



Childcare Service Contract

Parent or Legal Guardian:

Parent(s) name(s) _____

Childcare Provider: St Barnabas and St Philip's CE Primary, W86EJ

Child/ren:

Please enter the name of the child or children that the childcare provider is caring for (also include each child's date of birth.

Name: _____

Date of Birth: _____

We require all parents to acknowledge and adhere to the requirements set out below:

- 4 weeks' written notice is required prior to the departure of a child.
- Invoices are produced a term in advance. These are due to be paid by the end of the previous term. Late payments will result in a late payment fee of **£15**. This will be added to the following term's invoice.
- There will be a late collection fee of **£10** added to your invoices for late collection of a child or children. This late collection fee will be added for anyone arriving between 5-15 minutes late to collect their child or children. After this time the late collection fee increases to **£15** for every 15 minutes.
- An administration fee of **£10** for any late payment letters produced will be added to the next month's invoice.

I/we hereby agree to the contents of this agreement:

Parent 1 signature: _____

Date: _____

Parent 2 signature (if applicable): _____

Date: _____

