

# Temporary or Occasional Childcare Contract for Grafton Childcare

Carefully read, complete & then sign & date where indicated on both pages.  
1 copy to be held by the Parents & 1 copy to by Grafton Childcare

**Name of Childcarers** Denise Tupman, Grafton Childcare **Ofsted Registration Numbers** 104599  
**Address** 24 Torquay Road Rd, Newton Abbot, TQ12 1AJ. **Telephone** 01626 355066 **Email** denise@graftonchildcare.co.uk

## As your childcarer we agree to:

1. Look after your child during the times agreed, which you will request via our "Occasional Childcare Booking Form". If you wish to book ad-hoc days please remember they can ONLY be booked a maximum of 24 hours in advance. We will then confirm if we are able to meet your request after considering the numbers, requirements and needs of our existing children on permanent contracts who will be attending on the day/s you have requested.
2. We are registered with Ofsted and our local authority to look after your child and our services will be provided in accordance with their regulations and standards. We hold valid First Aid and Public Liability Insurance, their certificates are on permanent display in the front porch alongside our Ofsted Certificates.
3. We will keep a written record of any information you give us in relation to your child, and it is stored in accordance with the regulations set out in the Data Protection Act 1998.
4. We have a comprehensive Parental Handbook which can be viewed at any time on the 'Parent's Page of our website. It would be helpful if you could read it thoroughly BEFORE using our ad-hoc service.
5. Give you advance notice of any days when Grafton Childcare will be closed. For example, Grafton Childcare is closed on all Bank Holidays, one week each Easter, the last week in August and one week in December each year, exact dates can be found on our website [www.graftonchildcare.co.uk](http://www.graftonchildcare.co.uk)

## As the parent you agree to:

1. All Ad-hoc places MUST be paid for in advance and a place will not be confirmed or booked by Grafton Childcare until payment has been received. You should understand that if your child does not attend full fees will still be payable and no refunds will be offered, unless Grafton Childcare is closed for circumstances beyond their control.
2. Pay the fees to Grafton Childcare as agreed in this contract. You accept that if fees are not paid we will suspend childcare until fees have been paid in full. Fees are paid either daily in cash or directly into our bank account in advance or on the first day of childcare each week. We do NOT under any circumstances accept cheques. Our Bank details are: Sort Code 110560, Account Number 00025036, Mrs D J Tupman, Halifax Bank.
3. Keep us informed of information in writing via your child's Daily Diary or Communication Booklet in relation to your child that may be relevant to the care we provide such as medical, dietary, allergy or development. If you fail to do so, we cannot be held liable for any complaint or claim that may occur because you withheld this info.
4. Allowing the information we hold on your child to be disclosed to other parties such as health professionals, OFSTED, educational professionals and local and government authorities if we are obliged or required to do so.
5. Permit us to discuss your child's development with other childcare professionals and key persons involved with your child, if and when necessary if we are obliged or required to do so
6. Provide your child with suitable indoor clothing, outdoor footwear and outerwear i.e. wellie boots, warm waterproof coats, socks, woolie hat, sun hat, spare clothing inc. whilst toilet training which are suitable for the current weather conditions. Nappy rash creams, Calpol, 6 Disposable Nappies if required.

**Ending this Contract:** You may cancel this contract via written notice, which can take immediate effect, however full fees for any childcare provided or booked and cancelled must be paid for in full.

**Fees:** £44 per day for a maximum of 8 hours of childcare, used on one day. Which must be booked & paid for in advance for all Ad-hoc childcare contracts. We are very keen for parents to pay via BACS, but it is the parent's responsibility to ensure that funds reach our account on or before your child attends, even if part funded by Vouchers or Tax Credits.

We the undersigned all agree to the above "Temporary or Occasional Contract's" terms and hourly rates.

**Name of Parent (1)**  **Name of Parent (2)**

**Is Parent (1) a legal guardian of this child?**

**Is Parent (2) a legal guardian of this child?**

Tick box indicating Yes or No Yes  No

Tick box indicating Yes or No Yes  No

**Signed (Parent/Guardian 1)**  **Date**

**Signed (Parent/Guardian 2)**  **Date**

**Signed Childcarer**  **Date**

# Details of the Child

PLEASE PRINT, USE ONE FORM PER SIBLING

Full name of child

Address

Date of Birth  Preferred name/known as

Position in Family  Name & Age of Siblings

Language spoken at home if not English

Name of parent/main carer

## Doctor's Details

Doctor's Name & Address

Doctor's Telephone Number

Does your child take any medication?  
If yes please give details:

Does your child have any allergies  
If yes please give details and of any medication/treatment required:

Are all of your child's inoculations up to date? If not please give details:

Name of Parent (1)

Address

Telephone number

Name of Parent (2)

Address

Telephone number

Reason why you require Temporary or Occasional Care:

Contact telephone number to be used whilst child is in our care if different from above.

Is there anything else that we should know about your child?  
Additional needs/dietary requirements/health etc?  
Times your child is usually fed:  
Times your child usually sleeps:  
Are you happy for us to use our washable nappies and wipes on your child, if not please supply your own disposable as we do not use any disposable products here at Grafton Childcare, use a separate sheet if needed.

I understand that every effort will be made to maintain the safety and well being of my child whilst in the care of Grafton Childcare. I agree to pay the agreed fees in advance or upon arrival with my child each time I use the ad-hoc service. I understand that the service is only ad-hoc, a place is not guaranteed if not confirmed by Grafton Childcare.

Signed (Parent/Guardian 1)  Date

Signed (Parent/Guardian 2)  Date