



Childcare Contract

Contract Date: 10th Jul 2020

Review Date: 1st Jan 2021

Start Date: 3rd Aug 2020

This childcare contract is between: Quality Childcare - Severine Felix, Valentine Felix-John and Harriet Tobin, Jules Tobin, the parents / guardians of Frankie Tobin.

We will look after Frankie during the contracted hours shown within the CONTRACTED HOURS section of this contract, in addition We are able to look after Frankie at other times, the additional days and times that you would like Us to look after Frankie will need to be agreed in advance.

We are registered with OFSTED and will comply with all the requirements of registration, Public Liability Insurance is with Markel International and a copy of Our insurance schedule is available for viewing on request.

We will provide Frankie with suitable developmental activities and experiences appropriate to their age and stage of development, We will regularly provide you with feedback on Frankie's development, in addition it is important that we arrange mutually convenient times throughout the year to discuss Frankie's care and development.



1 - The Setting

Information relating to the setting, providers, governing body, registration number(s) and public liability insurance details.

Business Name:	Quality Childcare	Governing Body:	Governing Body, Eg: OFSTED, SCSWIS, CCSIW etc.
First Provider		Governing Body:	OFSTED
First Name:	Severine	Region:	Westminster
Last Name:	Felix	First Provider	
Second Provider (optional)		Registration Number:	EYxxxxx
First Name:	Valentine	Second Provider (optional)	
Last Name:	Felix-John	Registration Number:	N/A
Address		Association Membership, Eg: Pacey etc.	
House / Street:	Xx xxxx xxxxx	Association:	Childcare.co.uk
Area:	N/A	Membership Number:	N/A
Town / City:	London	Public Liability Insurance	
County:	N/A	Insured With:	Markel International
Postcode:	XXX XXXX	Policy Number:	xxxxxxxxxx
Contact Details		Expires:	January 2021
Telephone:	N/A		
Mobile:	07000000		
Website:			
Email:	sevchildcare@aol.co.uk		



2 - Frankie Tobin

Residency, parental responsibility and collection arrangements.

Child details

First Name: Frankie
Last Name: Tobin
Date of Birth: 10th Dec 2019

Parent / Guardian

First Name: Harriet
Last Name: Tobin
Telephone: N/A
Mobile: 07000000
Email: harriet_tobinp1@mybabysday.com

Parent / Guardian

First Name: Jules
Last Name: Tobin
Telephone: N/A
Mobile: 07000000
Email: frankie_tobin_p2@mybabysdays.com

Address

House / Street: XXXXXXXXXXXX
Area: N/A
Town / City: London
County: N/A
Postcode: XXX XXX

Residency Address

House / Street: XXXXXXXXXXXX
Area: N/A
Town / City: London
County: N/A
Postcode: XXX XXX

Additional Information

Parental Responsibility - The names and addresses of all individuals who have parental responsibility for Frankie.

Harriet Tobin & Jules Tobin

Legal contact - The names and addresses of all individuals who have legal contact for Frankie.

Harriet Tobin & Jules Tobin

Collection arrangements - Who is permitted to collect Frankie from the setting.

Harriet Tobin & Jules Tobin,
Any other persons shall be recorded in the Authorised Person section

Emergency contacts - Who Frankie's emergency contacts are.

John Lee
Any other persons shall be recorded in the Authorised Person section



3 - Contracted Hours

When Frankie will attend the setting, attendance type, contracted hours, settling in and pre-school attendance.

The default hours that Frankie will attend the setting.

SESSION 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:	N/A	08:00	08:00	08:00	N/A	N/A	N/A
Finish Time:	N/A	18:00	18:00	18:00	N/A	N/A	N/A
SESSION 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Finish Time:	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ADDITIONAL INFORMATION

Opening and closing times - The normal opening and closing times of the setting.

The setting opens at 8:00am and closes at 6:00pm any times outside of these hours are classed as unsociable hours.

Attendance Type - Frankie's type of attendance, for example all year, term time only, before and after school only etc.

Frankie will be attending the setting all year.

Additional Information - Additional information relating to the contracted hours.

A settling in schedule shall be provided along with confirmation of your childcare place once a starter form is fully completed and the registration fee has been provided



4 - Contracted Fees

Fees charged for Frankie's attendance, deposits taken, invoices, fee increase notice period and payment responsibility.

