

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 ⁽¹⁾

Colin James.

Date of birth:

Name of parent(s)/guardian(s) ⁽¹⁾

Address: 67a, Fallowfield
Cambridge.

Postcode: CB4 1PE

Tel no: 01223 39 5678

Mob: 07512 814 687

Ofsted region: Cambridgeshire

URN: 2607293

Address: _____

Contact no(s): _____

Email: _____

Public Liability Insurance Policy no ⁽²⁾

See Certificate

Address where child is resident (if different)

Insured by Childcare.co.uk

Start Dates: Renews monthly

Details of parental responsibility, legal contact and
residence arrangements: _____

Name of child ⁽³⁾

Who will bring and collect the child? ⁽⁵⁾

Contact Details ⁽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: £0.00

To cover period from N/A to N/A

(Please read note 6 carefully).

Reservation deposit ⁽⁷⁾ paid to retain future place

£

(This is non-refundable)

Date vacancy anticipated:

Childminders 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	Closed	Closed
Sunday	Closed	Closed

Charges

Hourly childminding rate £ 7.00
Weekly childminding rate £
Monthly childminding rate £
Payment will be in advance.
(Please see our Late Payment of Fees Policy).
First payment due:

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⁾	£9.00
Occasional unsocial hours ⁽¹²⁾	£9.00
Occasional overnight (Per Night) ⁽¹³⁾	£90.00
Occasional childminding ⁽¹⁴⁾	£9.00
Late Payment Fee (Per Day) ⁽²⁷⁾	£10.00

Charges for absence

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

Parent/guardian holiday 5 weeks ⁽¹⁸⁾ Full fees

Childminders paid time off 5 weeks ⁽¹⁷⁾ Full fees

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 £ N/A. weekly/monthly/per term/school holidays ⁽²³⁾

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

Childminders signature: _____ 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 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.
- 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 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 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 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 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 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 in connection with his/her registration and notify any changes to that information.
- f) Be available to discuss with the registered childminder the care and development of the child at a mutually convenient time.
- g) Inform the registered childminder if the child has been ill within 24 hours before a contracted period. ⁽¹⁶⁾
- h) Inform the registered childminder of any medicine prescribed by the child's doctor and give written permission for the childminder to administer the medication if administration is required. Written permission will be required each time medicine is administered.
- i) Notify the registered childminder 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, as the childminder 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 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.

Childminders signature: _____

Parent/Guardians signature: **X** _____

Date: _____

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