

## TERMS & CONDITIONS OF ENROLMENT

References in these Terms and Conditions to 'Inspire', 'we', 'our' and 'us' means Inspire Operations Pty Limited (ABN 64 601 894 062 ) trading as Inspire Program Australia and its related entities.

References to 'I', 'my' and 'you' are to the parent/s/guardian/s who completed and signed the enrolment form for the services. By using any of Inspire's services, you agree to be bound to our Terms & Conditions.

1. I state that all information provided to Inspire is accurate and complete. It is also my responsibility to **advise of any changes to the information** including details of health or medical condition and/or medication for my child/ren.
2. Inspire staff reserves the right, after all reasonable attempts have been made to contact the parents/guardians and authorised nominees stated on the enrolment form, to seek **medical treatment** from a registered medical practitioner, hospital or ambulance service; and transportation of the child by an ambulance service, should the need arise, and I agree to pay such costs as may be incurred.
3. Inspire staff may administer **first aid** to my child/ren if required. This may include (but not limited to) use of disinfectant, band aids, bandages, soothing creams and ice packs.
4. I will ensure that any **prescribed medication** for my child, such as Ventolin or an EpiPen, is provided to be kept at the centre. I will replace this medication when notified by centre staff that it is approaching its expiry date.
5. My child/ren can use the provided **sunscreen** whilst at an Inspire centre. If not, my child/ren will carry and use their own sunscreen.
6. In accordance with our collection of children policy, Inspire has **no right to refuse access** to parents of the child/ren.
7. My **child/ren must be collected before the centre's closing time**. I must contact Inspire head office on 1300 665 275 if I am expected to arrive after the centre's closing time. A late pick up fee may be applied. If my child/ren have not been collected **within half an hour** of the centre closing and parents/guardian have made no contact with Inspire, we have the right to take your child/ren to the closest police station.
8. **The late pick up fee** is \$10.00 per 5 minutes for any time after the centre's closing time. This fee is billed in your next fee cycle.
9. Daily attendance **fees are billed fortnightly, payable 2 weeks in advance via direct debit**. Inspire reserves the right to revise our fees periodically, with any changes taking effect after providing you with a minimum of 2 weeks notice.
10. I agree to Inspire's **session hours** of 7:00am till 6:00pm. I agree that I will be charged for the full session of care even if my child/ren does not attend the whole session.
11. It is my responsibility to comply with the requirement of the **child care subsidy**, and if I fail to do so, I will be responsible for paying full fees.
12. Once your child's enrolment is confirmed, **bookings cannot be cancelled**, and the daily fees for the booked days is non-refundable.
13. Families only attending our School Holiday Fun program will be charged an annual administration fee of \$30.
14. If my account is not paid in full upon my child/ren leaving the Centre, Inspire reserves the right to commence a **debt recovery** procedure. I agree to bear all costs and fees associated with this process.
15. Subject to current law, I acknowledge and agree that *Inspire* nor its staff will not accept responsibility for **personal injury or liability for the loss or damage of personal effects** of my child/ren sustained whilst attending an Inspire centre, or at a venue where Inspire is holding an event that my child/ren attends.
16. Inspire staff may take appropriate **photographs/video** of my child/ren, as an individual or in a group while attending an Inspire centre or at a venue where Inspire is holding an event that my child/ren attends. Photographs/video may be used for (but not limited to) the Inspire educational materials, reflection journal/poster, school communications and newsletters, and various marketing brochures. We will not identify your child/ren's name (or other personal details) at any time. I will contact Inspire's head office on 1300 665 275 or via email at [info@inspireprogram.com.au](mailto:info@inspireprogram.com.au) if I do not authorise Inspire staff to take photographs/videos of my child/ren.
17. Inspire has the **rights to vary these Terms & Conditions** periodically and will notify parents/guardians accordingly. Amendments will take effect from the date notified (unless specified otherwise). If you do not agree to any material amendments as notified, you may cancel your child/ren's enrolment, effective from the date that you notify us.

**END OF TERMS & CONDITIONS OF ENROLMENT**