

Childcare Contract

Location of Nursery:	
Address:	
Tel no:	
Email:	
Company / Ofsted Registration no:	Setting to complete
Public Liability Insurance Policy no:	Please obtain from your nursery if needed
Insured by:	Please obtain from your nursery if needed
Name of parent(s) / guardian(s):	
Name of child:	
Child's preferred name:	
Date of birth:	
Address:	
Email:	
Contact no(s):	
Address where child is resident (if different from above:	

IMPORTANT

I understand and agree that whenever I type my name where a signature is required throughout this document, it has the same legal force and effect as a manual signature.



Bond Together Stay Together

Retainer, Deposit, Settling-in period

(signatures in this part of the contract apply only to a retainer, deposit or settling-in period)

This information will be sent via email once you pay your deposit. Please use this information to complete this page.

Reservation deposit paid to retain a future place (non-refundable if parent does not take up the place)	£
Date place will become available (within 6 months of contract date)	
When the place is taken up, the reservation deposit will be:	<input type="checkbox"/> Returned to the parent(s)/guardian(s) <input type="checkbox"/> Count towards childminding fees <input type="checkbox"/> Held and returned at the end of the contract
Settling-in period (During this time no notice period or notice payment will be required if either party wishes to end the agreement, but all other areas of the contract are applicable)	From: To:
Director / Managers signature:	Teamara Adams
Parent(s) / Guardian(s) signature:	

Date of commencement of full contract:

(To be reviewed annually or when there are changes to the contract details)

Contracted hours:

DAY	FROM (am/pm)	TO (am/pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Term Time Only Contract Funded Contract Part-Funded Contract

Charges

Hourly Rate £	Monthly Rate £
Payment day (monthly in advance) (The registered childminder can suspend their services and refuse to care for the child until all fees due are paid)	First payment due:
Early delivery/late collection fee £1 (for each minute)	Late payment fee of £25 per day
Deposit held: Yes <input type="checkbox"/> No <input type="checkbox"/> £ (to be returned at the end of the contract if no payment is owed)	
Fees include: (meals, stay & play fees, some outings)	
Parents to provide: (for example, sun-cream, spare clothes)	
Are services available during public/bank holidays as specified above? NO	

Additional charges

Charge for absences

	Due to child or parent illness or occasional days off FULL FEES PAYABLE
Holiday period runs from: All bank / public holidays, two weeks during Summer, two weeks during December (Dates published January of each year)	
Details of child's playgroup/nursery sessions	
Who will be the primary contact when the child is at nursery/school on contracted days: Parent/guardian <input type="checkbox"/> Childminder <input type="checkbox"/> N/A <input type="checkbox"/>	
Are all/part of the childcare fees being funded by a third party? Yes <input type="checkbox"/> No <input type="checkbox"/> For example, college, employer, Early Education Funding	
Details of third party (Unless the above third party is party to the contract, the parent(s) / guardian(s) will be liable for all childcare fees)	

Notice periods

Period of notice for changes/amendments to the contract (on both sides): 4 weeks

Period of notice to end the contract (on both sides): 4 weeks

(notice of termination of the contract must be given in writing and should not be given during the holidays / nursery closure)

If it is necessary to end the agreement immediately, then payment in lieu of notice must be made, unless the parties have agreed a variation. The nursery may terminate the contract immediately for any of the following reasons (but not solely limited to):

- If the safety and wellbeing of the staff, their children or the children in their care are threatened by a parent(s)/guardian(s) or their child's behaviour.
- If the parent(s)/guardian(s) abuses the staff or exhibits unacceptable behaviour.
- Failure by the parent(s)/guardian(s) to comply with the Contract and / or Policies set.
- If the child continually exhibits destructive or hurtful behaviour that does not improve with parent(s)/guardian(s) cooperation in stopping the behaviour.
- Non-payment of fees which have been outstanding for 4 days or recurring late payment of fees.
- Failure by the parent(s)/guardian(s) to show up for 4 days in a row without any communication.
- If parent(s)/guardian(s) repeatedly brings a child to the setting knowing they are ill.

