



PART A: CONTRACT PARTNERS

(1) Footprints Trading Ltd, a register company (NI032950) the principal address of which is 84A Colinmill, Poleglass, Belfast BT17 0AR; and a trading subsidiary of Footprints Women’s Centre.

(2) *(*Please delete as appropriate)*

(a) Parent/Guardian/Carer:*	(b) Parent/Guardian/Carer:*
Address:	Address:
Contact number:	Contact number:
Email:	Email:

The Terms and Conditions in Part B apply to this contract. Please read them carefully.

Child’s Name:	Child’s Date of Birth:
Commencement Date:	Days of Attendance: <i>(please tick)</i> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>
Current fee: £ _____ per week	Refundable Deposit: £ _____ refundable - unchanged (see clause 9 below)
One week in advance: £ _____	
Late Collection Fee Parents/guardians/carers are expected to collect their child by the agreed collection time. A late collection fee of £5.00 will be charged for the first 15 minutes after the agreed collection time, and £10.00 for each additional 30 minutes thereafter. Late fees will be added to the next invoice. Continued late collection may result in a review of childcare arrangements and may lead to	



termination of this contract. If you anticipate being late, you must notify the daycare as soon as possible.

Notice required to terminate this contract:

2 weeks (see Part B)

Parent/Guardian/Carer* Name:	Parent/Guardian/Carer* Name:
Signature:	Signature:
Date:	Date:

Manager Name:	Manager Signature:
This contract is signed on behalf of Footprints Trading Ltd	Date:

PART B – TERMS AND CONDITIONS

These Terms and Conditions apply to the childcare services provided by the setting named in **Part A of this contract**.

1. Definitions

In this agreement:

Child – the child or children named in Part A.

Parent /Guardian/Carer / You – the parent/guardian responsible/carer responsible for the child and payment of fees.

We / Us – the childcare provider named in Part A.

Services – the childcare provided during the agreed days and hours listed in Part A.

2. Confirmation of a Childcare Place

A childcare place is confirmed once:

- A **completed and signed contract** is returned
- The **required deposit is paid**
- Parents confirm they have **received and accepted the Childcare Policy Booklet and all other relevant policies**
- We confirm that the **childcare place is available**



This contract, together with the **Childcare Policy Booklet and all other relevant policies**, forms the full agreement between the parent and the childcare setting.

The Parent Handbook includes important policies such as:

- safeguarding and child protection
- illness and infection control
- behaviour management
- medication administration
- complaints procedures
- outings and transport
- late collection procedures

Parents agree to follow the policies set out in the **Childcare Policy Booklet** while their child attends the setting.

3. Length of the Contract

The contract continues until either the parent or the childcare provider gives **at least two weeks written notice** to end the agreement.

During the notice period:

- Fees remain **payable in full**, even if the child does not attend.
- The **deposit cannot be used instead of notice period fees**.

In certain circumstances the contract may be ended immediately (see Section 12).

4. Our Responsibilities

We will:

- Provide a **safe and caring childcare environment**
- Follow **safeguarding and child protection procedures**
- Deliver childcare in line with the requirements of the Children (Northern Ireland) Order 1995.

5. Fees and Payment

Payment of Fees

Fees are listed in **Part A** and must be paid **weekly in advance**.

Payments must reach our bank account **before the start of the childcare week** and no later than the Friday before a new childcare week.

Accepted payment methods include:

- Bank transfer
- HMRC Tax-Free Childcare

Payment is only considered received once it **clears in our bank account**.

When Fees Are Still Payable

Fees remain payable if the child is absent due to:



- illness
- holidays
- personal reasons

Planned Closures

Fees may still apply during:

- **Bank holidays**
- **Public holidays**
- **Planned setting closures**
- **Staff training days**

Parents will be informed of these dates in advance.

Extra Sessions

Extra sessions may be available depending on space.

These must:

- Be requested in advance
- Be paid for in advance

Fee Changes

We will give **at least one week's written notice** of any fee increase.

Late Payments

If payment is late we may:

- Charge a **£20 administration fee**
- **Suspend childcare services**
- **Terminate the contract**

If fees remain unpaid for **60 days**, we may recover reasonable costs incurred to collect the outstanding balance.

6. Deposit

A **deposit equal to one week's fees** is required to secure the childcare place.

The deposit:

- Confirms the childcare booking
- Is treated as **advance payment**
- Will be returned when the contract ends if all fees are paid and proper notice is given.

7. Changes to Sessions

Reducing Sessions

Parents must give **two weeks written notice** to reduce sessions.

Increasing Sessions

Requests to increase sessions require **two weeks written notice** and are **subject to availability**.

8. Late Collection

Parents must collect their child at the agreed time.

Late collection may result in **additional charges**.

Persistent late collection may lead to:

- additional fees
- review of the childcare arrangement
- termination of the contract

If a child is not collected and parents cannot be contacted, **emergency contacts will be called**.

9. Illness and Infection Control

Children must not attend childcare if they have:

- vomiting
- diarrhoea
- fever
- contagious illness

Children must remain at home for **48 hours after the last episode of vomiting or diarrhoea**.

If a child becomes ill during the day:

- parents will be contacted immediately
- the child must be collected as soon as possible.

10. Emergency Medical Care

Parents must provide:

- emergency contact details
- medical information
- consent for emergency medical treatment

If necessary we may contact **emergency services or medical professionals**.

Parents will be informed as soon as possible.

11. Safeguarding

We have a legal duty to safeguard children.

If we have concerns about a child's welfare, we may need to share information with relevant authorities in accordance with the Children (Northern Ireland) Order 1995.

12. Termination of the Contract

The contract may be ended immediately if:

- Fees remain unpaid for **5 days or more**
- A **serious breach of the contract** occurs
- The childcare arrangement is no longer suitable for the child or the setting

Any outstanding fees must be **paid immediately**.

13. Behaviour and Parent Conduct

We expect all parents and visitors to behave respectfully towards staff, children, and other families.

The following behaviour will not be tolerated:

- abusive or threatening language
- aggressive behaviour
- harassment of staff or families
- behaviour that places children or staff at risk

If this occurs, we reserve the right to:

- refuse entry to the premises
- end the childcare contract immediately.

14. Unexpected Closures

Occasionally the setting may need to close due to events beyond our control, such as:

- severe weather
- fire or flood
- infectious disease outbreaks
- government restrictions

Parents will be informed as soon as possible.

If closure is covered by insurance, **fees will not be charged.**

If closure is required for health or safety reasons not covered by insurance, **fees may still apply.**

15. Personal Belongings

We cannot accept responsibility for loss or damage to personal belongings brought into the setting.

16. Data Protection

All personal information is handled confidentially and in accordance with:

- UK General Data Protection Regulation
- Data Protection Act 2018.

17. Changes to Terms

We may update these Terms and Conditions if:

- laws or regulations change
- operational changes are required

Parents will receive **at least one month's notice** of significant changes.

18. Governing Law

This agreement is governed by the laws of **Northern Ireland**, including the Children (Northern Ireland) Order 1995. Any disputes will be handled by the **courts of Northern Ireland.**

Parent/Guardian Declaration

I confirm that I have:



- Read and understood these **Terms and Conditions**
- Received and read the **Childcare Policy Booklet and other relevant policies**
- Agreed to follow the policies while my child attends the setting

I understand that the **Childcare Policy Booklet forms part of this contract.**



Parent/Guardian/Carer Name: _____

Signature: _____

Date: _____

Childcare Provider Name: _____

Signature: _____

Date: _____