

## BOOKING A CRECHE - Our Terms and Conditions

Issue 01/09

Booking forms must be completed and sent to the office with as much notice as possible to ensure availability of carers. Telephone bookings will only be held for 7 working days and then the space may be allocated elsewhere. We realise that accurate details of all children that may attend may not be available to you at the time of booking, so we have provided the child detail form as a separate sheet for you to detach and complete when all the information is available to you. We would appreciate you telephoning us nearer the crèche date with any alterations.

The exact number of children will determine the number of carers you require and we supply, in line with our staff to child ratio as follows:-

**At ALL crèches a minimum of 2 carers are needed.**

One carer for two children aged between 6 weeks and 2 years

One carer for three children aged over 2 years and up to 8 years - older children by arrangement.

Please note that extra carers may be needed if the majority are babies

Fifteen minutes must be allocated to the start and finish times of each crèche for the completion of registration forms in the first instance, and for conversing with the parents if necessary from then on. It also ensures that crèche is set up and cleared away properly.

**The minimum time charged for a Crèche is 1½ hours.**

Our carers are very flexible and we can supply a crèche from 8am to mid evening - we welcome any enquiry.

Please give serious consideration to the room chosen/allocated for the crèche room and ensure that this room will be available for the **entire duration of the course**.

This room will be checked by our personnel in advance of the crèche start date to determine whether it is "child friendly" and conforms to Health & Safety standards.

A Health & Safety report will be prepared and sent to you and to our staff running the crèche.

If the venue is changed during the booking an additional fee may be charged for another Health & Safety inspection. If the crèche is moved to another part of the building, our staff may refuse to work in the new area due to Health & Safety concerns. They will also report these concerns to our office.

A confirmation letter will be sent to the person who booked the crèche as soon as the completed booking form is received.

### Payment and Cancellation -

**The crèche cost is based on an hourly rate:-**

**DAY TIME** £..... per carer plus VAT - current as at ..... /09.  
**EVENING (after 5pm)/WEEKEND** £..... per carer plus VAT - current as at ...../09.

You will be invoiced monthly, unless other arrangements have been made.

Payment is required within 28 days of the invoice date.

You will still be invoiced if the carers attend the crèche and are not needed, due to no children attending the crèche.

If you need to cancel a crèche we operate the following policy:-

- if you cancel giving more than 10 complete working days, then no charge will apply.
- if you cancel giving between 10 to 6 complete working days, you will be charged 25% of the crèche cost
- if you cancel giving between 5 to 3 complete working days, you will be charged 50% of the crèche cost
- if you cancel giving only 2 complete days or less, you will be charged the full crèche cost.

**If you accept the above terms, please turn over and complete the booking form.**

**Thank you.**

**Booking Form**      **No:** \_\_\_\_\_

Issue 01/10

Name of Group \_\_\_\_\_

Name of Course \_\_\_\_\_

Tutors Name \_\_\_\_\_

Tutors Contact Number \_\_\_\_\_

Day Required \_\_\_\_\_

Time Required \_\_\_\_\_

Dates Required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates NOT required - e.g. half term or TD days \_\_\_\_\_

Full Address of Venue \_\_\_\_\_

\_\_\_\_\_

Crèche to be held in (room name /number) \_\_\_\_\_

Course to be held in (room name/number) \_\_\_\_\_

Number of Carers required (see ratio) \_\_\_\_\_

Invoice To:- Name \_\_\_\_\_ Your Reference \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Form Completed by \_\_\_\_\_ Contact Tel. No \_\_\_\_\_  
Print Name

**I have read the booking terms and conditions overleaf and agree to them.**

Booking Authorised By \_\_\_\_\_ Date \_\_\_\_\_

This form also to be completed please and returned to:-

Swindon Child Carers Ltd,  
Suite 9,  
Pembroke Centre,  
Cheney Manor Industrial Estate,  
SWINDON,  
SN2 2PQ.

Name of Group \_\_\_\_\_

Name of Course \_\_\_\_\_

Fold Here ----

Course Start \_\_\_\_\_ Course Finish \_\_\_\_\_

Children Booked

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Please telephone us with any alterations to the above list before the crèche begins -01793 544960

For office use only

Issue 01/10

Date Received \_\_\_\_\_ Confirmed \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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Name \_\_\_\_\_ Age \_\_\_\_\_

Concern \_\_\_\_\_

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