

Contract between:

Farlea Childcare Limited.
Cambrian Cottage, Pump Lane,
Etching Hill, Rugeley, Staffs, WS15 2TW
Tel: 01889 358955 Mobile: 07912 255 331

And (Person or persons responsible for payment of fees):

Name: Address: Home telephone no: Mobile number: Email address:	Name: Address: Home telephone no: Mobile number: Email address:
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For the care of:	Date of Birth:
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Childcare to commence on:	
School Attending:	Year Group:

I require childcare for the following days and times:

Days	Before school	Wraparound care	After school
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

The following terms and conditions govern the basis on which we agree to provide the above childcare provision to you:

1 OBLIGATIONS OF FARLEA CHILDCARE:

We agree to:

- 1.1 Provide the agreed childcare for your child at the agreed times (subject to any days when the setting is closed).
- 1.2 Notify you as soon as possible of any days the setting will be closed due to events or circumstances which are outside our control (for example due to severe weather conditions), we shall be under no obligation to provide alternative childcare facilities to you during this time. If the closure exceeds 3 days in duration (excluding any days when the setting would otherwise be closed), we will credit you with an amount that represents the number of days the setting is closed in excess of 3 days.
- 1.3 Try and accommodate any requests you make for additional sessions and/or extended hours of childcare at the setting.
- 1.4 Provide you with regular verbal updates as to your child's progress and well-being or upon request.

2 OBLIGATIONS FOR YOU:

You agree to:

- 2.1 Complete and return to us all required paperwork fully before your child can start at our setting and immediately inform us of any change to the information provided in any of the forms.
- 2.2 Complete a medicine consent form if you require our staff to administer any medicines to your child (whether they are prescribed or over the counter medicines).
- 2.3 Immediately inform us if your child is suffering from any contagious disease. For the benefit of the other children in the setting, you must not allow your child to attend if they are suffering from a contagious disease.
- 2.4 Keep us informed as to the identity of the persons who will be collecting your child from our setting. If the person collecting your child is not usually responsible for collecting them we will require proof of identity and your chosen password. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.
- 2.5 Inform us if your child is the subject of a court order and provide us with a copy of such order on request.
- 2.6 Give two weeks notice, in writing to the Manager, to alter this contract or to cancel your child's place and terminate this contract.

2.7 Collect your child by the closing time of the setting and understand that your child's space may be affected by persistent late arrivals after this time.

2.8 Recognise that we pass responsibility for your child and any other child you may be collecting (on behalf of someone else) to you immediately upon your arrival. You or whoever you have given responsibility to collect your child will resume full responsibility for the Health, Safety and Safeguarding of your child from this moment.

2.9 Not use a camera, mobile phone or other mobile device on the premises.

3 PAYMENT OBLIGATIONS:

You agree to:

3.1 Pay four-weekly in advance, the fees required for the hours your child attends Farlea Childcare and understand that all fees are due for payment by the date specified on your invoice and agree to pay within that time. NOTE: Consistent late payment is a breach of this contract and will result in its termination.

3.2 Make payment in full by the date specified on your invoice. Failure to do so will incur a £5.00 charge per week for every week this goes unpaid. If the invoice is not paid in full within the four-weeks we will cancel your contract and pursue the monies through the small claims court.

3.3 Pay for any additional sessions, hours or late collection fees for your child. We will charge you for additional childcare in arrears. It will appear on your next invoice bill as 'additions from previous month'.

3.4 Pay the fees in line with the current fee structure which can be found on the settings notice board. The fees are reviewed annually and increased at the beginning of each academic year, however Farlea Childcare Limited may review these fees at any time. In all cases you will be advised of the revised amount at least one month before it takes effect.

3.5 Pay the full fee retainer during term time on all absences including school closures and bank holidays during term time where full fee is applicable.

3.6 Pay the current fee for any returned cheques to cover costs and bank charges to Farlea Childcare Limited. You understand and agree to pay any additional late payment fees due at this point.

4 SUSPENSION

4.1 If your child's behaviour at the setting is deemed by us to be unacceptable or endangers the safety and well-being of others at the setting and all other avenues have been exhausted we reserve the right to suspend your child (Refer to Behaviour Management Policy). The suspension shall continue whilst we work in partnership with you to address these problems.

4.2 If your child is suspended part way through a month, we shall give you a credit for any fees you have already paid for the remaining part of that period.

4.3 If the period of suspension exceeds one month, either of us may terminate this Agreement by written notice.

5 TERMINATION

You may

5.1 End this Agreement at any time by giving us a minimum of two weeks notice in writing.

5.2 End this agreement immediately if we have breached any of our obligations under this agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

We may immediately end this Agreement if:

5.3 You have failed to pay your fees.

5.4 You have breached any of your obligations under this agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to.

5.5 You behave unacceptably. We will not tolerate any physical or verbal abuse towards our staff.

5.6 Your child's behaviour is unacceptable or endangers the safety and well-being of any of the other children, staff, parents or visitors at the setting.

5.7 We take the decision to make a permanent closure of the setting. We will give you as much notice as possible of such a decision.

6 EMPLOYMENT OF STAFF

6.1 We will hold no responsibility or liability if, during this Agreement, you (directly or indirectly) employ or otherwise engage the services of any member of our staff and/or allow or permit the provision of any childcare services to your children by any member of our staff who has had contact with your child under this Agreement in the last six months.

7 GENERAL

7.1 We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

PLEASE ENSURE THAT YOU HAVE READ THIS CONTRACT FULLY AND UNDERSTAND ITS CONTENTS ENSURING YOU ARE FULLY SATISFIED BEFORE SIGNING.

