

This contract has been agreed following negotiations between the parties who have signed the contract and must be used in conjunction with the guidelines detailed overleaf.

<b>Name of Service:</b>	Adventure Farm Childcare	<b>Child's Name: (Service User)</b>	
<b>Address:</b>		<b>Name of Parent/ Guardian:</b>	<b>Name of Parent/ Guardian 2:</b>
<b>Telephone:</b>		<b>Address:</b>	<b>Address:</b>
<b>E-mail:</b>	play@adventurefarmchildcare.com	<b>Telephone:</b>	<b>Telephone:</b>
<b>Registration No:</b>	CS2018365034		
<b>Insured By:</b>	SCMA		

<b>Outing Fees to be paid by:</b>	Adventure Farm Childcare	<b>Permission for outings?</b>	<b>Yes/ No</b>
<b>Childcare Commencement Date:</b>			
<b>Pay date:</b>			
<b>Special Healthcare/ Dietary Needs:</b>			

**Days and Sessions to be Specified below:**

<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

<b>Pre-School</b>			
Full Day	8am - 6pm	£55.00	per day
Half Session 8am – 1pm	8am – 1pm	£30.00	per session
Half Session 1pm – 6pm	1pm – 6pm	£30.00	per session
Wrap-around Care	8am – drop off nursery Pick up – 6pm	£35.00	per day
As of 2020, we are able to offer funded hours and we are required to meet the same benchmark as local nurseries.			
<b>School Age</b>			
Breakfast Club	8am – 9am includes breakfast	£7.50	per session
After School until 6pm	3pm – 6pm	£15.00	per session
Wrap-around Care	8am – 9am and 3pm – 6pm	£21.50	per day
Holiday Rates (Weekdays)	8am – 6pm	£37.50	per day
<b>Extended Hours</b>			
Before 8am	Includes breakfast	£8.00	per hr.
After 6pm		£8.00	per hr.
After 9pm		£12.95	per hr.
<b>Weekend</b>			
Half Day	8am – 1pm or 1pm – 6pm	£30.00	Per session
Full day	8am - 6pm	£60.00	Per day
<b>Other</b>			
Pick up & Drop off	Pick up only before 7.45am and after 6pm. No pick up or drop off in middle of day. We leave at 6pm to begin drop off.	From £4.50	per child
Lunch	Served at 12.15pm only	£3.85	Per meal
Evening Meal	Served at 6.30pm only	£4.50	Per meal
Unarranged Overtime	From end of booked session	£15.00	per hour
Due to child's or parent/ guardian/s sickness		Full Fee	
Due to AWC Closure	1. 1st week Easter holidays, 2. Week before school goes back Aug, 3. 2 weeks over Christmas and New Year	No Fees	
Parent/ Guardian occasional day off Parent/ Guardian annual holidays		Full Fees	
Holidays coinciding with AWC		No Fees	
On Public Holidays		Full Fees	
Retainer Fees (non-refundable unless AWC defaults)		Half Fees	
Notice period and fees due	Four weeks	Full Fees	

**Parents to provide**

Babies up to 1 year	Pre-School up to 5 years	School Age
Wipes	Wipes	Wellington Boots
Nappies	Nappies	Base Layers
Formula	Wellington Boots	Gloves
Jarred Food	Base Layers	Cold-prepared snack if required
Purees	Gloves	Change of clothes (spare socks please!)
Cream	Cold-prepared snack if required	
	Change of clothes (spare socks please!)	

**We provide**

Babies up to 1 year	Pre-School up to 5 years	School Age
Changing Mat	Hat	Hat
Hat	Outdoor Suit	Outdoor Suit
Outdoor Suit	Snack and soup*	Snack and soup*

\*when available

**Terms & Conditions**

**Admissions**

Your child will receive a placement once a completed Childcare agreement form, contract and if applicable, a deposit, are received.

**Fees, Invoices, sickness and Holidays**

1. You are required to pay Adventure Farm Childcare (AFC/AWC), the fees at the agreed rate as set out in your contract. You will be charged for the hours set out in your contract. If you require extra hours or a change of hours this may not be possible due to limited spaces, so please make sure that you cover yourself for enough hours/days. You will be given 4 weeks' notice of any change in the fee policy or any change in these terms and conditions.
2. Invoices will be issued on the Friday of each week showing exactly what is due by the Monday of the following week, this will also include any overtime or late fees incurred from the previous week. If you prefer monthly invoices these will be completed for the following month on the 15<sup>th</sup> and date at the appropriate date of each Monday for that month.

