child care staff should your child/ren be unable to tolerate sunscreen.

On arrival

When first arriving, please place your child/children's bag in one of the pigeon holes provided. All children must be signed in on arrival. The sign in book will be situated in the staff office. After signing in and making payment, please take the time to let child care staff know that you are leaving.

You will note that as part of the sign in process you are asked for a mobile telephone number for contact purposes. Please note that should your child be involved in an incident and centre staff deem it to be serious, you will be contacted to return to the centre.

Routine

Children participate in indoor play until about 1000h and then everyone sits down together and has supervised morning tea. After everyone is finished and clean up is complete, children then move outside to participate in play activities.

Departing

All children are required to be signed out when leaving. Please ensure all belongings are in your child/children's bag and let the child care staff know that you are leaving.

Each session begins at 0900h and finishes at 1100h. Please ensure that you collect your child/children promptly at the end of the session.

Feedback

We strive to provide the best possible service to you and the children in care and welcome all constructive feedback to improve services where we can.

Should you have any questions regarding the babysitting service, please speak to one of the centre staff and we will endeavour to answer your query as quickly as possible.

I have read the Parental Acknowledgement Form and understand my responsibilities when utilising the babysitting service.

Signature: _____ **Date:** _____



0417 774 564

ABN 67 751 493 248

PO Box 819 Thuringowa Central QLD 4817

POLICIES AND PROCEDURES
GECKO'S FAMILY CENTRE - KIDS CLUB

- The Centre's Attendance Record Sheet is to be filled in on arrival and departure. *It is mandatory that every Parent/Guardian sign in and out, in the case of an emergency.*
- Townsville Baby Sitters is a registered babysitting agency, not a licensed child care provider. Our babysitters will care for your children, however you are responsible for your children while they attend the Gecko's Family Centre Kids Club.
- The Parent/Guardian must remain on the base at all times while their children are at Gecko's Family Centre Kids Club.
- The Parent/Guardian must return immediately to the Geckos Family Centre should they be requested to do so by Townsville Baby Sitters or their representative, in the event of any emergency, sickness or accident. Any Incident/Accident occurring will be documented on the Centre's Incident Register and the Parent/Guardian will be notified.
- I understand that in the event of an accident or illness Townsville Baby Sitters or their representative will contact me. In the event of an emergency if Townsville Baby Sitters are unable to contact me, they will contact my Emergency Person. If this person cannot be contacted, I give my permission for Townsville Baby Sitters to seek medical attention in any form for my children as may be required, and agree to meet all expenses incurred.
- The Parent/ Guardian will collect their children after the Spouse Gym Session finishes, no later than 11.30am.
- Please provide healthy snacks and a full water bottle for morning tea. No food will be supplied. Please do not supply chocolates or lollies. Please have all belongings clearly named - lunch boxes, water bottles, food containers, backpacks etc.
- Due to allergies, **NO FOODS CONTAINING NUTS** will be allowed at the Gecko's Family Centre Kids Club - the Centre is **NUT FREE**. If food containing nuts is provided it may be confiscated.
- The Parent/Guardian is to bring all necessary supplies for their child - nappies, wipes, nappy cream, spare clothes, sun hat, prams for younger babies, bottles (already made up if possible) etc.
- **NO** medication will be administered to your child while in the care of Townsville Baby Sitters. If your child requires medication the Parent/Guardian will need to return and administer the medication themselves.
- Please do not bring toys from home as they may get lost, broken or become the subject of disputes. Comfort toys are allowed but must be marked clearly with the child's name. Townsville Baby Sitters will not be liable for any damage to any comfort toys brought from home. Please **DO NOT** bring any expensive toys, sharp objects, small items or money into the Gecko's Family Centre Kids Club.
- For health and safety reasons, we are unable to accept children with infections conditions.
- Smoking and alcohol is **NOT PERMITTED** on or near the premises of the Gecko's Family Centre.



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PARENT/GUARDIAN - AGREEMENT
GECKOS FAMILY CENTRE - KIDS CLUB

This agreement is between Townsville Baby Sitters and the Parent/Guardian whose children are attending the Gecko's Family Centre - Kids Club.

Together with this agreement, the following documents are to be read and signed where necessary -

- Child Information Form
- Policies and Procedures
- Permission to Apply Over the Counter Medication (e.g. Sunscreen and Repellent)
- Centre Incident Register (Supplied by Gecko's Family Centre)

Responsibilities of Townsville Baby Sitters

Townsville Baby Sitters is a registered Baby Sitting Agency, providing a babysitting service - we are not a licensed childcare centre.

Townsville Baby Sitters will only provide experienced baby sitters on a contractor basis, and will confirm all sitters have a valid Blue Card - as required by the Public Safety Business Agency.

Townsville Baby Sitters will ensure its compulsory Work Cover Accident and Insurance Policy is current, along with Public Liability Insurance supplied through Finsura (Nanny Sure).

Responsibilities of Parent/Guardian

The Parent/guardian agrees to provide all relevant details of their children (forms listed above), including full details of any medical condition, allergies or other special needs/requirements of their children.

Any information provided by Townsville Baby Sitters to the Parent/Guardian, regarding this service is for their use only, must be kept confidential and not passed to any third party.

Parents or any third party wishing to employ a babysitter privately must contact Townsville Baby Sitters, not the sitter directly.

Should the Parent/guardian have a grievance or feel dissatisfied with the service, they will discuss this with Townsville Baby Sitters as soon as possible.

I have read and agree with the above conditions. This agreement remains in place until 31st December 2016.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Date _____
Signature of Debra Rowan, trading as Townsville Baby Sitters, or their representative.



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PARENT/GUARDIAN - CHILD INFORMATION
GECKO'S FAMILY CENTRE - KIDS CLUB

Kindly complete the following information to ensure our babysitters are well informed to provide quality care whilst at Gecko's.

I have read and fully understand the Policies and Procedures document, and by signing this form agree to these policies and procedures.

I agree the information given below is true and correct.

I acknowledge this form shall take effect from the date below until 31st December 2016, and I will be responsible to make any changes, or complete a new form as is necessary.

Signature of Parent/Guardian _____ Date: ____/____/____

Section 1 - Parent/Guardian Information		
Name of Parent/Guardian		
Mobile Number: 1	Mobile Number: 2	
Section 2 - Emergency Contact Person Please add another contact person other the Parent/ Guardian		
Name of Contact Person for Emergency :	Address of Contact Person for Emergency:	
Emergency Contact Number 1:	Emergency Contact Number 2:	
Section 3 - Child/children's Information		
Full Name of Child	D.O.B of Child	Any Special Requirements for the child



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**PERMISSION FORM TO APPLY OVER THE COUNTER MEDICATION
(E.G. SUNSCREEN AND REPELLENT) TO A CHILD**

We recommend sunscreen and repellent be applied, before the children play outside.

Permission is required by the Parent/Guardian for this to occur. Please complete the section below and sign your permission.

Thank You.

I am the Parent/Guardian of the children named below and shall indemnify Townsville Baby Sitters against all claims (including claims for legal costs on a full indemnity basis) arising from or in any way related to the provision of this service. I give my consent for the babysitter to seek medical attention for the children named below should an allergic reaction occur. I agree to pay any expenses incurred.

I give permission for the babysitter to apply the following items as listed below.

Please apply sunscreen, provided by Gecko's to my children for outdoor activities.

Please apply insect repellent, provided by Gecko's to my children for outdoor activities.

Full name of Parent/Guardian _____

Signature of Parent/Guardian _____

Names of Children

Date of Birth
