



Macarthur Care Pair

Auspice of Woodbine Neighbourhood Centre

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ABN No. 82 325 680 916

Conditions of use

Bookings and Payment

1. The Macarthur Care Pair service is available to Community Organisations with limited access to child care.
2. Priority will be given to those groups who do not have access to child care workers but Macarthur Care Pair does not guarantee that priority will apply to all applicants.
3. Macarthur Care Pair applications are taken on a term basis for the applicable school term prescribed by the NSW Government. There is a \$5.00 booking fee for all approved applications per term, for each booked group approved for child care.
4. If the group is cancelled after the application has been accepted, the \$5.00 booking fee is non-refundable.
5. Macarthur Care Pair charges a fee of \$2.00 per child in attendance per session. It is the responsibility of the booking officer/group facilitator to collect all money. Each service will be invoiced by Macarthur Care Pair at the end of each term and payment must be made in accordance with the terms set out in the Invoice. If no terms are specified, payment must be made within 14 days or the date, in which a further booking is to commence, whichever is earlier. Macarthur Care Pair reserves the right to immediately cease providing its services if any fees are not paid by the due date.
6. Macarthur Care Pair charges a fee of \$35 for each cancelled child care session if the booking has not been cancelled prior to the close of business the day before the booking. This cancellation fee will be charged for groups that are cancelled after this time frame or for groups with no children in attendance.

The cancellation fee will be included in your invoice at the end of each term.

Please note: This fee is at the discretion of the MCP coordinator.

7. Macarthur Care Pair charges a \$0.78 fee per kilometre return to each venue. The distance is determined by *Google Maps*, and is the most direct route to your service.

Upon receiving each application, the distance to the venue will be confirmed. The booking person will be sent an email confirming the distance. Attached to the email will be a *Macarthur Care Pair booking acceptance* form. The booking person will be requested to sign this and return the signed paperwork to Macarthur Care Pair. Once the *Booking Acceptance Form* has been returned the booking will be confirmed.

8. The liability for payment of the fees to Macarthur Care Pair rests solely with the organisation that requests the services of Macarthur Care Pair. At no time are Macarthur Care Pair staff responsible for collecting money from parents/carers.
9. Macarthur Care Pair service operates Monday to Friday during normal school hours and school terms only. The service does not run on weekends, school holidays, public holidays, pupil free days or for any period of teacher's strikes.
10. All bookings are for one (1) school term only.
11. Applications for Macarthur Care Pair should be lodged two (2) weeks before the end of the previous term.
12. Casual applications may be accepted at any time; however, application approval will be according to availability of the service. The \$5.00 non-refundable booking fee will apply if the group is approved.
13. The Macarthur Care Pair service caters for children from 6 weeks to 5 years only. Only children whose parents/carers are enrolled in the applicant organisation's applicable course or group are eligible for Macarthur Care Pair's services.
14. A Macarthur Care Pair session typically runs from 1-3 hours, any groups that run over this time frame will be required to be split into 2 (two) sessions. This means that they will incur 2 (two) booking fees and that there will be a \$2 per child fee for each session attended. In the event that the group has no children in attendance or is not cancelled prior to the close of business the previous day, the group will incur 2 (two) cancellation fees.
15. If there is only one (1) child to be cared for the Macarthur Care Pair worker will remain at this session. However, two (2) children are the minimum number requirements of this service, if there is only one (1) child present for two (2) consecutive weeks the group will be cancelled for the remainder of the term.

16. If the group is cancelled for two (2) consecutive weeks. E.g. the group does not go ahead, only one (1) child at the group or no children at the group, the service will be cancelled for the rest of the term.

Venue

1. The Macarthur Care Pair worker will wait up to a maximum of fifteen (15) minutes after the group booking time to allow for late arrivals. If there are no children by this time the worker reserves the right to leave the scheduled venue without any liability to the organisation. (For example, if no children are present for groups booked for 10:00 am, the worker will leave at 10:15am).
2. The Macarthur Care Pair worker requires all children to have been collected and signed out by the parents/carers by the booking end time as stated on the application form. (For example, if the booking application ending time states 1:00pm, the children must be collected and signed out of the service by the parent/carer no later than 1:00pm). The Macarthur Care Pair worker will remain on site for a further 15 minutes to tidy the child care room and pack away equipment at the venue.
3. Macarthur Care Pair will only provide its child care service in the room that has been stated on the booking form and the child care room has been certified by the Macarthur Care Pair Coordinator. The Macarthur Care Pair Coordinator must be made aware of any venue/room changes at least one (1) week prior to the change so that a venue check may be carried out. If the venue/room is changed without notification to the Macarthur Care Pair Coordinator, the session will be cancelled for that week or until a venue check has been carried out.
4. The Coordinator/facilitator of the booking service will be notified by email/phone if there are any concerns about the venue. These concerns will need to be rectified before child care can continue/commence.
5. The organisation that submits an application for the services of Macarthur Care Pair must satisfy itself that the Venue is suitable for the provision of childcare and meet any mandatory standards. Macarthur Care Pair does not accept any responsibility for any damage or injury that may be sustained or incurred by any visitor or child under its care due to the state and condition or repair of the Venue.
6. All parents/carers of the children being cared for must be in the Venue at all times during the specified booking. If the Venue is located in a multi-storey building, the parents/guardians must be present in an adjoining room on the same floor as the child care room. It is the responsibility of the organisation to ensure that access is available to any adjoining room for this purpose.

7. Adequate parking is required at each venue as Macarthur Care Pair staff are required to load/unload all equipment for each child care session.