Additional notes

The Registered Nursery agrees to:

- Look after the child named in the contract at the agreed times as set out in the contract. Any changes to the dates/times must be agreed in advance
- Ensure the child will be properly supervised at all times
- Provide a stimulating and challenging environment for the child where their development is monitored and activities are planned for the child's interests and individual needs
- Enable the child to have daily outdoor play opportunities taking precautions dependant on weather, for example, applying sun cream
- Provide parents with the opportunity to meet to discuss their child/ren's care and development
- Keep a written record of the relevant details of the child and any additional needs
- Comply with the requirements of the regulatory authority, insurance company and adhere to any local authority requirements
- Share policies and procedures with the parents
- Keep parents data in accordance with the Data Protection Act 1998
- Inform parents of any accident or injury that occurs to the child in the care of the registered nursery as soon as possible
- Keep detailed records of any accident or injury and ask the parents to sign the accident form
- Provide the child with water and nutritionally balanced meals, with regard to any dietary requirements, as agreed
- Use suitable car safety seats/restraints according to the child's age and weight



The Parent/Guardian agrees to:

- Pay the fees as agreed in the contract at the time agreed. Please note that the nursery may not be able to look after the child until full fees are paid
- Arrive and collect the child on time
- Understand any retainer fees will not be refunded if you do not take up the place for your child
- Keep the nursery informed of any health, dietary, medical, allergy or developmental issues
- Tell the childminder of any changes to the information previously given to the childminder
- Ensure the nursery is told if anyone other than the agreed people are due to collect the child. The childminder cannot let the child leave with unauthorised people
- The nursery sharing information with other parties, such as health professionals, the regulatory authority or other parties if required
- Provide the nursery with suitable clothing for their child, and other items as agreed
- Inform the v if the child has been ill within the 24 hour period before the contracted hours
- Keep the child at home if unwell and collect the child as soon as possible if they become ill whilst in the nursery's care if the nursery requests it
- Give written permission if the child needs to be given medication at the nursery, with details of dosage and times
- Notify the nursery 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
- Acknowledge that the registered nursery has a statutory duty to put their child protection procedure into action when they have concerns about the welfare or safety of a child
- Read and sign the nursery policies

This section is to be signed by all parties to the contract:

Director / Manager Teamara Adams	Parent/Guardian
Date 29 November 2024	
Other (please state)	Date
I have read and understood this contract and I have received a copy <input type="checkbox"/>	

Contract reviewed (date):

Director / Manager	Parent/Guardian
Date	Date
Director / Manager	Parent/Guardian
Date	Date
Other (please state)	Date
I have read and understood this contract and I have received a copy <input type="checkbox"/>	



Any Additional Information

Please tick to indicate YES to questions below. If your answer is no to any question, please leave blank.

Parental permissions

Child's Name:	
Director / Manager's Name:	Teamara Adams

Emergency medical advice or treatment

I agree that staff can seek/give emergency medical treatment or seek emergency medical advice for my child	<input type="checkbox"/>
Or: I agree that staff can seek/give emergency medical treatment or seek emergency medical advice for my child subject to the following conditions	<input type="checkbox"/>
I agree that staff can administer Calpol or equivalent (name) in the event of a high temperature/teething or other reason (state)	<input type="checkbox"/>
I understand that staff will contact me on each occasion before it is given unless prescribed and agreed in advance, and I may be asked to collect my child	<input type="checkbox"/>

Photographs

Photographs are a powerful way to help children settle, give them self-confidence and help children learn about themselves and each other. They provide ways of demonstrating the types of experiences provided for the children and contribute to memories of their time spent at the nursery. They are useful to share with potential new parents and for marketing the nursery setting.

