|  |  |  |
| --- | --- | --- |
| **Name of parent** | **Relationship to children** | |
|  |  | |
|  |  | |
| **Event location:** | **Location childcare to be carried out:** | |
| **Hourly Rate: £** | | |
| **Start Time:** | **Expected end time:** | |
| **Contracted Hours –** These are the hours that are expected that childcare will be required for the below children.  Additional hours may be requested on the day up to 12pm unless otherwise stated and these will be charged at **£25** per hour per family up to 3 children. | | |
| **Name of child** | | **Date of birth** |
|  | |  |
|  | |  |
|  | |  |
| All payments must be paid in full for the contracted hours prior to event and no later than 24 hours before childcare is due to start. If payment is not received before this time this may affect our ability to provide the agreed hours. The attending Childminder reserves the right to refuse to work any additional hours. Additional hours must be confirmed in writing and signed before commencing and will be invoiced after the event via the email address provided and paid within 5 working days. | | |
| **Cancelation more than 3 days’ notice:** | No fee | |
| **Cancelation more than 24 hours’ notice** | Half fee | |
| **Cancelation less than 24 hours’ notice:** | Full fee | |
| **Childminder cancelation** | no fee | |

**Grace Plunkett-Hall Oak Cottage, Wolterton Hall, Norwich, NR11 7LY OFSTED NO: 2652458 07765818970**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional hours:** | **Start:** | | **End:** | |
| **Total additional hours:** |  | | **At a rate of £25 per hour.** |  |
| **Signed by parent:** | | **Signed by Childminder:** | | |
|  | |  | | |

**My staff and I will not tolerate abuse or otherwise inappropriate behaviour from anyone at the event. Should behaviour be deemed inappropriate we hereby reserve the right to remove ourselves from the event after ensuring the children stated above are in the care of one of the adults listed as a responsible adult on the children’s personal information form.**

**To be completed by the parent/carer**

I agree that the information stated above, is current and correct. I agree to notify my childminder of any changes to this information. I, the parent/carer, agree to the conditions set out in this contract and agree to provide the stated notice period of any changes that need to be made for this agreement to remain current. I agree to share additional information relevant to the care of the child.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the childminder**

I, Grace Plunkett-Hall, agree to the conditions set out in this contract. I or a member of my staff will attend and care for the above stated children for the agreed contracted hours and any additional hours required until 11pm, unless otherwise agreed. Myself and my staff are all fully qualified to care for your children, with full DBS check and paediatric first aid training.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_