

# 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:  Date of Birth:

Preferred Name:

## 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
Meals Nappies and wipes Snacks Sun protection cream	Change of Clothes Baby Milk Set of Outdoor clothes Specialist equipment or foods

## Contracted Hours and Days

Day	From	To	Number of hours	TOTAL (£5 hour)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
TOTAL PAYABLE MONTHLY				

### Fees

My fees are £5 per hour, which will be invoiced and needs to be paid a month in advance. I provide all food, snacks and drinks. I also provide all nappies and wipes to make it easier for you each morning. I charge half price for 3 weeks (15 days) of my personal holiday each year, I may choose to take 1 more week off unpaid. I will not charge you for the first week (5 days) of your holiday per year, any other holiday you require, I will charge you half price. I am closed at weekends and bank holidays.

### Term-time only contract

If you only require care for your children during the standard school terms of 39 weeks per year, there will be no requirement to pay the holiday covers for myself or yourself as mentioned above. If you choose to take any holiday during the term however, then the above will apply for your holiday period. Please follow the below mentioned notice period.

### Late fees and late child collection:

Please understand that late payment of fees means I will not be able to provide childcare for your child.

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

## Payment Details

Name of person responsible for payment:

Payment method:

**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 2021**

### **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:**