

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

Telephone : (01524) 419021

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Community
Legal Service



E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

Also:-

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807



Travelling Tots



A Signposts Enterprise

Available For:

- ✦ **Children's Centres**
- ✦ **Training Courses**
- ✦ **Group Activities**
- ✦ **Conferences & Events**

Competitive rates available

**Contact 01524 419021 or visit
www.signposts.org.uk for more information**

Charity Registration Number: 1117645
Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592
Registered in England and Wales



INVESTOR IN PEOPLE

BOOKING OF CRÈCHE PROVISION

I / We (Name of Booking Party) apply to book the following:

Location of Crèche _____

Date/s of Crèche _____

Number of children requiring a place:

0 – 2 years _____

2 years _____

3 – 7 years _____

Please ask parents/carers to complete the attached Registration Forms and return to you. Signposts will request these Registration Forms on confirmation of booking.

From Travelling Tots, Signposts, 58 Regent Road, Morecambe, LA3 1TE subject to the attached conditions and that:

1. I/we will settle all invoices for payment in respect of provision of the crèche within 28 days of receipt of same.
2. I/we will give 7 days notice in writing (prior to the date of commencement of the crèche) for cancellation of crèche provisions. Cancellation will be subject to a 10% charge against the cost of providing the crèche. Failure to cancel within 48 hours will result in full payment. The booking fee is non-refundable.
3. I/we accept that Signposts may change the location of the crèche provision when it considers it necessary to do so.
4. I/we accept that this booking form (including the conditions attached) constitutes a legally binding contract.
5. I/we accept responsibility for ensuring the accommodation is booked for the crèche.
6. I/we accept responsibility for the conduct of the parents/carers using the crèche provision.
7. Any crèche request will result in the proposed room being risk assessed. The Risk Assessment will be for the stated room only. No other room can be used until this has been carried out.
8. I/we, when advertising, will include Travelling Tots as crèche provider

Name: _____ **Signature** _____

Position Held: _____

Name of Organisation _____ **Address:** _____

(Office use only)

Booking request completed (Name): _____

Booking request acknowledged: **Registration Forms requested:**

Date: _____

CONDITIONS OF BOOKING

Signposts undertakes as follows:

1. All childcare workers will have a recognised qualification and/or experience in childcare provision in relation to guidelines set by the Care Commission.
2. All Signposts employees will receive ongoing training appropriate to the nature of the work and all relevant Health & Safety legislation.
3. Signposts will be responsible for the recording of any accident, which occurs within the crèche and notifying parents or carers.
4. All childcare provision will comply with the regulations issued by Ofsted in their publication National Standards for Under 8s Day Care and Childminding 2003.
5. Signposts will indemnify themselves in accordance with their legal requirements to £2,000,000.
6. All requests for crèches must be booked by an authorised representative of the organisation and will be acknowledged in writing by Signposts.
7. Signposts reserves the right to vary charges and conditions of provision where the occasion necessitates.
8. Signposts accepts no liability if for whatever reason the crèche facility booked cannot be provided.

The cost matrix for Travelling Tots is as follows:

	Basic Fee	Premium Fee
Basic Crèche Provision of a two hour crèche.	£195	£234
Stay and Play delivery cost per hour delivery plus one hour setup/close	£44 / hour	£52 / hour

Additional charges will be incurred if additional staff are required to meet the staffing ratio outlined below, depending upon the number and ages of children.

A £30 driver fee will be charged if a driver is required to transport equipment to the delivery venue.

A non-refundable £15 booking fee will be charged per booking (single or block booking).

A 10% discount can be given on basic and premium costs for regular bookings guaranteed for a period of (1) three months for the voluntary sector and (2) six months for statutory agencies.

Staffing Ratios

1 worker : 3 children under 2 years

1 worker : 4 children aged 2 years

1 worker : 8 children 3 – 8 years

A crèche cannot operate with any less than three members of staff.

An additional member of staff costs £45 per session.

Charging Policy

Signposts will agree an invoicing protocol with purchasers of Travelling Tots. This may be weekly, monthly or block invoicing as appropriate.

Registration

There is a requirement that children are registered prior to the commencement of a session. This paperwork will be provided with acknowledgement, and is available at www.signposts.org.uk

Cancellation Policy

For cancellation within 1 week of the session date Signposts will levy a 50% charge for a cancelled crèche.

For Cancellation, giving over 1 weeks notice, the £15 booking fee will be applicable.

Pamela Beswick
Chief Executive
April 09