STANDARD RATES

Hourly Rate:	N/A
Daily Rate:	£65.00
Weekly Rate:	N/A
Monthly Rate:	N/A
Before School:	N/A
After School:	N/A
Before & After School:	N/A

ADDITIONAL RATES

Hourly Rate for Unsocial Hours - Fees outside of our normal opening hours.

Unsocial hours are between 6:00pm and 8:00am. The hourly cost for childcare during unsocial hours is £7.50 per hour.

Additional Information - Additional Information relating to the Standard and Additional rates.

Unsocial hours are between 6pm & 8am. The hourly cost for childcare during unsocial hours is £7.50 per hour.

DEPOSITS, PAYMENTS AND INVOICES

Payment Deposit - Information relating to a payment deposit taken prior to Frankie starting at the setting.

On registering your child a payment of two weeks fees is required. This shall be refunded when the required 6 weeks notice has been given in writing, and there is no outstanding fees. Please refer to the Termination section in this contract for more details. Quality Childcare Daily Fee shall increase in January 2021 to £70

Payment in Advance or Arrears - Is payment due in advance (before childcare is provided), or arrears (once childcare has been provided).

All payments are due in advance before the childcare has been provided.

Childcare Vouchers - Whether childcare vouchers are accepted.

Childcare vouchers are accepted.

Weekly or Monthly Invoices - If you will receive weekly or monthly invoices.

Frankie's invoices will be created on a monthly basis.

Monthly invoice payment - The day of the month that invoices are due for payment.

Payment of invoices are due by the 1st of the month

Accepted Payment Methods - Accepted payment methods for Frankie's fees.

Bank transfer

Payment Responsibility - Information relating to who is responsible for paying Frankie's fees.

Harriet Tobin & Jules Tobin



5 - Charges and Payments

Fees and charges applied due to late collection of Frankie and late payment of invoices.

Late Collection Charge - Charges that will be applied should Frankie be collected late from the setting.

Should you be late in collecting Frankie from the setting, the following charges will apply:

The hourly rate outside of the contracted hours will apply to reflect the time your child was collected.

Collection of your child after your contracted time will be charged as unsocial hours.

Late Payment Charge - Charges that will be applied should payment of an invoice be late.

Should you be late in paying Frankie's fees, the following charges will apply:

The policy Late Payment of Fees explains the procedure for payments paid or unpaid after the invoiced due date.

Group Fees, Outside Groups and Outings - Fees that will be charged when Frankie attends an outside group or an outing etc.

When Frankie attends outside groups, play centres and outings, for example trips to the beach or the zoo etc the following charges will apply:

Should we attend facilities that charge an entrance fee this charge will apply for parents to pay.



6 - Settling in, Behaviour and Termination

Residency, parental responsibility and collection arrangements.

Behaviour - Cancellation of the contract should Frankie's behaviour affect the care or safety of other children at the setting.

Should Frankie's behaviour affect the care or safety of the other children in the setting it may be necessary for us to cancel this contract with you, should we have to cancel this contract we will provide you with 5 Days notice.

Contract Termination - How much notice you or Frankie's parents / guardians must provide the other party to cancel the contract.

6 Weeks notice to the other party.

Specific information relating to the termination of the contract

Termination of this contract must be 6 full weeks paid notice.

Termination of this contract must not be given to us two weeks prior to our planned holiday or during our planned holiday.

Termination of this contract must be given to us in writing and should state the date that will end the required six weeks notice period.

The notice period is charged at the contracted daily fee.

Outstanding fees including fees in lieu of notice will be a breach of this contract.

If any of the contractual agreements or policies are broken the contract may be terminated immediately.

The Registration fee will not be refunded should any contractual or policy agreement be broken.

The policy Late Payment of Fee will have its procedures followed in this instance.



7 - Holidays and National Holidays

Information relating to the setting's holidays, Frankie's holidays and national holidays.

The Setting's holiday period

The holiday period for the setting runs each year from: February 1st to January 31st

The Setting's total holiday duration.

The setting will be closed for 4 Weeks per year.

The Setting's holiday notice period.

We will provide you with 2 Months notice regarding holiday closure periods for the setting.

The Setting's holiday notice period.

When the setting is closed for holiday periods no fees will be charged.