I have read and accept the terms of the contract with Farlea Childcare Limited:

Signed: (Person responsible for payment of fees, named overleaf)	Date:
Signed: (Person responsible for payment of fees, named overleaf)	Date:
Signed: (On behalf of Farlea Childcare Ltd)	Date:

Child Information Form

Name:	Date of Birth:
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Home Address:	
Postcode:	Telephone Number:

Name of Parent/Guardian 1: Home Address: (if not as above)	Work Address:
Mobile Number: Email Address:	Telephone Number:
For funded places, please provide your National Insurance Number:	

Name of Parent/Guardian 2: Home Address: (if not as above)	Work Address:
Mobile Number: Email Address:	Telephone Number:
For funded places, please provide your National Insurance Number:	

Name, Address and Contact number(s) of additional emergency contact:	
Relationship to child:	
Please tick to confirm the above-named person has agreed to us holding their information <input type="checkbox"/>	

Name, Address and Contact number(s) of additional emergency contact:	
Relationship to child:	
Please tick to confirm the above-named person has agreed to us holding their information <input type="checkbox"/>	

Doctors Name and Address:	
Telephone Number:	

Does your child have any allergies (e.g. nuts, plasters, lotions, face paints, etc.)? YES / NO	
If yes, please give details:	

Is your child receiving regular medication regardless of whether we are required to administer or not (e.g. inhalers, ADHD medication)? YES / NO	
If yes, please give details:	

Has your child any specific needs that we need to be aware of (e.g. ADHD, Autism, Dyslexia)? YES / NO	
If yes, please give details:	

Is there an Early Help Assessment (EHA) in place for your child?
YES / NO
If yes, please give details:

Is your child known to Children's Social Care?
YES / NO
If yes, please give details and name and contact number:

Are there any cultural or religious customs that we need to be aware of?
YES / NO
If yes, please give details:

Please inform us of any other circumstances that will help us to understand your child, referring to attitude to other children, whether easily upset, etc.

Please list any person(s) who you give permission to collect your child from the setting, including yourself:

We will not allow your child to go with any person that we have not been previously informed about.

Please list any person(s) who you **do not** give permission to collect your child from the setting:

Please tick if you give permission for: -
Emergency medical advice or treatment to be given to your child
Us to share information with other professionals, such as class teacher, as required
Your child to be transported, when required, in an appropriate vehicle

The information given below will be treated confidentially; please leave blank if you would prefer not to say: -

What is your child's ethnic group or background?	
What is your child's culture or religion?	
What is your child's first language?	

Policies and Procedures
I have been provided with details of Farlea Childcare Limited's prospectus for parents and its policies and procedures. The policies and procedures have been explained to me, including the information sharing Policy and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Signed: (This should be the person who has parental responsibility)	Date:
Print Name:	

Password:	Date of First Attendance:
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Use of Digital and Video Images Consent

Child's Name: _____ **D.O.B:** _____

Farlea Childcare confirms that it shall only use photographic images of your child in line with the policies and procedures and in order to demonstrate or promote activities relating to the setting's provision.

We will:

1. Not use photographs in any form of internal or external publication where we do not have written consent from the parent/guardian.
2. Endeavour to primarily use photographs of children as part of a group.
3. Not use photographs of children in PE clothes or swimwear.
4. Not reveal within the image personal details, such as children's name and age, home address or telephone number without prior written consent from the parent/guardian.
5. Only use side or rear views of children if requested by the parents/guardians.
6. Not use close-up pictures of children which are to be used on the internet or online.

Please sign the relevant boxes below in all instances where you give your consent for photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.

	I agree to my child's image being used:	I agree to my child being named:
In companies' materials aimed at the settings community:	Signed:	Signed:
On the company website:	Signed:	Signed:
In media coverage of the company:	Signed:	Signed:
On the ClassDojo group stories:	Signed:	Signed:
On our Facebook page:	Signed:	Signed:
In your child's personal learning journey:	Signed:	Signed:
In other children's learning journey's:	Signed:	Signed:
Displayed within the setting environment:	Signed:	Signed:

Regarding any events that the company may hold when parents/carers will want to take photographs/video recordings for their own personal use, it has been determined that they may be taken on the basis that they are for private retention and not for publication in any manner, including use on personal websites or social media.

I can confirm I have read and agreed to the terms contained within this Consent Form.

Signed: _____ **Print:** _____ **Date:** _____
 (Parent/Guardian)

Brief guide to parental responsibility

Who has parental responsibility?

If the parents of a child are married to each other at the time of the child's birth, or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother or has acquired legal responsibility for his child through one of these three routes:

- (after December 1st, 2003) by jointly registering the birth of the child with the mother.
- by a parental responsibility agreement with the mother.
- by a parental responsibility order, made by the court.

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Child's Name:	Date of Birth:	
1. The following adults live with the child and act as parent:		
Full Name:	Relationship to child:	Parental responsibility, Yes / No?
2. The following adults have 'parental responsibility' but do not live with the child:		
Full Name:	Address:	Relationship to child:
Are there any Court Orders, which relate to the child?		
If yes, what are they?		

Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given the opportunity to check accuracy.

Signed: _____ **Print:** _____ **Relationship to Child** _____
(Parent/Guardian)

Internet/Computer Permission

I give permission for my child to access the internet at Farlea Childcare under the guidance and supervision of staff, in accordance with the company's E-safety policy.

I have read the company's rules for responsible use of the internet by children, and I will ensure that my child understands and adheres to these rules. I understand that I may request a copy of the complete policy from the setting Manager.

I also understand that Farlea Childcare will take all reasonable precautions to ensure that children cannot access inappropriate materials, but that Farlea Childcare cannot be held responsible for the nature and content of materials on the internet, and that Farlea Childcare is not liable for any consequences arising through use of the internet.

Child's Name:	
Parents Signature:	Date: