



Cultural Inclusion (Language) Support for Playgroups

Booking Request Form

Playgroup Provider Details			
Organisation (Providing Playgroup):			
Playgroup Coordinator:			
Address:			
Suburb:		Postcode:	
Contact Email:			
Contact Phone:			

Billing Details			
Address:			
Suburb:		Postcode:	
Billing Email:			
Billing Phone:			
Do you require a Purchase Order number included on your invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Support Request	
Playgroup Name:	
Playgroup Venue Address:	
Facilitator Name:	
Facilitator Phone:	
Language Group/s:	

	Date	Start Time	End Time
Booking 1			
Booking 2			
Booking 3			
Booking 4			
Booking 5			
Booking 6			
Booking 7			
Booking 8			
Booking 9			
Booking 10			



Terms & Conditions

Community Language Support Worker Employment

fka Children's Services (*fkaCS*) is the employer of Community Language Support Workers and as such, is responsible for attending to the usual employer obligations. Playgroup Providers are required to ensure Community Language Support Workers are working in line with their organisational Workplace Policies and Procedures, including Workplace Health and Safety.

Fees and Payment

Community Language Support Workers are provided for a fee of **\$80.71 per hour including GST**.

Please note, there is a minimum charge of 2 hours for a recurring support visit (i.e. a minimum of 3 x consecutive bookings per language) and a minimum of 3 hours for ad hoc support visits (i.e. less than 3 x consecutive bookings per language). *fkaCS* will invoice the playgroup provider upon return of the signed service agreement.

Cancellation

Playgroup Cancelling Community Language Support Worker: *fkaCS* requires five (5) working days' notice in order to cancel a Community Language Support Worker service. Cancellation of a Community Language Support Worker with less than 5 working days' notice will incur fees at the usual hourly rate, for the period of hours the Bilingual Worker is booked, within the notice period.

Community Language Support Worker Cancellation: In instances where a Community Language Support Worker is unable to attend a session, e.g. illness, the playgroup provider will not be charged fees.

For further information and/or enquiries, please contact *fka* Children's Services on 9428 4471 or email fkacs@fka.org.au.