

Registered Childminding Contract



Childminders in England caring for children under 8 must be registered with Ofsted

All the parties to the contract must read the Notes for Guidance and TinyTots Policies & Procedures Before completing this contract, since they form part of the contract.

| | |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name of registered childminder(s) ⁽¹⁾ Allyson James. | Name of child ⁽³⁾ _____ |
| Address: 67a, Fallowfield Cambridge. | Date of birth: _____ |
| Postcode: CB4 1PE | Name of parent(s)/guardian(s) ⁽¹⁾ _____ |
| Tel no: 01223 39 5678 | Address: _____ _____ |
| Mob: 07512 814 687 | Contact no(s): _____ |
| Ofsted region: Cambridgeshire | Email: _____ |
| URN's: EY381397 | Address where child is resident (if different) _____ _____ |
| Public Liability Insurance Policy no ⁽²⁾ CM0265689 | Details of parental responsibility, legal contact and residence arrangements: _____ _____ |
| This is a policy for A. James | Contact Details ⁽⁵⁾ _____ |
| Insured by Childcare.co.uk | |
| Start Date: 10/06/2016 | |
| Continuously renews on a monthly basis, while a member of Childcare.co.uk | |
| Who will bring and collect the child? ⁽⁵⁾ _____ | |
| Any particular needs of the child ⁽⁴⁾ _____ | |

Retainer/Deposit

(Signatures in this part of the contract apply only to a retainer, or deposit where applicable).

Retainer Fee paid: £ _____ To cover period from _____ to _____
(Please read note 6 carefully).

Reservation deposit⁽⁷⁾ paid to retain future place £ _____ (This is non-refundable)
Date vacancy anticipated: _____

Childminder's signature: _____ Parent/guardians signature: **X** _____
Date of commencement of full contract ⁽⁸⁾ _____

Child's name: _____

Contracted hours ⁽⁹⁾

| Day | From | To |
|-----------|------|----|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

Charges

Hourly childminding rate £ 6.00

Weekly childminding rate £ _____

Monthly childminding rate £ _____

Payment will be in advance.

(Please see our Late Payment of Fees Policy).

First payment due _____

Deposit held (non refundable) £ _____ Please note it is your responsibility to make the correct final

payment when notice has been given, as any overpayments will **NOT** be refunded under any circumstances.⁽²⁴⁾

Additional notes for the contracted hours and any other agreements that apply to the contract ⁽¹⁰⁾

Additional charges

Hours minded outside contracted hours ⁽¹¹⁾ £ 8.00

Occasional unsocial hours ⁽¹²⁾ £8.00

Occasional overnight (Per Night) ⁽¹³⁾ £80.00

Occasional childminding ⁽¹⁴⁾ £8.00

Late Payment Fee (Per Day) ⁽²⁷⁾ £10.00

Holidays/Paid time off: Notice required (on both sides) ^(19/20) 4 weeks

Statutory public holidays ⁽¹⁵⁾

The childminding service will not operate on statutory public holidays, however full fees will apply.

Playgroup fees to be paid by the parent/guardian. Fees £_____ weekly/monthly/per term/school holidays ⁽²³⁾

Charges for absence

Due to child/parent/guardian illness/
Occasional days off⁽¹⁶⁾ full fees

Parent/guardian holiday 5 weeks ⁽¹⁸⁾ Full fees

Childminder's paid time off 5 weeks ⁽¹⁷⁾ Full fees

I have read and understood this contract and the all documents relating to it and will receive a copy of each.

Childminder's signature: _____ Date _____ Parent/guardians signature: **X** _____ Date _____

This section to be signed by all parties to the contract⁽²⁶⁾

Child's name: _____

1. The childminder agrees to:

- a) Care for the child during the contracted hours and at such other times as may be mutually agreed.
- b) Comply with all requirements of registration as laid down by Ofsted and the Care Standards Act, part 10A.
- c) Comply with all requirements laid down by his/her insurance company.
- d) Provide suitable developmental experiences appropriate to the age and stage of development of the child.
- e) Give at least 4 weeks written notice of annual holiday and as much notice of other leave as possible ⁽²⁰⁾
- f) Notify the parent/guardian as soon as reasonably possible of any accident or injury occurring whilst the child is in the care of the registered childminder(s).
- g) Be available to discuss with the parent(s)/guardian(s) the care and development of the child, to be arranged if either parent(s)/guardian(s) or registered childminder(s) requests it, at a mutually convenient time.
- h) Provide the child with meals, such meals to be nutritionally balanced, and prepared with due regard for the dietary, cultural and social requirements of the child.
- i) If possible, and if required by the parent(s)/guardian(s), the registered childminder(s) may suggest an alternative carer known to the child, where possible, to cover for holidays and sickness.
- j) Issue a receipt for payments received.
- k) Inform parent(s)/guardian(s) as soon as reasonably possible if there has been an illness in the household within the previous 24 hours before a contracted period or if unforeseen circumstances prevent the childminder(s) being able to care for the child to allow the parent(s)/guardian(s) to make other arrangements.⁽²¹⁾
- l) Maintain appropriate insurance cover, including public liability, house/contents and motor insurance.
- m) Ensure that the child is appropriately restrained in a safety seat or straps according to their age and weight when travelling in a car.

2. The parent(s)/guardian(s) agree to:

- a) Pay the fees as set out overleaf on the day agreed
- b) Arrive and collect the child on time. ⁽⁵⁾
- c) Provide a change of clothes, a set of outdoor clothes suitable for the weather, other items (e.g. nappies etc).
- d) Give at least 4 weeks' notice of annual leave and as much notice of other leave as possible. Cancellation of annual leave, childminder(s) paid time off or parent(s)/guardian(s) holiday to be agreed by both parties. ⁽²⁰⁾
- e) Provide necessary information requested by the registered childminder(s) in connection with his/her registration and notify any changes to that information.
- f) Be available to discuss with the registered childminder(s) the care and development of the child at a mutually convenient time.
- g) Inform the registered childminder(s) if the child has been ill within 24 hours before a contracted period. ⁽¹⁶⁾
- h) Inform the registered childminder(s) of any medicine prescribed by the child's doctor and give written permission for the childminder(s) to administer the medication if administration is required. Written permission will be required each time medicine is administered.
- i) Notify the registered childminder(s) at the beginning of each contracted period of any accident or injury the child may have suffered since last in the care of the childminder(s), as the childminder(s) will record details.

Period of notice to end the contract will be 4 weeks, parents/carers must ensure correct payment for this period. ⁽²⁴⁾

The registered childminder(s) and the parent(s)/guardian(s) agree to consult and review this contract in 6 months.

Suggested date of next contract review ⁽²⁵⁾ _____

Date review took place: / /20 .

Signature of registered childminder: _____ Signature of parent/guardian _____

I have read and understood this contract, the guidance notes relating to it and TinyTots Policies and Procedures, and will have access to a copy of all documents relating to and a copy of this contract for my records.

Childminder's _____ Date _____ Parent/guardians signature: **X** _____ Date _____
Signature _____ Parent/guardians signature: **X** _____ Date _____

This section to be signed by all parties to the contract ⁽²⁶⁾