

Hire of Preschool Policy

1. Policy Statement

This policy outlines the procedures required in hiring out Woodridge Pre-school. It is designed to provide Woodridge families with a special venue.

2. Scope

This policy applies to members of the Pre-school community and associated members (at the discretion of the Committee of Management and/or the Director) wanting to hire the Pre-school.

3. Key Responsibilities and Authorities

The Committee is responsible for:

- The implementation of this policy
- Approving any changes to this policy
- Approving the hire of the Pre-school

4. Procedures

- The hire of the Pre School is for current families enrolled at the Pre School.
- Any special requests to hire the Pre-School from non Woodridge families will be considered by the Management Committee.
- A written request will be needed that outlines the date, number of people attending and purpose of hire. See Attachment 1.
- The hire of the Pre-School includes all tables and chairs, kitchen and bathroom facilities, equipment, outdoor space and outdoor equipment. There will be no access to the office.
- Fee is set at \$300 for the hire of the Pre-School. The set fee may be reduced by the Committee of Management. Payment to be made in full prior to the hire. A \$100 bond will also be paid prior to the hire. This bond will be returned once the Pre-School venue has been checked and considered satisfactorily clean and tidy. This is up to the discretion of staff. If the venue has been left unsatisfactorily the bond will not be returned but used to pay for cleaners and additional staff time.
- Hirer must undertake to sign a contract accepting responsibility for any loss or damage to any equipment, and is prepared to pay for, or repair, any damage to any equipment.
- If equipment is broken or in need of repair, any costs incurred by the preschool for the replacement or repair of equipment will need to be paid immediately. If payment is not honored, then the payment will be charged to that family's next term fees.
- The setting up and pack up of the Pre-School is the responsibility of the hirer. This must under no circumstances affect the normal operation of the Pre-school's program. Set up times must be negotiated with staff and pack up must be completed on the day of the hire.
- The Pre-School will only be hired to families that have paid their term fees in full.

5. Authorisation

This policy was adopted by the Woodridge Pre-school Committee at the Committee meeting on the 23rd of April 2015.

6. Review Date

This policy will be reviewed every 3 years or varied earlier if necessary. The Committee will within 28 days of making any change that directly affects enrolled families, notify the parents/guardians of the children attending, of the change. This policy will be reviewed by April 2018.

7. Evaluation

In order to assess whether the policy has achieved the purposes the Committee will:

- Take into feedback on the policy from staff, parents/guardians and Committee members
- Monitor complains and incidents regarding the implementation of this policy

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ATTACHMENT 1

Contract for Hire of Preschool

I/WE agree to pay \$300 for the hire of Woodridge Pre-School prior to the event.

I/WE the undersigned hereby undertake to take all due care and responsibility for all equipment and fixtures, inside and outside of Woodridge Pre-School, 3 Novello Court Eltham.

I/WE agree to leave the Pre-School in the same state to which it was found. That includes moving the furniture into the same position and having any toys, games, equipment place in their original positions; outdoor furniture placed into original position; ensuring the sandpit cover is placed and hooked over the sandpit; all floors cleaned and tables wiped down; the kitchen clean and tidy and toilets and washbasins cleaned and wiped; locking all cupboards and storage areas; and alarming building on exit.

I/WE agree to pay a refundable \$100 bond. The bond will be returned when the Pre - School is checked to be in the same condition it was left. This will be at the discretion of staff.

In the event that the Pre-School is not cleaned or tidied to a satisfactory state, the \$100 bond will not be returned.

I/WE agree that in the event of any loss or damage to said property, I/WE agree to pay the cost of the repair or replacement of equipment to an equivalent value as that which was damaged or lost.

Hirer's Full Name: _____

Hirer's Address: _____

Hirer's Phone Number: _____

Hirer's Signature: _____

Reason for Hire: _____

No of people attending: _____

Total cost for the hire of equipment: _____
+ \$100 refundable bond

Total Amount received: _____

Signature of Woodridge Committee member or Director, and Date

Office Use Only Return of Equipment

Pre-School returned in good condition: Yes No
Comments: _____

\$100 bond returned to hirer: Date: _____ Signed: _____