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**CONTRACT**

* Fees must be paid in advance. The payment date is the 2d of each month for the upcoming months fee's.
* Every child should have at least 2 settling in sessions prior to the contract being signed. There is then a 4 week grace period in which the parent or childminder has the right to terminate the contract at any time
* Hours or day changes should be discussed with the childminder, written down in writing and subject to a 4 week notice period.
* Notice Period is 4 Weeks for both parent and childminder. Notice period needs to be in writing and not include a period of holiday or time off. Childminder reserves the right to terminate the contract immediately in serious situations.
* If the space is needing to be held for a period of longer than 3 weeks then a 50% retainer fee is required. The fee will be calculated at 50% of the overall daily rate.
* If I (the childminder) is on holiday, or unwell then no fee is required. If the child is unwell or on holiday, whilst I am open for business, then full fees need to be paid.

**Exclusion periods (most common)**

Sickness- 48 hours after the last time child is sick

Chicken pox- Until spots have crusted over

On prescription Medication- 24 hours after medication started (This is incase of an allergy or reaction occurring)

**Terms of Care**

Childminder agrees to;

* ﻿﻿Care for the children for the hours stated and any other times that must be mutually agreed.
* ﻿﻿Comply with all the requirements of my registration, and my insurance company.
* ﻿﻿Provide suitable developmental experiences appropriate to the age and stage of development of the child
* ﻿﻿Give at least 4 weeks notice of annual holiday
* ﻿﻿Notify the parent of any accident or injury the child sustains whilst in my care.
* ﻿﻿Be available to discuss care, development and other issues and topics with the parent at a mutually convenient time.
* ﻿﻿To care for all of the children's basic needs.
* ﻿﻿Ensure the child(ren) are able to access facilities and join in activities and groups.
* ﻿﻿Issue Invoices and Receipts of payments.

**Parent's agree to:**

* ﻿﻿Pay the fee's set above before or on the date due.
* ﻿﻿Arrive and collect child on time.
* ﻿﻿Provide the following:

- A change of clothes, or more if child is potty training.

- Weather appropriate wear, for example coat, wellies, sun hat, suncream etc.

- Other daily items such as nappies and wipes

* Give at least 4 weeks notice of holiday and a minimum of 10 days of cancellation of holiday leave.
* Be available to discuss care, development and other issues and topics with the

childminder at a mutually convenient time.

* Inform childminder if your child has been sick in the last 24 hours before care commences, and keep you child home for the exclusion periods stated above.
* Inform childminder of any medicine prescribed by a doctor and fill in a medication form if you wish for the childminder to give the medicine to your child. Also to inform childminder if you have given your child any over the counter medicine's before arriving at the setting.
* Notify the childminder of any accidents or injury your child may have suffered since the child was last collected from the childminder you will also need to fill in a accident form for the childminder.
* Understand that the childminder is not employed by the parent but is self employed and provides the parents with a service. Therefore all the childminders policies and procedures, setting and the childminder should be respected.
* Agree never to Swear, Smack or Smoke whilst on the childminders premises.

Parents and childminder agree to consult and review this contract in 6 months then every year.

This contract remains in force until a new contract has been agreed and signed or until the end of the notice period.