

# NAME, Registered Childminder

Address

Phone No. email@email.co.uk

## Application for Ad-Hoc/Occasional Care

PLEASE PRINT

Full name of child

Date of Birth

Child's Address

I/we are the Parent/legal Guardian of the above named child and I/we wish to register my child with Sue Barrett Registered Childminder.

**Parent (1)**

Name

Tel no. home

Tel no. mobile

**Parent (2)**

Name

Tel no. home

Tel no. mobile

I do not require childcare at present OR  I have listed days and hours of childcare required overleaf.

I understand that all payments are due in advance. If I wish to pay by cheque, I agree to submit my cheque at the time of booking. I understand that if I have not enclosed a cheque with my booking form I will receive an invoice in respect of the childminding I have requested. I agree to pay all invoices in full within 7 days or on the first day of childcare (whichever is the soonest). I/we accept that the childminder will not reserve any places for my child until payment has cleared to the childminder's account.

I agree to give as much notice as possible of any days/hours of childcare I may need and I accept that the Childminder may decline any request for childcare and will not under any circumstances agree to bookings which would mean going over the child ratios specified on the Ofsted Registration Certificate and/or the Public Liability Insurance Policy.

I agree to pay in full for all childcare booked, whether or not my child is in attendance on the day. I understand that there will be no refunds or reductions if my child arrives late or is collected early.

I agree to pay the additional charges as stated on the Fee Sheet dated DATE if my child arrives early or is collected late. I understand that arriving late does not entitle my child to remain beyond the agreed collection time.

I agree to reimburse the childminder for the costs of any damage wilfully caused by my child.

In the event of my forgetting to bring necessary items for my child such as nappies, wipes/cotton wool, baby milks, gloves, hat, sun cream, packed lunch etc I would prefer where possible that the Childminder:

Purchase appropriate items (if possible) and I agree to reimburse the full amount within seven days.

Contact me by telephone and I agree to bring the required item(s) to the Childminder within 1 hour. I agree to reimburse the Childminder for purchases of nappies, wipes, baby milks and/or food if I cannot be contacted on the telephone numbers I have provided to the Childminder.

I enclose my Annual Registration Fee of £20.00.  
I understand that the registration fee is not refundable and does not guarantee a place will be available at any particular time. I understand that the Childminder may not be able to provide childcare on any or all of the days requested.  
I understand that the Registration Fee will be due for renewal on: DATE.

Signed by parent/guardians

1.

Date

2.

Date

First Day of childcare:					
Last Day of childcare:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off/Start Time <sup>1</sup>					
Collection/End Time <sup>2</sup>					
Breakfast (£1.50 per day)					
Lunch (£1.50 per day)					
Dinner (£2.00 per day)					

1 You may not leave your child with me any earlier than the booked time without prior arrangement.

2 I advise parents to allow an extra 10-15 mins than they think they might need, to allow for traffic etc. If you (or the person authorised to collect your child) arrives later than the agreed time then Late Fees will be applied of £5 per child per half hour.

**Daily Rates**

8 am - 5:30 pm:- £36 per day

9:00 am - 3:15 pm - £25 per day

**Before School:**

8-9 am - £5 per day

**After School**

3:15 pm - 5:30 pm £12 per day