

# Childminding Working Agreement

All information on this form is private and confidential

Name of child: \_\_\_\_\_

Date of Commencement 

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Date ceased attending 

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## Childminder Contact Details

Name of Childminder: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

## Parent/Guardian Contact Details

Name of Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Work No. \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Work No. \_\_\_\_\_

## Childminding Hours

Day of Week (Please tick)	Start Time	Finish Time	Additional Hours	No. of Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
No. of days:				

## Childminding Service Details

Delivery to pre-school/school: Yes  No  Time: \_\_\_\_\_

Name of pre-school/school: \_\_\_\_\_ Tel No: \_\_\_\_\_

Collection from pre-school/school: Yes  No  Time: \_\_\_\_\_

Name of pre-school/school: \_\_\_\_\_ Tel No: \_\_\_\_\_

Is the Childminder a named contact person during pre-school/school hours? Yes  No

**In any emergency situation concerning children, parents/guardians/relatives must always be contacted first by the school/pre-school**



**Childminder or Parents to Provide:**

Please enter C or P where appropriate

Breakfast	<input type="checkbox"/>	Details: _____	Nappies	<input type="checkbox"/>	Details: _____
Lunch	<input type="checkbox"/>	Details: _____	Baby toiletries	<input type="checkbox"/>	Details: _____
Snacks	<input type="checkbox"/>	Details: _____	Comfort Toy	<input type="checkbox"/>	Details: _____
Dinner	<input type="checkbox"/>	Details: _____	Change of Clothes	<input type="checkbox"/>	Details: _____
Food/baby food	<input type="checkbox"/>	Details: _____	Sunscreen	<input type="checkbox"/>	Details: _____

Others (please specify) Details: \_\_\_\_\_

**Home work supervision:** Yes  No

Comments: \_\_\_\_\_

**Details of Childminding Fees**

Tick childminding arrangement as appropriate

Agreed wage to be paid: Daily charge:  € \_\_\_\_\_ Weekly charge:  € \_\_\_\_\_ Hourly charge:  € \_\_\_\_\_

Charges for Absence due to:

<b>Bank holidays:</b>	Usual fees to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____
<b>Absence due to parent /child illness:</b>	Usual fees to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____
<b>Absence due to parent's day off:</b>	Usual fees to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____
<b>Childminder unavailable due to illness:</b>	Usual Fee to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____
<b>Childminder unavailable due to holiday/day off:</b>	Usual Fee to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____
<b>Absence due to child/parent holiday:</b>	Usual fee to be paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	€ _____

**Payment type**

Cheque  Cash  Direct debit  Sort Code: \_\_\_\_\_ Account Details \_\_\_\_\_

Frequency of Payment \_\_\_\_\_ Daily  Weekly  Fortnightly  Monthly

Date of Payment \_\_\_\_\_ To be paid in advance Yes  No

**Unsocial Hours:** Casual Weekends or overnights Fees to be negotiated.

**Please note:**

- **Playgroup/pre-school/nursery fees to be paid by the parent.**
- **It is advisable that during any extended holiday period, maternity or parental leave, the Childminder will be paid an acceptable retainer as agreed by parent and Childminder.**
- **In the interest of the health of all children being cared for, if a child is ill, it is the responsibility of the parent(s) to make alternative arrangement to care for the child while the child is infectious.**
- **One month's notice by either parent or childminder is required when this working agreement is to cease.**
- **Parent and Childminder to retain a copy of this form**
- **This working agreement is to be reviewed on the \_\_\_\_\_ (insert date)**

**Childminders Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

