



## ARANA LEAGUES CLUB – KIDS CLUB

### AUTHORITY AND WAIVER FORM AND CONDITIONS OF USE

I / We .....  
(Print Full Names)

in consideration of Arana Leagues Club Limited, have read and understood the following, relevant to the Child /Children in our care, custody and control, as written below:

.....  
(Print Child / Children’s Full Names)

Date: ..... Time: .....

1. I am the person / We are people with the care, custody and control of the Child / Children.
2. I / We covenant and agree to indemnify / hold harmless / release forever / discharge, Arana Leagues Club, it’s owners, managers, servants and agent, any claim, costs and expenses which I / We or the Child might in respect of, or arising out of, the Child’s participation in your child-minding program; including any claim for damages / for loss of life / personal injury / nervous shock, or property damage which may have been caused or suffered by the Child.
3. However, I / We acknowledge that under the Trade Practice Act, consumers have the right to compensation, if services are not provided with due care and skill. Policies and Procedures that detail the skill level required and any competency requirements are available upon request.
4. In the event of any illness or injury to the Child, I / We authorize Arana Leagues Club Limited, or any person to whom Arana Leagues Club Limited has delegated the duty of looking after the Child, to obtain whatever medical and hospital treatment Arana Leagues Club Limited or that person considers necessary, provided that Arana Leagues Club Limited shall inform me / us, as soon as possible, of the injury or illness and having been so informed, I / We agree to indemnify Arana Leagues Club Limited of the charges, costs and expenses incurred by them in obtaining such medical and hospital treatment, as may be considered necessary. This Waiver will apply where Arana Leagues Club has attempted to contact me immediately and I / We did not immediately respond or reply.
5. Parents or Guardians must remain on the Club premises at all time when their Children are in supervised care.
6. The Children are to respect the rules set in place at Arana Leagues Club Kids, including Terms and Conditions of entry to and use of the Kids Club, as documented below.

Name.....  
(print full name)

Name.....  
(print full name)

Signature.....

Signature.....

**PLEASE CONTINUE FOR TERMS AND CONDITIONS**

## KIDS CLUB – TERMS AND CONDITIONS OF USE

### 1. SIGNING IN AT THE KIDS CLUB AREA:

The Kids Club is a supervised Children's recreation lounge. It is an unregulated child-minding centre and NOT an Education or Child Care Facility. The Kids Club is a Club amenity and is offered as a service to Club members and guests. 'Particular' or 'special' requirements may not be catered for. Please discuss this with the staff member at the counter of the Kids Club Room, prior to booking in your Child/ren. Parents / Guardians will only be allowed to sign in kids if there is sufficient space and total numbers do not exceed current Covid Requirements. The Parent / Guardian will be required to sign both the authority and waiver form and complete sign in on the provided InfoSign Terminal. The sign in terminal will provide the Parent / Guardian a printed receipt that will contain the following:

- Time
- Parent/guardian name
- Contact phone number
- Child's name
- Allergies/medical conditions if any

The staff will allocate a buzzer number for the parent and write the buzzer number on the receipt. Staff will keep this receipt and use this as a record of time spent and contact details. The Parent or Guardian must remain on the premises at all times, whilst their Child/ren is/are in the Kids Club. Children must be escorted to and from the Kids Club at all times, by the Parent or Guardian. If the Kids Club is at capacity, Children may be placed on a waiting list and parents will be notified when space for their Child/ren is available. The total numbers of Children permitted entry will also be in line with all current COVID-19 guidelines / requirements.

### 2. SECURITY:

Children are not to leave the Kids Club area until they are signed out **by the Parent or Guardian who signed them in.** Signing in for each entry and out for either their stipulated break or when leaving the Kids Club is mandatory. Given that the Parent or Guardian who signs a Child into the Kids Club is required to remain on premises at all times, no other person is authorised to collect the Child/ren. The only exception to this rule, is in the event that the Parent or Guardian suffers a medical episode and is physically incapable of direct, responsible care of the Child. In this extraordinary event, the Emergency Contact Person listed on this Form, is to be contacted by Reception. A picture ID (Driver's Licence or similar form of identification) will be needed for verification of the person, before they will be permitted to collect the Child/ren.

### 3. SAFETY:

As part of our obligations under Work Health and Safety, all efforts are made to provide a 'safe' environment throughout Arana Leagues Club. In line with this, our Kids Club Staff will complete a daily pre-opening checklist. However, the personal safety of your Child/ren is your responsibility and the Club will not accept responsibility for injury, however caused, while they are in the Kids Club.

### 4. CONDITIONS OF ENTRY – HOURS OF OCCUPANCY:

Children may stay in the Kids Club for a **maximum of four (4) hours in any one day.** This includes any Kids events and/or birthday parties. Parents/Guardians are required to check on their Child/ren after thirty (30) minutes and again after one and a half (1½) hours, at which time, a one (1) hour break must be given to the Child/ren, under the escort of the Parents/Guardians. The Child/ren may re-enter the Kids Club for a further maximum period of two (2) hours, after that break. **NOTE:** Meal Breaks - Children must be signed out for meal breaks. Meal breaks are limited to 45 minutes. After



this time, your Child's place in the Kids Club may be reallocated if there is a waiting list. Reservations will not be held for any Child/ren in the Kids Club, except in the instance of a stipulated break. *Please note: As a courtesy to other members and guests, your child's time in the Kids Club cannot commence with a meal break.*

#### **5. CONDITIONS OF ENTRY – AGE AND TOILETING**

Children MUST be over 3 years of age and fully toilet trained – NO NAPPIES, NO PULL UPS. If your Child is under 3 years of age or still in nappies/pull ups, a parent or responsible adult guardian must remain with them at all times and is responsible for the constant supervision of the Child. The Kids Club does not supply diapers or nappies.

**6. CONDITIONS OF ENTRY – DO NOT BRING FOOD:**

**No snacks** or any other food items are to be brought into the Kids Club at any time.

**7. CONDITION OF ENTRY – BEHAVIOUR:**

On the occasion that a Child bites, hits or otherwise assaults another Child or adult, the Child will be put on a one-month probation period. If a second incident happens within one month, the Child may be asked not to come back to the Kids Club for an additional two weeks. Children's bad behaviour will not be tolerated and particular matters will be discussed by Management, with the Parents or Guardians.

**8. KIDS CLUB HEALTH POLICY:**

In this unlikely event that a Child has a health episode of any kind, all efforts shall be made to immediately contact the nominated Parent or Guardian. Generally, any medical treatment required, shall be the responsibility of and arranged by the nominated Parent or Guardian. In matters of extreme urgency, the Management of Arana Leagues Club will assist the Parent or Guardian with arranging for an ambulance. All Kids Club Staff Members will hold a current First Aid Certificate and may apply First Aid to an injured Child.

Arana Leagues Club follows strict National and State requirements regarding all COVID-19 matters.

Arana Leagues Club also understands that some Children have special, individual needs. As this Kids Club is an unregulated 'Childminding' Club only, it is imperative that no Children with Medical Plans or certain medical conditions be permitted entry into the Kids Club. This is in the interest of the Child, most importantly, but also the interest of the Parents, Guardians and Workers of Arana Leagues Club. If necessary, please discuss this matter with the Receptionist, who will contact Senior Management, if required. Please do not be offended by this Policy. It is our Duty of Care to look out for all Children and Workers.

***DO NOT ADMIT A CHILD, IF THE FOLLOWING HAS OCCURRED IN THE LAST 24 HOURS:***

- Temperature of 38 degrees or higher
- Any cold or flu symptoms of any kind
- Vomiting and Diarrhea
- Runny nose with green or yellow mucus
- Discharge from eyes, ears, or nasal discharge
- Has been exposed to a contagious condition such as: pink eye, infections of the eye, chicken pox, lice, measles, strep, roseola, sorethroat, or visible spots.
- Breathing difficulties or coughing
- Behavioural changes such as crying, irritability or lack of appetite
- Any exposed wounds or skin conditions that are open and/or weeping and/or may open or weep
- Shots within the last 24 hours
- **Child must be ON antibiotics for 24 hours before returning.**

**9. EMERGENCY PROTOCOL:**

In the case of an emergency evacuation, Kids Club Staff will follow Club Procedures and escort the Children to one of the Club's two Emergency Assembly Points – either the top or lower carpark. Parents may collect their Child/ren from the assembly point.

## Parent or Guardian

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

My Child / Children does / do not have any Medical Plans and does / do not suffer from any of the following:

- Epilepsy
- Diabetes
- Asthma
- Blood Disorder
- Allergy
- Or any other Medical Conditions that may require a Medical Plan or Special Care.

Signature: \_\_\_\_\_

## Child / Children

Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## Emergency Contact Person Details

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

**Thank you!**  
**Management of Arana Leagues Club**