



JOLLY TOTS CONTRACT FROM
1st September 2013
138 Whitehouse Avenue, Borehamwood,
Herts, WD6 1HE 0208386 6897
Jollytots3@live.com [Ofsted No:129941](#)

| | |
|---|--|
| Child's Name (Please include any name that child is familiar with) | Date of birth |
| Mother's Name | Father's Name or Step Parent or Carer – Please specify |
| Address | Address |
| Home Telephone No: Mobile Telephone No: Work Telephone No: | Home Telephone Number: Mobile Telephone No: Work Telephone No: |
| Email Address: | Email Address: |
| Ethnic Origin | Religion: Practising/Not Practising |
| Brothers and Sisters Names and Ages | |
| Friend/Relative Name in case of emergency | Their Contact details |

| | |
|---------|--------------------------|
| Dr Name | Dr Address and phone No: |
|---------|--------------------------|

WE ARE UNABLE TO CARE FOR SICK OR CONTAGIOUS CHILDREN – CHILDREN SHOULD BE SYMPTOM FREE FOR 24HOURS BEFORE RETURNING TO JOLLY TOTS.

| | |
|---|--|
| Who has legal contact with the child _____ Who has parental responsibility for the child _____ | Any other information that may be relevant for us to know, including where the child normally lives if parents are not living together |
|---|--|

- Injections Received

Date of

| | |
|----------------|--|
| MMR | |
| HIB | |
| Whooping Cough | |
| Polio | |
| Tetanus | |
| Meningitis | |
| Other | |

I hereby confirm that this medical information is accurate and complete.

Signed Date

| | |
|-----------------------------|--|
| Start Date with childminder | Settling in period (normally allow at least two weeks prior to starting. If they are coming for a large proportion of the day, then a charge will be made. |
|-----------------------------|--|

Hours requested

| Day | Arrival Time | Collection Time |
|-----------|--------------|-----------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

A child may not be dropped off prior to the session time unless a private arrangement has been made in advance. If a child is collected later than agreed, then a charge of £12 per hour will be charged, unless it is exceptional circumstances.

I confirm that I will give a minimum of **half a term's** notice of withdrawing my child or pay the half a term in lieu. Payment must be made to the end of the half term that the child is leaving. This time scale also applies to Jolly Tots if giving notice to the child.

One Month's notice in writing is required for any permanent changes to the above schedule.

I agree to provide nappies, painting apron, (can be purchased from us) spare clothes and Wellington boots (if applicable) and understand that my child's clothes might become stained. I will also send in **everything clearly marked**. We cannot accept responsibility for loss or damaged clothes or possessions.

Charges

Rates: £7.00/hour

You will be charged monthly which will entail either four or five weeks per month.

Fees include a homemade lunch for children over fourteenth months, mid morning snack, fruit afternoon snack and unlimited drinks of water throughout the day. If you wish for your child to have breakfast and supper with us, then this must be provided by yourselves, including a bottle of milk. If you are providing supper then something simple such as a sandwich would be appreciated.

The childminder will honour 20 days holidays per year. The childminder will usually close for two weeks and therefore 10 days must be calculated during this period. One week is often taken between Christmas and New Year and if this is the case then a further 5 days will be counted. An additional two days will be given for the first day of the Jewish New Year and the day of Attonement. Holidays taken outside these times or allocated 20 days will be charged at full rate. If for any reason the group does not close over the above mentioned periods then those days can be taken at any time.

There is no refund if:

Your child is sick, we have to close the group to protect the children, in cases like Swine Flu, on holiday or collected early.

For bank holidays that fall on days your child would normally attend.

If you need to provide your own food.

Fees will be reviewed on the 1st of January

| Total Hours per week | Weekly Amount |
|----------------------|---------------|
| | |

Retainer/deposit held

The first month's fee is required at the time of signing this contract to reserve your child's place. If the child subsequently fails to take up their place this fee is non refundable.

Payment is due on the first date of the month. If you are paying by vouchers and this is not possible then the second month will have to be paid during the first month. This method ensures that monies will be received at the commencement of the month. If the monies cannot reach us by the 1st of the 2nd month, then we request that the second's month's money will also have to be paid manually.

Payment: I agree to pay an hourly rate of £7. Failure to do so will incur either a weekly 15% surcharge or dismissal unless other arrangements

have been made.

IT IS NOT THE POLICY OF JOLLY TOTS TO MAKE UP MISSED SESSIONS.

Hours of business 7.30 am – 6.00pm – Hours requested outside these hours, will be charged at time and a half.

JOLLY TOTS HAS AN ANTI SMOKING/SMACKING POLICY.

I consent for Jolly Tots to provide any emergency treatment that is required in my absence.

Failure to comply with this, may result in us being unable to offer your child a place.

I hereby agree with everything that is stated on this contract and accompanying forms and is correct at the time of signature. I agree to notify my childminder of any changes to this information.

SIGNED PARENT _____

CHILDMINDER _____

Date _____

Please accompany this form with a £50 non refundable registration fee, payable to 'V Kleinman'.

PARTNERSHIP WITH PARENTS:-

We aim to work together with the parents in the best interest of the child and will provide the parents with as much information about their child as possible. We also request that parents are honest with us and equally share any information with us that they feel we may benefit from knowing.

All information shared is strictly confidential unless there is a legal requirement to do otherwise.

Date: both parents must sign:)

I, the parent/guardian, agree to the conditions set out in this agreement and agree to provide reasonable 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.

Signed Date

I, the parent/guardian, agree to the conditions set out in this agreement and agree to provide reasonable 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.

Signed Date