



Cultural Inclusion (Language) Support for Playgroups

BOOKING REQUEST FORM

Playgroup Provider Details			
Organisation (Providing Playgroup):			
Playgroup Coordinator:			
Address:			
Suburb:		Postcode:	
Playgroup Email:		Playgroup Phone:	
fkaCS Membership ID (if applicable):			

Billing Details			
Address:			
Suburb:		Postcode:	
Billing Email:		Billing Phone:	



Supporting children's cultural and linguistic rights...

FKA Children's Services Inc | ABN 90 217 244 399
Phone: 03 9428 4471 | Email: fkacs@fka.org.au

Find Us: 42 Dight Street, Collingwood VIC 3066
Facebook @FKACS | Website: www.fka.org.au



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BOOKING REQUEST FORM

Playgroup 1 Support Request					
	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Time:					
Language Group/s:					
Playgroup Venue Address:					
Facilitator Name & Phone No.:					

Playgroup 2 Support Request					
	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Time:					
Language Group/s:					
Playgroup Venue Address:					
Facilitator Name & Phone No.					



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Terms & Conditions

Bilingual Workers Employment

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

Fees and Payment

Bilingual Workers are provided for a fee of **\$48.00 (per hour) for *fkaCS* Members** and **\$50.00 (per hour) for *fkaCS* Non-Members**.

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 on a monthly basis following delivery for Bilingual Worker hours utilised within each month.

Cancellation

Playgroup Cancelling Bilingual Worker: *fkaCS* requires five (5) working days' notice in order to cancel a Bilingual Workers service. Cancellation of a Bilingual 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.

Bilingual Worker Cancellation: In instances where a Bilingual 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.



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