|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Child:** | | | **Date of Birth:** | | |
| **Option 1**  **9am-3pm**  **£40 (includes drinks and a morning and afternoon snack)** | | | **Option 2**  **8.30am-5.30pm**  **£60 (includes drinks, morning and afternoon snacks and dinner)** | | |
| **Contracted Hours -** Additional hours may be available on an ad hoc basis provided a space is available.  Additional hours will be charged at £6 per hour. | | | | | |
| **PLEASE MARK THE DAYS AND OPTIONS YOU WOULD LIKE TO SECURE ON THE TABLE BELOW** | | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **WEEK 1**  **28th July-1st** |  |  |  |  |  |
| **WEEK 2**  **4th-6th August** |  |  |  |  |  |
| **WEEK 3**  **12th-15th August** |  |  |  |  |  |
| **WEEK 4**  **18th -22ndAugust** |  |  |  |  |  |
| **WEEK 5**  **26th-29th August** |  |  |  |  |  |
| **Absences** (such as child/parent sickness): | | | full fee | | |
| **Changes to hours and days previously secured**: Your child’s place is only reserved once you have received written confirmation. | | | If we have the space and staff available, we will try to accommodate changes where possible. One weeks’ notice must be given for changes and confirmed by both parties. This may require a new contract to be made. | | |
| **Late Collection Fees** If you are late collecting your child, a late collection charge of £5 for every 15 mins may be imposed. | | | | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Day rate** | **Number of days** | **Additional hours** | **Total to pay** |
| **£** |  |  | **£** |
| **£** |  |  | **£** |
| **£** |

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

I agree that the information stated above, is current and correct. I agree to notify Sweetpea Childcare 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, the childminder, 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 information relevant to the care of the child and to comply with all requirements of registration.

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