

Contract - Childminder/Parents
Private and confidential

This contract and any supporting documentation constitute a legally binding agreement for childminding services.

This contract is to be completed with a child record form and parental consent forms; please complete one set of forms for each child.

Details of Childminder

|  |  |  |
| --- | --- | --- |
| Name |  | Telephone Number |
| **Little Ladybirds Childminding.** |  | **Louisa - 07565 038 261** |
| **Hannah - 07745 157657** |
| Address |  | Ofsted Registration Number |
| **24 Blake Road****Bicester****OXON****OX26 3HJ** |  | **EY 2659814** |
|  | Email Address |
|  | **louisahannah2021@outlook.com** |
|  | Public Liability Insurance Company |
|  | **Morton Michel** |

Details of Child:

|  |  |  |
| --- | --- | --- |
| Child’s Name |  | Date of Birth |
|  |  |  |

Details of Parent or Carer 1

|  |  |  |
| --- | --- | --- |
| Name |  | Home Telephone Number |
|  |  |  |
| Address |  | Work Telephone Number |
|  |  |  |
|  | Mobile Telephone Number |
|  |  |

Details of Parent or Carer 2

|  |  |  |
| --- | --- | --- |
| Name |  | Home Telephone Number |
|  |  |  |
| Address |  | Work Telephone Number |
|  |  |  |
|  | Mobile Telephone Number |
|  |  |

Settling In Period

A settling in period of 14 days will start from your child’s first day with us at Little Ladybirds. During this time, the notice period does not apply; both parent/ guardian and childminder withhold the right to terminate the contract, at any point within this time, with no prejudice and immediate effect.

The following will be provided by:

(Please circle choice of provider for Meals and Snacks)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Provided by | Item | Provided by |
| **Meals** | Childminder | Parent | **Snacks** | Childminder | Parent |
| **Nappies and wipes** | Parent | **Baby Milk** | Parent |
| **Change of Clothes** | Parent | **Set of Outdoor clothes** | Parent |
| **Sun protection cream** | Parent | **Specialist equipment or foods** | Parent |

Contracted Hours and Days

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Drop-OffTime | Pick-upTime | Rate per hour (£) | Added Extras | Total: |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
|  |  |  |  | **Total Weekly:** |  |
|  |  |  |  | **Approx. Total Monthly:** |  |

Any other arrangements e.g shift patterns

|  |  |  |  |
| --- | --- | --- | --- |
| Additional Charge | £ payable | Additional Charge | £ payable |
| **Bank holidays**(special arrangement) | Time and a half. | **Breakfast** | £1 per day |
| **Lateness/Early arrival fee** | £5 | **Lunch** | £1 per day |
| **Outing Fees** | Via special arrangement | **Dinner** | £3 per day |
| **All Meals and Snacks** | £5 per day | **Snacks** | £1 per day |
| **Late Payment Fee** | Any payments made after the 28th of the month will need to include a **£20** lateness Fee |  |  |

**Fees for Absences**

|  |  |
| --- | --- |
| **Childminder sick/ occasional days off** |  No Fee |
| **Childminder holiday** **Holiday is defined as a period of time of 3 consecutive days or more.** | Half Fee |
| **Parent sick/ child sick; occasional****days off** | Full Fee – subject to change due to circumstance at the childminder’s discretion |
| **Parents annual holidays/ Retainers****for teachers and others with****extended holidaysHoliday is defined as a period of time of 3 consecutive days or more.** | Half Fee |

Holidays
- ‘Holiday’ is defined as a period of time of 3 consecutive days or more.

A minimum of 4 weeks’ notice to be given by childminder and parents of forthcoming holidays. Details of additional charges to be agreed as above.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of weeks holiday childminder expects to take in a year | 4 | Numbers of weeks holiday parents expect to take in a year |  |

Per Hourly Fees.
Fees are due a month in advance on the 28th of every month.

|  |  |  |
| --- | --- | --- |
| Children Attending Full Time Education. |  | Children Full Day Fee. |
| £5 per hour. |  | £4.50 per hour. |

Late fees apply - £5 per hour outside of scheduled hours.

**Deposit**

This will hold the place open for a maximum of **4 weeks**. Retainers should only be charged to secure a current childminding vacancy.

|  |  |  |
| --- | --- | --- |
| Amount To Be Paid |  | To cover period from: |
| **£50** |  |  |

This deposit is not refundable unless the childminder no longer has a place available but will be deducted from your first monthly invoice, once your child starts with us.

**Payment Details**

|  |  |
| --- | --- |
| Name of person responsible for payment |  |
| Payment method |  |
| Payment in advance |  |
| Date Payment due | **We ask for fees to be in our account by the 28th of every month.** |

Notice period of changes to contract

2 week’s notice to be given by childminder.

Termination of Contract

To end the childminding agreement 4 week’s notice in writing to be given by parents or childminder, otherwise payment or refund of normal fees are due.

Parents or childminder have the right to terminate the contract **immediately** and **without prejudice** in the following circumstances: (Either party reserves the right to request legal advice in the case of contract termination).

* Non-compliance with policies and procedures
* Non-payment of fees
* Child behaviour that does not improve after consistent support from parents and childminder
* Behaviour which is not conducive to a safe working environment
* Non-compliance with the contract
* We will **not** tolerate any innaporpriate or intimidating behaviour towards staff members, children or member of household, as this will result in immediate contract termination with no notice period.
Any fees owed to the parent/guardian remaining, will be refunded.

**I/We have read and agree to the terms and conditions set out in this agreement**

Childminder Signature

* I agree to provide suitable activities & outings to promote your child’s learning and development.
* I will give regular feedback on your child and their progress
* I will comply with Ofsted registration requirements and have up to date Public Liability Insurance
* I will ensure that all documentation is completed and stored securely
* I will ensure that you are given copies of the contract, child record form and the signed parental permission forms.f

|  |  |  |
| --- | --- | --- |
| Childminder’s Signature |  | Date |
|  |  |  |

Parent/s Signature

* I agree to pay fees as set out in this contract on time and arrive promptly to deliver and collect my child.
* I will inform my childminder of any illness or accidents that occur out of the childminding setting.
* I will provide any information required by my childminder in connection with registration and be available to receive the feedback from my childminder regarding my child’s day.
* I will work closely with the childminder to promote the best possible well-being and outcomes for my child.

|  |  |  |
| --- | --- | --- |
| Parent signature: |  | Date: |
|  |  |  |
| Additional Parent signature if applicable: |  | Date: |
|  |  |  |