

## **BANKSTOWN COMMUNITY RESOURCE GROUP INC. MOBILE MINDERS GENERAL CONDITIONS OF USE**

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**Please read the following conditions before applying for Mobile Minders Service:**

1. This service is available to non-profit organisations who have limited access to childcare, located in the Formal Bankstown Local Government Area. If you are outside the Bankstown area, please call the Mobile Minder Co-ordinator to discuss how to access the service.
2. Priority will be given to the following groups-
  - ◆ Isolated Culturally & Linguistically Diverse Groups (CALD) with limited access to childcare
  - ◆ Aboriginal & Torres Strait Islander people with limited access to childcare
  - ◆ Community groups that facilitate community development activities e.g. education, employment, health programs
  - ◆ Support and self - help groups
  - ◆ Government groups providing a community education service in a community setting
3. All service users must pay an annual registration fee of \$33.00 (GST inclusive) for Community groups and \$44.00 (GST inclusive) for Government groups.
4. A service fee of \$75.00 (GST inclusive) per session per carer for all groups currently applies (2 hours). Please call for a quotation for sessions running more than 2 hours onwards.
5. Suitable premises for childcare must be provided. A venue check will be undertaken prior to confirmation of childcare being given. The building where the children are to be cared for must be covered by a Public Liability Insurance Policy with the policy number included on your booking form. A copy of your certificate of currency also needs to be attached with your booking form if not previously provided.
6. The childcare educator will stay at the venue until the specified time has been reached. If the session exceeds the agreed time, other childcare arrangements must be made by your service or a late fee will be incurred.
7. If no children arrive within the first 30 minutes of the booking time the childcare educator will leave the venue and a full-service fee will be incurred.
8. We apply the “Staff to Child Ratios” guidelines set by the NSW Department of Education.
  - 1 carer to 4 children under the age of 2 years
  - 1 carer to 5 children between 2 to 3 years
  - 1 carer to 10 children between 3 to 6 years

To calculate the educator to child ratio for a mixed age group of children, we must ensure that the ratio is met for the youngest child in the group. The MM Co-ordinator will discuss the matter with the organiser.

9. It is **not** the responsibility of the Mobile Minder educator to open or secure the venue; this is the responsibility of the organiser or the person at the premises.
10. We aim to provide a professional and quality child minding service, but we accept no responsibility for accidents and misadventures while the children are being minded. Parents / carers will, however, be notified immediately should an accident occur.
11. If you wish to cancel a booking, the Mobile Minders Co-ordinator should be contacted 24 hours in advance. If a cancellation is not made and the childcare educator arrives at the venue, the usual service fee will be charged. Apart from the office line, you can also call the Mobile Minders' mobile: **0467 721 248**.
12. Bookings are for one term only and booking forms need to be returned by the date specified.
13. The childcare educator of the BCRG Mobile Minders should: -
  - ◆ Arrive 15 minutes before the commencement of the group to prepare for the session
  - ◆ Stay at the venue for the duration of the specified time of the group
14. Parents / carers of the children requiring care must be on the premises at all times. If parents / carers wish to leave at any stage, they must take their child with them. Mobile Minders operates on the basis that the childcare sessions are held in the '*immediate vicinity*' of the parents / carers, usually in an adjacent room.
15. A minimum of 2 children is necessary for Mobile Minders educator to attend a session unless an arrangement has been made between Mobile Minders Co-ordinator and service user.
16. Due to child protection, hygiene and staffing issues, toileting including nappy changing must be undertaken by the parent/ carer.
17. The childcare educator is not to administer any form of medication; this is the responsibility of the parent / carer.
18. The BCRG Mobile Minders have adopted the Department of Health's recommendations regarding the exclusion of children from the service because of illness. If a child is sick, parents / carers will be asked to take child out of care.

The decision to exclude or re-admit a child who has been sick will be at the discretion of the Mobile Minders Co-ordinator or Mobile Minder educator at the session. This decision will be discussed with the group coordinator and the parents / carers.

These decisions will be made in the best interest of the children in the mobile childcare service, taking into consideration:

- ◆ Any conditions known to be prevalent in the community at any time eg. a high incidence of severe flu, outbreaks of measles etc
- ◆ The severity and contagious nature of any symptoms observed in the child
- ◆ In the case of contagious conditions such as chicken pox, measles etc a doctor's certificate stating the child is no longer contagious may be required before a child is readmitted into the childcare sessions

If you should require any further information or have any queries, please contact the Mobile Minder Co-ordinator on (02) 9707 3748 or **0467 721 248**.