I agree to allow photographs to be taken:

To record my child's development	<input type="checkbox"/>
To illustrate activities, events or outings	<input type="checkbox"/>
To put in the nursery photo album	<input type="checkbox"/>
For the nursery website/page	<input type="checkbox"/>
For the nursery promotional materials	<input type="checkbox"/>
For other publications, newspaper articles	<input type="checkbox"/>

Outings

The nursery will plan outings taking into consideration the children's age and development and bearing in mind health and safety

I agree to

Allow my child to be taken on outings	<input type="checkbox"/>
Allow my child to be transported in any suitable vehicle with appropriate restraints	<input type="checkbox"/>
Allow my child to travel on public transport with the childminder	<input type="checkbox"/>

Or

I do not agree to my child being taken on outings	<input type="checkbox"/>
I understand I may have to organise alternative childcare on such days	<input type="checkbox"/>

Large outdoor or indoor play equipment:

I agree that my child can use the following equipment:

Trampoline in the garden	<input type="checkbox"/>
Climbing frame in the garden	<input type="checkbox"/>
Age appropriate equipment in gardens, parks, playgrounds or play gyms	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Weather protection:

I agree to provide appropriate clothing to enable my child to take part in outdoor activities	<input type="checkbox"/>
Clothing needed (for example. sunhat, wellington boots):	<input type="checkbox"/>
I agree that staff can apply sun protection cream to my child when necessary	<input type="checkbox"/>

Additional Permissions:

Observations, assessments and planning

I understand that ongoing observations & assessment are required of Bonding School Nurseries, to plan to meet young children's individual needs, promote positive outcomes in learning and development and to keep parents/carers informed. They may also be used as evidence for agency inspection and for working towards a qualification.

These may be in the form of written statements, photographs, video or tape recordings

Parent/Guardian name:	
Signature:	Date:

Parent/Guardian name:	
Signature:	Date:

Other (please state name)	
Signature:	Date:

Child Record Form

CHILD

Full name of Child:		Known as:	
Date of birth:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home address:			

PARENT / GUARDIANS

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Parental responsibility:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Parental responsibility:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Address (if different from above):		Address (if different from above):	
Home / work phone:		Home / work phone:	
Email address:		Email address:	

EMERGENCY CONTACTS

In the event of an emergency, who is the first point of contact: Parent / Guardian 1 Parent / Guardian 2
 Please give one other person who may be contacted in the event of an emergency (if parent / guardians above are not available).

Name:			
Relationship to child:		Telephone:	
Name of person(s) who usually collects the child:		Telephone:	
Other person(s) who may collect the child:		Telephone:	
Additional information (e.g. password):			

CHILD'S DOCTOR

Name			
Address:		Telephone:	

PROFESSIONAL INVOLVED:

Name:	Role:	Telephone:
Name:	Role:	Telephone:

OTHER RELEVANT INFORMATION (e.g. allergies, special dietary, health or educational needs):

Please include any relevant records

USEFUL INFORMATION

To help your child to settle happily into my childminding setting please complete the information below:

Languages spoken at home	
Your child's religion / culture and any implication it has on your child's care	
Key words that have meaning to your child	
Basic routines, times that your child eats, sleeps	
Sleep / nap (where your child likes to sleep, comfort objects etc.)	
Your child's favourite toys / interests	
What makes your child laugh	
Favourite foods	
Foods your child dislikes	
Nappies / Toileting	
Any fears / anxieties	
Parents' Birthdays for special cards to be made	
Parents' Careers	

Parents / Guardians should notify the nursery as soon as possible of any changes to the details provided

Name of Parent / Guardian	Signature	Date
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Director's signature: Teamara Adams

Date: 30/04/2026

I have read and agree to all of **Bonding School Nurseries Policies & Procedures online which include:** Administering Medicines Policy, Behaviour Management Policy, Complaints Policy Procedure, Early Education Funding (EEF) Policy, Emergency Evacuation Policy, Equal Opportunities Policy, Fees Policy, Health and Safety Policy, Jewellery / Hair Bands / Clips Policy, Lost Child Policy, Potty Training Policy, Safeguarding and Child Protection Policy, Settling In Policy, Sick Child Exclusion for Illness Policy, Special Educational Needs Policy, Toys, Teddy and Comforts Policy, Uncollected Child Policy & Uniform Policy.

Parent/Carer's signature:

Date:

