

# CHILDCARE AGREEMENT

This agreement is between

Name (Childcare Provider) .....

Address .....

Telephone .....

Email .....

(Registered under OFSTED)

and

Name (Parent/Carer) .....

Address .....

Telephone .....

Email (if any) .....

for the care of:

Child's Name .....

Starting from .....

on the following days:

Monday .....

Tuesday .....

Wednesday .....

Thursday .....

Friday .....

and this is provided for .....

weeks per year. (Other times by special arrangements).

Full opening hours are .....

a.m. to .....

p.m. / .....

p.m. to .....

p.m.

Session part time hours are .....

a.m. to .....

p.m. / .....

p.m. to .....

p.m.

Current fees are: £ .....

per week

£ .....

per half day

£ .....

per

The charge for the sessions booked above is £ .....

per

The Provider can refuse to care for the child should fees not be received in advance.

**Should you not pick up your child by the designated time £ .....**

**is charged**

**for each .....**

**minutes or part thereof** (this is to cover the cost of extra staff hours

required under the legal staff child ratios).

The only extras charged are:

We charge full rate for the following days:

1. Days you have booked your child in that the child does not attend

There is no charge for the followings days:

The deposit (to secure the place) is £ ..... This is returned when your child leaves, less any outstanding fees.

Four weeks notice is required on either side. Notice is to be in writing to the addresses opposite. Failure to give written notice constitutes a breach of contract and full liability for fees.

Parents to provide:

## Terms of the agreement

To indicate that the Parent/Carer has read each clause and agreed it they must initial against it. This is to satisfy the OFSTED inspector and others that this agreement has been thoroughly read and understood.

Initial

I understand that the unit operates an open access to information policy. This means that I am welcome, during normal opening hours, to view the policies and procedures under which it runs which are contained in the National Standards compliance manual. I am also aware that they are pleased to arrange meetings to discuss problems, children's work and records at any mutually agreeable time, even outside normal hours if necessary.

I understand that the children are taken for walks, visits, etc. off the premises and I give my permission for my child to be included in such outings.

I give permission for my child to be given medication/treatment if the management believe it is in my child's best interests, providing they inform me or the person collecting my child of the treatment administered and the reason it was given.

I have been shown the National Standards compliance manual which is kept .....

and is available to me during all opening hours.

I specifically give staff my permission to handle emergencies and manage my child in accordance with the policies laid out in the compliance manual.

I have also been shown the complaints procedure in the manual and will use this to bring to the attention of the management any matter that I believe needs investigation in respect of the quality or manner of the childcare provided.

I understand and accept that the staff cannot undertake the care of sick children, in particular those with infectious diseases, diarrhoea, vomiting and high temperatures. Should my child be unwell I agree not to bring my child in for care. I also agree to collect them at the earliest moment should they become unwell whilst in the care of the provider.

I have completed, with a member of staff, a child's personal record.

I have received a copy of this agreement.

Signed .....

Parent/Carer

Signed .....

Position .....

on behalf of the childcare provider

Dated .....

20 .....