Organisation/ Booking officers responsibilities:

1. It is the responsibility of the booking officer (e.g. Neighbourhood Centre Co-ordinator or delegated person) to:
 - * Sign the Attendance sheet at the end of each session confirming Number of children present and cost involved. If a Macarthur Care Pair worker cannot obtain a signature the organisation cannot dispute any Invoice.
 - * Collect all money from the group participants at each session.
 - * Pay Macarthur Care Pair by cheque/direct deposit the invoiced amount at the end of each term.
 - * Supply participants with complaint/concern forms where applicable.
 - * To ensure parents/carers are aware that Macarthur Care Pair will be providing child care for their children.
 - * Inform participants that the Macarthur Care Pair worker cannot leave the children for any reason (e.g. taking a child to the toilet etc.) If a child is required to leave the child care room, the child's parent/carer must attend, sign the child out and the child must leave with the parent/carer.
 - * To make sure that participants understand that any child with an infectious disease or who is generally unwell, cannot be cared for.
 - * To ensure that all parents/carers are fully aware of and understand these terms and conditions.
 - * To cancel child care for any sessions that there will be no children in attendance by the close of business on the day prior to the child care session, otherwise a \$35 cancellation fee will be charged.
2. To ensure that the designated venue be suitable for child care prior to the arrival of the Macarthur Care Pair staff. E.g. The Macarthur Care Pair staff are not responsible for removing rubbish, tables, and equipment to make the venue safe for child care.

Macarthur Care Pair does not assume any risk or responsibility for items left in the Venue that may be dangerous or cause harm to the occupants of the Venue.

3. To ensure that there is adequate car parking available for the staff of Macarthur Care Pair, as they are required to unload all equipment from their vehicle that is required for the child care session.
4. To ensure that the building is secure. Macarthur Care Pair staff are not responsible for opening nor closing of facilities.
5. To ensure that the child care room be available to the Macarthur Care Pair staff 15 minutes before the group commencement time. This allows the child care workers time to do a Workplace Health and Safety check of the venue and to set up their equipment. This time is to be free of the children.
6. To ensure that any outdoor areas are fenced and have a secure gate.
7. To ensure that the parents/carers of children being supervised by Macarthur Care Pair remain on the Premises where the child care room is located at all times. This means that the parents/carers MUST remain in the same building, on the same level, and not in an attached building.
8. To ensure that the child care room is not being used by another group at the same time. The Macarthur Care Pair staff are only responsible for the children whose parents/carers are attending the booked group and children that are signed into Macarthur Care Pair.
9. To provide, if required, a volunteer/s or paid worker/s to assist the staff of Macarthur Care Pair with providing child care if the expected numbers of children are high, to maintain child to staff ratios . This is to be at the expense of the booking service.

Child to staff Ratios

1. One (1) Macarthur Care Pair worker will care for children as follows:
 - Up to four (4) children 0-2 years of age; or
 - Up to six (6) children 3-5 years of age; or
 - Up to four (4) children with the above combined ages.
2. Macarthur Care Pair may be able to provide two (2) child care workers on some occasions, however, this cannot be guaranteed. If the number of children exceeds the above numbers, the booking service will be required to provide a suitable child care assistant.
3. If Macarthur Care Pair does provide two (2) child care workers but child numbers decrease for two (2) consecutive weeks, then the booking service will only be provided with one (1) Macarthur Care Pair child care worker for the remainder of the term.
4. Services that request 2 childcare workers at their sessions will be charged for the full cost of the second child care worker, if a worker is available. This fee is not negotiable and will be charged at the Macarthur Care Pair agreed level under the Children's Services Modern Award 2010. This charge includes: casual hourly rate and Superannuation, as per the award.

Parents/guardians responsibilities:

1. The parents/carers of the children being cared for MUST remain on the Venue at ALL times.
2. ALL children must be signed in and out of the Macarthur Care Pair service at each session.
3. If parents/carers remove their child from the care of the Macarthur Care Pair staff, they must sign their child out, if the child is then returned to the care of Macarthur Care Pair staff, the child must be signed back in.
4. During the session, the parents/carers of the children are primarily responsible for their children's needs.

5. The Macarthur Care Pair staff are not permitted to remove the children from the venue. If toilets are located outside the building or in another area of the building, parents/carers are responsible for toileting their children in this situation.

Macarthur Care Pair responsibilities:

1. To arrive at venue 15 minutes prior to group commencement to set up.
2. To report to booking officer/ facilitator upon arrival.
3. To complete a Workplace Health & Safety inspection of the approved Venue. If the Venue fails to comply with the Macarthur Care Pair Workplace Health and Safety standards, the booking officer has 15 minutes to rectify the situation or the group may be cancelled.
4. To follow Macarthur Care Pair Policies and Procedures.
5. To provide adequate supervision of children. However in the event that Macarthur Care Pair is unable to provide two workers, it is the responsibility of the booking officer to provide additional child care worker/s or volunteers at the expense of the booking service.
6. Provide age/stage appropriate toys and equipment
7. To leave the room tidy, as found.

Insurance:

1. The building where the children are to be cared for must be covered by a Public Liability Insurance policy and a copy of the certificate of currency must be attached to each application form each term
2. Copy of certificate of currency of booking service.

Premises:

1. Suitable premises for childcare must be provided.

It is the booking services responsibility to ensure that they are providing a safe, hazard free environment for participating children.

FaCS recommendations are that adequate space be provided for children to move freely and safely in a confined area. The inside environment for the children should be a separate, well ventilated room, free of all possible hazards. The outside area should be safe, clean and checked regularly and completely fenced.

For further information or enquiries please contact:

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