**Sue Scarbro’s Childminder-Parent contract**

Private and confidential

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

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

**Details of Childminder:**

Name: *Sue Scarbro*

Address: *36 Furneaux Avenue, PL2 3HA*

Telephone Number: *07775611535*

Email Address: [suescarbro@gmail.com](mailto:suescarbro@gmail.com)

Ofsted Registration Number: *2634990*

Public Liability Insurance company: *Morton Michel*

**Details of Child**

Child’s Name:

Preferred Name:

Date of Birth:

**Details of Parent/s or Carer/s**

Person with parental responsibility Person with parental responsibility

Name: Name:

**The following items will be provided by**:

|  |  |
| --- | --- |
| **Childminder** | **Parent** |
| Nappies and wipes  Breakfast if arriving before 8am  Sun protection cream  Wet weather clothes, boots | Lunch and snacks, drinks.  Change of Clothes  Baby Milk  Coat, hat, gloves  Specialist equipment or foods |

**Fees**

My fees are £5.50 per hour, which will be invoiced and needs to be paid a month in advance. I provide nappies and wipes. I am closed at weekends and bank holidays.

**Funding**

As childminders receive our payment from the government at the beginning of each term, funded children cannot change provider mid term, so must stay with me for the whole term: Spring, Summer or Autumn. Due to the amount per hour that we receive from the government for 3 and 4 year olds, currently I require a 50p top up for each hour that funded children are at my house. I only offer standard funding for term time only. Each term has a different amount of weeks that funding is offered, if you require childcare on days that it doesn’t offer then normal fees will apply.

**Late fees and late child collection:**

I will charge £2 per day if your fees are late.

If your child is not collected on time, I will need to charge double fees in half hour increments.

**Fees for Absences**

If I am ill, I will refund your fees.

If you or the child is ill, fees will still be payable.

**Holidays**

A minimum of 4 weeks notice to be given by myself and parents of forthcoming holidays, otherwise normal payment fees will be due.

**Deposit**

This will hold the place open and be deducted from the fees when childminding starts. This is to be paid once the application has been completed.

Deposit held: £100

**Date Payment due:** The last day of each month.

**Notice period of changes to contract or termination of Contract is 4 weeks:**

To end the childminding agreement, 4 weeks notice in writing is to be given by the parents or the childminder, otherwise normal payment fees will be due.

**Settling in Period**

A settling in period of 2 weeks is offered, during which time the notice period does not apply.

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

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

**Childminder:**

I agree to provide suitable activities & outings to promote your child’s learning and development.

I will ensure that your child’s physical, social and emotional needs are met.

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 application form and the signed parental permission forms.

# Childminder Signature: SScarbro **Date**: August 2023

**Parents:**

I agree to pay fees as set out in this contract, on time, and to arrive promptly when delivering and collect my child.

I will inform my childminder of any illness or accidents that occur outside 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’s Signature:**  **Date**: