



Childcare - Childminding contract

Name of registered childminder:	
Address:	
Tel no:	
Email:	
Company / Ofsted Registration no:	
Public Liability Insurance Policy no:	
Insured by:	Expiry date:
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)	

Retainer, Deposit, Settling-in period

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

Retainer fee paid (per week or month) £ (The registered childminder's service must be available during this period provided two weeks' notice is given by the parent(s)/guardians(s).)	To cover period : From: _____ To: _____
Reservation deposit paid to retain a future place (non-refundable if parent does not take up the place)	£ _____
Date place will become available (within 12 weeks of contract date)	
When the place is taken up, the reservation deposit will be:	Returned to the parent(s)/guardian(s) Count towards childminding fees 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: _____
Childminders signature:	
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)	And FROM (am/pm)	TO (am/pm)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Additional notes for term time and school holidays (if applicable):

Charges

Hourly childminding rate £	Daily childminding rate £
Weekly childminding rate £	Monthly childminding rate £
Term-time rate (if different) £	School holiday rate (if different) £
Payment day (Weekly/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 £ (for every minutes)	Late payment fee of £ a day
Deposit held: Yes No £ (to be returned at the end of the contract if no payment is owed)	
Additional notes for the contracted hours and any other agreements that apply to the contract: (to include details of public/bank holidays and other significant days the childminder recognises)	
Fees include: meals, stay & play fees, some outings)	
Parents to provide: (for example, nappies, meals, sun-cream)	
Are childminding 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
	Due to childminder's or family's illness, occasional days off £0.00
	Childminder paid time off – SEE FEES POLICY
	Parent/guardian paid time off N/A
Holiday period runs from:	
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 Childminder N/A	
Childminding fee applicable during the time is at nursery/playgroup? Yes £ No	
Are all/part of the childminding fees being funded by a third party? Yes No 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 childminding fees)	

Notice periods

Period of notice for holidays/paid time off (on both sides)	weeks
(Unused holidays will be not carried over into next holiday period unless agreed by both parties in writing)	
Period of notice for changes/amendments to the contract (on both sides)	weeks
Period of notice to end the contract (on both sides):	weeks
(notice of termination of the contract must be given in writing and should not be given during the holiday of either party or childminder's paid time off)	
<p>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 registered childminder may terminate the contract immediately for any of the following reasons (but not solely limited to):</p> <ul style="list-style-type: none"> • If the safety and wellbeing of the registered childminder, 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 registered childminder or exhibits unacceptable behaviour. • Failure by the parent(s)/guardian(s) to comply with the policies set. • Failure by the parent(s)/guardian(s) to comply with the contract. • 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 days or recurring late payment of fees. • Failure by the parent(s)/guardian(s) to show up for 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 Childminder 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 childminder 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
- Inform parents as soon as possible of any illness in the household within the previous 24 hours before the contracted hours
- 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 childminder 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 childminder 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 childminder 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 childminder sharing information with other parties, such as health professionals, the regulatory authority or other parties if required
- Provide the childminder with suitable clothing for their child, and other items as agreed
- Inform the childminder 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 childminder’s care if the childminder requests it
- Give written permission if the child needs to be given medication at the childminders, with details of dosage and times
- Notify the 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
- Acknowledge that the registered childminder 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 childminders policies

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

Registered Childminder	Parent/Guardian
Date	Date
Registered Childminder	Parent/Guardian
Date	Date
Other (please state)	Date
I have read and understood this contract and I have received a copy	

Contract reviewed (date):

Registered Childminder	Parent/Guardian
Date	Date
Registered Childminder	Parent/Guardian
Date	Date
Other (please state)	Date
I have read and understood this contract and I have received a copy	

Any Additional Information

Parental permissions

Child's Name:

Childminder's Name:

Emergency medical advice or treatment

I agree that my childminder can seek/give emergency medical treatment or seek emergency medical advice for my child

Or: I agree that my childminder can seek/give emergency medical treatment or seek emergency medical advice for my child subject to the following conditions

I agree that my childminder can administer Calpol or equivalent (name) in the event of a high temperature/teething or other reason (state)

I understand that the childminder 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

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 with the childminder. They are useful to share with potential new parents and for marketing the childminding setting.

I agree to allow photographs to be taken:

To record my child's development

To illustrate activities, events or outings

To put in the childminders photo album

For the childminders website/page

For the childminders promotional materials

For other publications, newspaper articles

For use by the childminder agency
(separate specific permission would also be required by the agency)

Outings

The childminder 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

Allow my child to be transported in any suitable vehicle with appropriate restraints

Allow my child to travel on public transport with the childminder

Or

I do not agree to my child being taken on outings

I understand I may have to organise alternative childcare on such days

Large outdoor or indoor play equipment:

I agree that my child can use the following equipment:

Trampoline in the garden

Climbing frame in the garden

Age appropriate equipment in gardens, parks, playgrounds or play gyms

Other:

Weather protection:

I agree to provide appropriate clothing to enable my child to take part in outdoor activities

Clothing needed (for example. sunhat, wellington boots):

I agree that my childminder can apply sun protection cream to my child when necessary

Additional Permissions:

Observations, assessments and planning

I understand that ongoing observations & assessment are required of the above named childminder, 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 / Female	
Home address:			

PARENT / GUARDIANS

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Parental responsibility:	YES / NO	Parental responsibility:	YES / NO
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:

IMMUNISATIONS & VACCINATIONS

Has the child had the following immunisations: Diphtheria / Tetanus / Whooping Cough / Polio / Hib
 PCV Rotavirus MenC Hib / MenC Booster Measles / Mumps / Rubella (MMR)
 Flu MMR second dose DTaP / IPV Pre School Booster Other immunisations / vaccinations:

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

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Please attach 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	
Any other information	

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

Name of Parent / Guardian	Signature	Date
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