Alternative childcare during the Setting's holidays.

When the setting is closed for holiday periods I am unfortunately unable to arrange for another person or childcare setting to look after Frankie.

Frankie's Holidays - Notice period required and fee information for when Frankie is on holiday.

We will require you to provide 1 Week notice when Frankie will be away from the setting for holidays or short periods of time. Whilst Frankie is away from the setting during these times full fees will be charged.

Bank Holidays - If the setting is open or closed during national holidays and fee information.

The setting will be closed during national Bank Holidays. No fees will be charged when the setting is closed during Bank Holidays.

Additional Notes

Bank Holidays include all UK National Bank Holidays; Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Bank Holiday, Spring Bank Holiday and Summer Bank Holiday



8 - In the Setting

Information relating to meals, large play equipment, pets, groups attended and key worker.

Meals - The meals that will be provided to Frankie in the setting.

We will be providing all meals for Frankie whilst they are in the setting.

Meal Charges - The meals that will be provided to Frankie in the setting.

There are no additional charges for meals provided.

Meals - Additional Information

Please inform us in the morning should your child require breakfast. Breakfast shall only be given up until 8:30am.

Items provided by you - What you will need to supply, for example: nappies, wet wipes etc.

We will require you to supply the following items for Frankie:

Spare clothing, suitable for the weather

Bibs

Formula Milk

Bottles & water cup

Indoor shoes that are non Slippery

Suitable outdoor shoes

Nappies, wipes & cream

Medications that will be required to be administered

Soothers & comforters

Key worker - The name of the person who will be Frankie's key worker.

Frankie's keyworker in the setting will be Severine Felix



9 - Closure, Illness and Exclusions

Information relating to the closure of the setting, illnesses and exclusion from the setting.

Setting Closure

Due to unforeseen circumstances the setting may need to close due to staff shortages, illnesses or other emergencies, should the setting need to close for any of these reasons, we will discuss alternative childcare arrangements for Frankie with you.

Setting closure notice period - Details relating to the notice period provided should the setting need to close.

Should the setting need to close due to unforeseen circumstances as much notice as possible will be provided.

Setting closure fees - Details relating to fees charged should the setting need to close.

Should the setting need to close due to unforeseen circumstances, full fees will be charged.

Forced Closure

Due to unforeseen circumstances the setting may be forced to close for reasons beyond their control, for example long term adverse weather conditions, epidemic, pandemic, virus, plague, disease or due to any other government instruction (or by law) to close, should the setting be forced to close for any of these reasons you will be charged the following retainer fee to hold Frankie's place at the setting.

Retainer Fee: £32.50 per day.

Closures due to unforeseen circumstances, forced closures or closures due to an emergency will be charged at the daily retainer fee.

Illness before arrival at the setting - If Frankie has sickness or an illness prior to attending the setting.

It is important that we are advised of any sickness or illness that Frankie has had, the exact timescale regarding when we need to be advised is detailed within the setting's policies.

Exclusion from the setting due to illness - Exclusion information should Frankie have sickness or an illness.

If Frankie has had sickness, diarrhoea or any other contagious illness, the exclusion period for Frankie is detailed within the setting's policies.

Charges having been excluded from the setting

If Frankie has to be excluded from the setting due to sickness, diarrhoea or any other contagious illness as listed within the setting's policies, full fees will be charged during the time they have been excluded from the setting.



10 - Legal: Parent / Guardian 1

Contract Date 10th Jul 2020

Review Date: 1st Jan 2021

Start Date: 3rd Aug 2020

By digitally signing this contract you are confirming and agreeing:

- i. That you are entering into a legally binding contract.
- ii. That you have seen, read and agreed to the setting's policies and permissions, these contain important information relating to the setting and the care of Frankie.
- iii. That (if applicable and required by the child care setting) you have seen our governing body's registration certificate(s), disclosure and barring service (DBS) check (previously CRB check), valid insurance and first aid certificate(s).
- iv. That this contract will remain in force until a new contract has been agreed and signed by both parties, or until the termination with notice is satisfactorily completed.
- v. That this contract does not have an expiration date and will continue in force until a new contract has been issued.
- vi. That the review date of this contract is an approximate indication as to when a new contract will be created for both parties to read, agree to and sign their acceptance of.
- vii. That this contract is governed by the laws of Ofsted, the relevant courts of Ofsted will have the exclusive jurisdiction to resolve any disputes arising.
- viii. To be bound by the terms and conditions stated within all sections of this contract including:

- 1 - THE SETTING
- 2 - CHILD: FRANKIE TOBIN
- 3 - CONTRACTED HOURS
- 4 - CONTRACTED FEES
- 5 - CHARGES AND PAYMENTS
- 6 - SETTling IN, BEHAVIOUR AND TERMINATION
- 7 - HOLIDAYS AND NATIONAL HOLIDAYS
- 8 - IN THE SETTING
- 9 - CLOSURE, ILLNESS AND EXCLUSIONS
- 10 - LEGAL

By signing this contract you are confirming that you are the Parent / Guardian / Authorised Signatory for Frankie Tobin, that you have read, understood and agree to be legally bound by this Contract, and that you fully understand and accept the points detailed in Section 10 - Legal.

Date: _____

Full Name: _____

Signature: _____



10 - Legal: Parent / Guardian 2

Contract Date 10th Jul 2020

Review Date: 1st Jan 2021

Start Date: 3rd Aug 2020

By digitally signing this contract you are confirming and agreeing:

- i. That you are entering into a legally binding contract.
- ii. That you have seen, read and agreed to the setting's policies and permissions, these contain important information relating to the setting and the care of Frankie.
- iii. That (if applicable and required by the child care setting) you have seen our governing body's registration certificate(s), disclosure and barring service (DBS) check (previously CRB check), valid insurance and first aid certificate(s).
- iv. That this contract will remain in force until a new contract has been agreed and signed by both parties, or until the termination with notice is satisfactorily completed.
- v. That this contract does not have an expiration date and will continue in force until a new contract has been issued.
- vi. That the review date of this contract is an approximate indication as to when a new contract will be created for both parties to read, agree to and sign their acceptance of.
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- 7 - HOLIDAYS AND NATIONAL HOLIDAYS
- 8 - IN THE SETTING
- 9 - CLOSURE, ILLNESS AND EXCLUSIONS
- 10 - LEGAL

By signing this contract you are confirming that you are the Parent / Guardian / Authorised Signatory for Frankie Tobin, that you have read, understood and agree to be legally bound by this Contract, and that you fully understand and accept the points detailed in Section 10 - Legal.

Date: _____

Full Name: _____

Signature: _____



10 - Legal: Administrator

Contract Date 10th Jul 2020

Review Date: 1st Jan 2021

Start Date: 3rd Aug 2020

By digitally signing this contract you are confirming and agreeing:

i. That you are entering into a legally binding contract.

ii. That Frankie Tobin's parent(s)/guardian(s) detailed above saw, read and agreed to the setting's policies and permissions, these contained important information relating to the setting and the care of Frankie.

iii. That Frankie Tobin's parent(s)/guardian(s) detailed above (if applicable and required by the child care setting) saw the setting's governing body's registration certificate(s), disclosure and barring service (DBS) check (previously CRB check), valid insurance and first aid certificate(s).

iv. That this contract will remain in force until a new contract has been agreed and signed by both parties, or until the termination with notice is satisfactorily completed.

v. That this contract does not have an expiration date and will continue in force until a new contract has been issued.

vi. That the review date of this contract is an approximate indication as to when a new contract will be created for both parties to read, agree to and sign their acceptance of.

vii. That this contract is governed by the laws of Ofsted, the relevant courts of Ofsted will have the exclusive jurisdiction to resolve any disputes arising.

viii. To be bound by the terms and conditions stated within all sections of this contract including:

1 - THE SETTING

2 - CHILD: FRANKIE TOBIN

3 - CONTRACTED HOURS

4 - CONTRACTED FEES

5 - CHARGES AND PAYMENTS

6 - SETTLING IN, BEHAVIOUR AND TERMINATION

7 - HOLIDAYS AND NATIONAL HOLIDAYS

8 - IN THE SETTING

9 - CLOSURE, ILLNESS AND EXCLUSIONS

10 - LEGAL

By signing this contract you are confirming that you have read, understood and agree to be legally bound by this Contract, and that you fully understand and accept the points detailed in Section 10 - Legal.

Date: _____

Full Name: _____

Signature: _____