3. Sibling discounts are discretionary and may be removed at any time.
4. Fees are payable weekly or monthly in advance by the Friday before the week of childcare commencing. The preferred method of payment is cash, BACS or childcare vouchers.
5. Late payment of fees will result in a fee of £5 per day. This is strict and will not be a discretionary disregard.
6. If arrears of fees remain outstanding after 7 days you will be notified of the non-payment and you must make payment within 7 days. If fees remain unpaid Adventure Farm Childcare will:
  - a. withdraw further childcare until payment is made in full;
  - b. charge you for any bank charges incurred due to your late payment
  - c. terminate this agreement and take any necessary legal action to recover all fees due and costs incurred in such action.
7. If you are paying for your childcare by tax credits, you must continue to pay as normal (in advance by cash) until these start. Once you have been paid by tax credits, you should ensure your payments are up to date and pay by cash if there is an issue with your tax credits.
8. Please note that if your childcare is paid by Tax Credits and you withhold the childcare element from AFC, you are defrauding the benefits system and it will be reported. We also notify Tax Credits in writing when your childcare has ceased with us and lodge a full statement with them.
9. Fees are payable for bank holidays and any holiday time or other absence that your child may take away from the childcare setting, unless otherwise agreed in writing.
10. Please let us know as soon as possible if your child is unable to attend the childcare setting for any reason. If your child is observed to be ill during the day we will contact you to collect your child as soon as possible in accordance with the Illness Policy. Please note that you will still be charged if your child is unable to attend due to illness.
11. ILLNESS - what we refuse entry for 48 hours minimum includes, but is not limited to:
  - a. Chickenpox
  - b. Diarrhoea
  - c. Sickness
  - d. Head Lice (At least 48 hours after treatment applied)
  - e. Ringworm (One Week non-attendance required)
  - f. Scarlet Fever
  - g. Foot and Mouth
  - h. Threadworms (At least one week after treatment given)
12. You must notify us in writing (or by telephone in an emergency) if your child suffers from any infectious or contagious disease. If your child suffers from any of the above, they will be sent home as soon as physically possible. We understand the frustration that occurs with having to take time off work due to an ill child but we ask that all parents respect that it is our duty to care for and protect all children that attend our setting from coming to harm through appropriate infection control measures.

13. **SHIFT WORK:** We are more than happy to accommodate shift work however if you are on periodic days or weeks off, then payment is still due for those days/ weeks whether your child attends or not. We cannot fill a space for one/ two weeks per month or one/ two weekends per month. We ask that you understand that a space held for your child cannot be used by another child and therefore must be paid for in full.
14. When dropping off your child in the morning you must state what time you are picking your child up and who will be picking them up.
15. Late drop off does not constitute late collection. Late collection of children will be charged at the rate of **£15 per hour**. If you know you are going to be late, phone us. If you don't call, the late collection fee will be added.
16. **Two weeks payment in advance is required to secure a place.** This is non-refundable if you cancel your child's place at any time. It is refundable if we cancel your child's space.
17. Reserving a space for future use can be arranged and will be subject to a retainer fee. **This fee is non-refundable and will not be used to offset any normal fee once you commence using our service.** The retainer fee will not be refunded if you decide not to take up the place as agreed. You can use your reserved place during the retainer period, provided you give us sufficient notice of your requirement and pay the appropriate fee (i.e. full fees for time booked, and half fees for the remainder of the retainer period). The retainer fee is set at half 4-weekly fees.
18. Retainer fees for school holidays will also be charged at 100% of full fees of your normal contractual rate. These are non-refundable and will not be used to offset any normal fees unless otherwise agreed in writing. We may allow you to use your wrap around or after school hours in bulk on certain days over the holidays but this is subject to discretion i.e. 3 hours after school contract/ 3 days per week, used for a 9 hour childcare day instead during the holiday. We cannot keep places and staff on set hours contracts and not have your fees to keep them in a job when schools are off and you decide to keep them at home.
19. If childcare fees are to be paid or partly paid by a third party, e.g. a relative, employer or college then the third-party will also receive a copy of the contract detailing the terms and conditions. Where the parents are the only or co-signatories then all invoices will be addressed to the parent(s) and it remains the **parent's responsibility to ensure fees are paid promptly as agreed.** It is the parent's responsibility to chase up any reimbursement they may be entitled to from a third party. With regards to college payments, it remains the parent's responsibility to pay during the Easter, October, Christmas, summer holidays and any inset/service days. If a college childcare payment is temporarily or permanently stopped due to low student attendance or other reason, **it remains the parent's responsibility to pay all fees.**
20. Outings occasionally carry an additional charge and these will be made known to you prior to the trip. This does not apply if you have an All-Inclusive Place, however Special Outings carrying an entry fee of more than £8.00 will be chargeable unless otherwise agreed in writing. We will always consult with you before charging any outing fees.
21. For after school care, charges start at 3pm.
22. Fee increases occur annually each August

