

CHILDCARE AGREEMENT

This agreement is between

BURTON MANOR DUCKLINGS UPLANDS ROAD, STAFFORD (Tel. 330371 or 330370)

Parents Name: (parent)

of(address)

Telephone Mobile

for the care of (child's name in full):

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Starting from (date) for the following times:

Times of sessions:	8.45 am – 11.45am	Mornings session	£12.00
	12.20pm – 15.20pm,	Afternoons session	£12.00
	11.45am – 12.20pm	Lunchtime session	£3.50
	All day session (discounted)		£24.00

Charged sessions must be paid throughout the school term, including periods of absence (e.g illness or holidays taken in terms time). Funded places are available if eligible (Please ask for details).

PLEASE INDICATE THE SESSIONS YOU REQUIRE BY TICKING THE APPROPRIATE BOXES

<i>Morning session</i> (8.45am – 11.45am)		<i>Lunchtime session</i> (11.45am-12.20pm)		<i>Afternoon session</i> (12.20pm – 15.20pm)	
<input type="checkbox"/>	Monday	<input type="checkbox"/>		<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday	<input type="checkbox"/>		<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday	<input type="checkbox"/>		<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday	<input type="checkbox"/>		<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday	<input type="checkbox"/>		<input type="checkbox"/>	Friday

Booking Fee: A payment of £25 is required if your child has been allocated a space and date within our provision but does not commence.

Payment: Online payment system or Child Care Vouchers.
Fees are required by the 1st day of every month in advance. If fees are not paid within 14 days of the request a late payment fees of £25 will be payable and your child will not be able to attend their sessions until payment is made in full together with the late payment charge.

Late Collection: You are required to inform the School immediately if you suspect you will be late collecting your child. Failure to collect your child on time will incur an additional charge of £8.00 up to 15 mins late and £20 if you are over 15 minutes late. If parents cannot be contacted the First Response Team will be contacted and your child's place will be suspended.

Cancellation or Changes Agreement: If I wish to change sessions or remove my child from Ducklings, I agree to give four weeks notice in writing. I understand that I will be liable to a four weeks charge if I fail to do this.

I/we understand that the Ducklings operates an open policy, and that i/we are welcome during normal operating hours to view the policies and procedures under which it runs. I am/we are also aware that Ducklings is pleased to arrange meetings to discuss any problems, children's work and records at any mutually agreeable times.

I/We have been shown the Duckling's policies and procedures which govern the way the nursery is run, and understand that its procedures are fully approved by Ofsted Early Years inspectorate. I/We consent to them caring for my/our child within this framework. I/We give my/our permission for staff of Burton Manor Ducklings to administer medication, handle emergencies and control my child within these policies.

I/ We understand and accept that the staff cannot undertake the care of sick children (in particular any child with an infectious disease, diarrhoea, vomiting or high temperature).

I/We will work with staff to complete a Child's Personal Record.

I/We have received a signed copy of this agreement

SIGNED (PARENT/ CARER)

SIGNED (CHILD CARE PROVIDER)DATE
 ON BEHALF OF BURTON MANOR DUCKLINGS