

FAMILY REGISTRATION FORM – IN HOME CARE

Please complete the registration form in full and sign the bottom. Return with the registration fee of \$99 payable to CHARLTON BROWN.
Options: Post to Level 2, 20 Wharf Street BRISBANE QLD 4000, fax to (07) 3221 6855 or email to nannies@charltonbrown.com.au

Father's Name		Mother's Name	
Occupation:		Occupation	
Working Hours:		Working Hours	

Home Address		Home Address	
Father		Mother	
State	Code	State	Code

Home Phone		Home Phone	
Mobile		Mother	
Business		Mother	
E-Mail		Mother	
Date of birth		Date of birth	
Govt requirement		Govt requirement	
Parent's Customer Reference Number (CRN)			

Emergency Contact	Name:	Relationship to Family:
	Home No:	Mobile:
Emergency Contact	Name:	Relationship to Family:
	Home No:	Mobile:

Children

Name		DOB		CRN	
Name		DOB		CRN	
Name		DOB		CRN	
Name		DOB		CRN	
Name		DOB		CRN	

Comments (list special requirements) Family Assistance Office Contact Number 136 150

Day's required

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Finish							

Pets At Home? Yes / No

Carer Requirements (PLEASE CIRCLE)

- | | | |
|----------------|------------------|---|
| 1. Carer | Mother's Help | |
| 2. Sole Charge | Parent's at Home | Mixture of Sole Charge & Parent's at Home |
| 3. Full Time | Part Time | Casual/Temporary |
| 4. Live-In | Live-Out | |

Commencement Date		Period of Placement	
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If live-in carer is required please provide the following details (rural and remote)

Own bathroom & toilet Yes / No

Phone Access		Entertaining Friends		Other Privileges	
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Vehicle Use (please circle)

No car required

Carer needs own car

Family car available

Details of Car Use

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Carer Duties

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Prepare and implement developmental activities <input type="checkbox"/> Plan and prepare children's meals <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Accompany children to activities | <ul style="list-style-type: none"> <input type="checkbox"/> Bath and clothe children <input type="checkbox"/> Supervise homework and chores <input type="checkbox"/> Full baby care <input type="checkbox"/> Take children to appointments as required |
|---|--|

How important it is to have your home clean and tidy?

very casual	1	2	3	4	5	6	7	8	9	10	meticulous
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Carer characteristics:

Important Qualities	
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Any other information which may assist in a successful placement?	
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METHOD OF PAYMENT

I agree to pay AUD\$99.00 Registration Fee and my charged rate/placement fee (to be determined).

Please select method of payment

- Please charge my credit card for family registration fee only
- Please charge my credit card for family registration fee and weekly invoices (details below)
- I will pay by cheque (payable to CHARLTON BROWN)
- I will pay directly into the CHARLTON BROWN Account (please contact office for details)

Credit Card Details

Name on Card		Expiration Date	
Credit Card Number		Amount Charged	
Signature			

Conditions of Engagement of a CHARLTON BROWN Carer

- Registration Fee of AUD\$99 (inc. GST) is a 'one off' joining fee covering administration charges for the processing of your application. Services are deliverable after payment of the registration fee is received.

LABOUR HIRE POSITIONS

- Carers are employed and paid by CHARLTON BROWN (CB). The family pays CB the negotiated rate.
- Families communicate directly with CBG on **all** matters pertaining to the Carer's placement.
- CB will negotiate all employment and conditions on behalf of the nannies
- All positions are reviewed on a six (6) monthly basis or on request
- Any payments for services not received by Friday will be deducted from credit card
- CB issues receipts on confirmation of payment
- Failure to notify the agency at least 24 hours prior to booking of a position will incur a \$25 late fee. Cancellation of a position with less than 24 hours notice will incur a minimum charge of three (3) hours
- Minimum 3 consecutive hour per session charge applies to all positions
- The family agrees to permit the Workplace Health & Safety Representative from CB to, if required, inspect the family home for the purpose of complying with the Workplace Health & Safety Act and to complete a safety checklist. The family agrees to rectify any defects in the home which are discovered as a result of this inspection and to indemnify CB and its employees against any loss or damage which arises out of accidents & incidents which occur whilst a Carer or staff in the employment of CB is engaged under this agreement
- Should the family engage a Carer introduced by CB directly, outside the terms of this agreement within eighteen (18) months of the placement of the Carer, a placement fee of four (4) times the weekly payment (or equivalent) is to be paid directly to CB
- In the case of the Carer using the family vehicle, families should ensure that this is covered by their own insurance
- CHARLTON BROWN takes no responsibility for personal property damage incurred whilst the Carer is working

ALL POSITIONS

- All client and Carer introductions are confidential. Names, addresses and phone numbers must not be divulged to a third party. Infringements will be considered a breach of contract

Signature	Date
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ELIGIBILITY FOR IN-HOME CARE

Families who are eligible for In Home Care include:

1. who do not have access to existing child care services **or** where existing child care services cannot meet their needs, **and**
2. where the family meets one or more of the following criteria:

Please tick the boxes that are relevant to you and your children

- The parent(s) employment requires shift work or non-standard hours (hours when no other child care service is available); *
- The family lives in a rural or remote area;
- A child at home has an illness or disability;
- One of the parents has an illness or disability that reduces the family’s capacity to care for the child/ren;
- The parent(s) have had a multiple birth (3 or more); and/or
- The parent(s) have 3 or more children not yet started school

* If one of your eligibility is shift work then the Federal Government requirement is that CB receives your roster emailed or sent to us every 6 months.

Self-employed recipients of In Home care are required by the Federal Government to complete Statutory Declaration every 6 months.

The eligibility for In Home Care is set by the Federal Government and is a pre-requisite for receipt of CCB and 50% tax rebate.

Parent’s Name: _____

Signature: _____ Date: _____