## Medication & Emergency Treatment

1. Written consent is required to administer any prescribed medicines. We may make suitable medical decisions and seek medical help if unable to make contact with any of the individuals listed on your emergency contacts form. We reserve the right to refuse to administer certain medication.
2. We reserve the right to administer first aid and any emergency treatment required. Parents will be informed of all accidents and asked to sign the accident book. If emergency treatment at the hospital is required we will make all possible attempts to contact you.
3. Parents must ensure that they have given any new medicine to their child on a day where the child is not due to attend our childcare service. This is to rule out any adverse reactions.
4. Parents agree to adhere to the rules set out in the administering medication policy.
5. Parents agree to provide sun cream and a sun hat for their child, labelled with the Child's name.

## Opening Times

**Normal opening hours are 8am to 6.00pm Monday to Sunday. Any hours required out with these will incur an extra fee for unsocial hours. Further information can be found in the Fees Policy.**

## Termination of Contract & agreement

We can end this agreement:

- A. by giving you 4 weeks' notice in writing;
- B. Immediately if you or any person who has responsibility for your child is abusive towards or acts in an inappropriate manner towards or in front of any other child or staff;
- C. The child shows threatening or abusive behavior towards others.
- D. Immediately if any fees remain outstanding as set out in Fees and Invoices.

You can end this agreement by giving 4-weeks' notice in writing. **If parents withdraw their child mid-month, fees will be due for that period in addition to the one-months' notice. You must also give us 4 weeks to reduce, increase or change the number of hours/days your child attends or if you choose to defer your child's start date.**

## Personal Property & Belongings

We will not be liable for damage to any clothing or toys that your child brings to the setting. Every care will be taken but accidents do happen. We also ask that you leave toys belonging to your child at home.

## Appropriate Clothing

Your child is required to have a pair of wellington boots for use at AFC. This is to preserve any school shoes or clothing. We would also request that you refrain from children wearing open toe shoes, sandals or unsecure footwear due to a high risk of an injury occurring outdoors. This is due to our outdoor adventures. Trainers are the most ideal form of footwear since they provide a good range of movement and also grip at the same time. We provide a range of waterproof all-in-one suits for every child to protect their clothing.

**Animals on site**

The parent/ guardian understands that the site does contain a various source of animals given that there are our children's petting animals on site. There are outdoor pens which contain cats and all fencing is double-fenced to prevent any contact in its perimeter however we do encourage children to get involved in all aspects of animal care and will involve them with the care of dogs, cats and/or rabbits. The parent/ guardian agrees they have visited the site and are satisfied with the security of the animals and compatibility with their children. Children will be encouraged to wash hands and be taught about infection control and prevention.

**Liability & Insurance**

1. We will not be liable for any loss arising from the closure of our setting or our refusal to accept your child at our setting in accordance with our policies. We will not be liable for any claim for loss of earnings or alternative child care except in the case of death or personal injury caused by our negligence.
2. We hold full public liability insurance. The insurance document can be seen at any time.

**Child Information**

1. All of the children have their own personal file, which contains all the information we hold on your child, you can ask to see at any time. We will always discuss new observations with you and you are invited to discuss your child's progress with me at any time.
2. The safety and wellbeing of a child is our first concern and we will need to take appropriate action if we feel that a child is at risk. Please see our child protection policy.
3. Your child will have a daily diary used to log the progress of your child's day at the childminders. The parent is advised to read this each evening. It is accessible on an app.
4. The majority of your child's personal plan and timeline will be online via a secure web address only known to you. The password for this will also be given. This page will be updated each week. This page can also be used to contact me about any issues or any preferences you may have. Data about your child will be stored on our laptop and back up hard drive which are both stored securely and have passwords. Yours and your child's data contained on this contract, the Child's personal plan and file will only be shared with the Care Inspectorate, Social Services if necessary and the Child's Nursery where appropriate. This information will not be given to any other third party.

These terms and conditions, together with the policies and procedures, form your agreement with AFC. By signing this agreement, you are agreeing to comply with these terms and conditions and with our policies and procedures, which have been made available to you.

**By using our service, with or without a signed copy of this contract, you agree to these terms and conditions.**

Parent / Carer signed.....

Print:.....

Date:

**Place of signing:**

**Parent/ Carer signed**.....  
**Print:**.....  
**Date:**  
**Place of signing:**

**Adventure Farm Childcare**  
**signed**.....  
**Print:**  
**Date:**  
**Place of signing:**  
**Position:**

For Office Use  
 Payment received: £..... Date.....

Payment for: Retainer / First month's fees

Other Special agreements: