



# SERVICE AGREEMENT

**BETWEEN** \_\_\_\_\_  
Educarer

**AND** \_\_\_\_\_  
Parent of child enrolled with Educarents

**NAME OF CHILD**  
\_\_\_\_\_

**ADDRESS OF HOME WHERE EDUCATION AND CARE IS PROVIDED**  
\_\_\_\_\_

**ENROLMENT DETAILS**

**START DATE**  
\_\_\_\_\_

	Start Time	End Time	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours			
Hourly Rate			
Must be agreed to overleaf* Optional Charges			
Weekly Fee			

**FEE ARRANGEMENTS FOR ABSENCES**

**NOTICE REQUIRED**

<b>Child</b>		
<b>Holidays</b>	normal fees/no fees/other _____	_____ days
<b>Sick Leave</b>	normal fees/no fees/other _____	_____ days
<b>Educarer</b>		
<b>Holiday</b>	normal fees/no fees/other _____	_____ days
<b>Sick Leave</b>	normal fees/no fees/other _____	_____ days
<b>Professional Development</b>	normal fees/no fees/other _____	_____ days

**TERMINATION OF ARRANGEMENTS** \_\_\_\_\_ days

**Educarer Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### \*Optional Charges

Parents **must not** be charged any more than \$6 per hour for any hours claimed as 20 Hours ECE. Parents **may** be charged more than \$6 per hour for hours outside of those claimed as 20 Hours ECE or “optional charges” for a specific purpose.

An optional charge is a request for payment that parents may choose whether or not to make for a specific purpose. There must be no penalty for parents who choose not to make the payment. When a parent agrees to pay an optional charge, the specific items covered by the charge, and the agreement to pay the charge must be recorded below.

Optional Charges	
1. The optional charge is for: (please give details of specific activities or items)	
• specific teaching resources	_____ (detail)
• excursions	_____ (detail)
• transport	_____ (detail)
• clothing	_____ (detail)
• food	_____ (detail)
• other	_____ (detail)
2. I understand that if I agree to pay for the optional charge, _____ (educarer’s name) may enforce payment.	
3. The agreement to pay the optional charge will last for _____ (time)	
4. The rules about making changes to the agreement are: (insert rules here - you must give the parent a reasonable opportunity in which to change their mind):	
▪	
▪	
5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.	
6. I agree/do not agree ( <i>select one</i> ) to pay the optional charge for the activities/items specified.	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____