



CHILD REGISTRATION & BOOKING FORM

Tinies sessions available					
	Wednesday 3.10.18	Thursday 4.10.18	Friday 5.10.18	Saturday 6.10.18	Cost per session payable to Tinies by 3.9.18 to confirm booking
8am- 12/mid-day					£79.20
1 to 5pm					£79.20
6pm onwards (min 4 hours)					6-10pm: £79.20 6-11pm: £99.00 6-12pm: £118.80 6pm-1am: £138.60
Total	£	£	£	£	*£

(£16.50+VAT per hour)

The agency fees for this booking are payable **upfront** in accordance with our Terms and Conditions, which are inserted at the end of this form.

Please can you transfer the total amount (*£ our Tinies Fee - inclusive of VAT) to the bank details below. Payment for our fee needs to be received before 3.9.18 and please can you confirm by email or text to us when this has been paid.

Bank details:

Sort: 400902 Account number: 01603035

We will send you an invoice (for your records) at the end of the month.

CANCELLATION

I would like to draw your attention to clause 4 in our terms and conditions which state the following:

“If a Booking is cancelled, Tinies reserve the right to charge a cancellation fee which is calculated on the basis of percentage of the total invoice as follows: Within 6 months of the Event commencing - 10% of the total invoice; within 2 months - 50% of the total invoice; within 1 month - 100% of the total invoice.”

EXTENSION OF THE BOOKING

If you wish to extend the booking, please contact Tinies rather than arranging with the nanny. A further agency fee will be applicable as per our Terms and Conditions.

Tinies Bath, Oxfordshire and Wiltshire e-mail: bow@tinies.com / Tel: 01295 256156

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(parents remaining onsite)

CHILDS DETAILS

Full Name:

D.O.B:

Nationality:

Religion:

Set password to collect the child:

Does the child have any special educational needs /allergies /dietary requirements /medical conditions?
YES NO

If so please provide details & complete a Healthcare Plan

.....
.....
.....

Feeding (please circle): Breast-fed Bottle fed Weaning Solids

Special toy / teddy:
.....

PLEASE NOTE TINIES CANNOT ADMINISTER LIFE SAVING/EVASIVE TREATMENT WITHOUT CONSULTATION WITH PARENTS

DOCTERS NAME:

ADDRESS:
.....
.....
.....

TEL NO:

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PARENT INFORMATION

NAME:

ADDRESS:

.....
.....
.....

HOME TEL:

MOBILE:

EMERGENCY CONTACT NAME:

RELATIONSHIP TO CHILD:

TEL NO:

I CONSENT TO MY CHILD TO: *(tick to agree)*

1. HAVING A NON-ALLERGENIC PLASTER APPLIED IF REQUIRED:
2. FACE PAINTING ACTIVITIES:
3. STAFF TO APPLY SUNCREAM:
4. PHOTOS BEING TAKEN

In the event of a medical emergency, incident or accident involving my child whilst in the care of Tinies Childcare, I understand that the staff will endeavour to contact me as soon as possible. Where this is not possible or where time is of the essence, I give consent and authority to the Tinies team to seek medical attention, advice or treatment for my child a appropriate. I understand that Tinies cannot administer lifesaving or evasive treatment without consultation with me. I understand that all records kept on my child are confidential and that I can view them at any time.

I have read and understood the Parents Policies and confirm that I accept the terms stated and hereby state my wish for me child to be admitted to the Tinies setting

PARENT/GUARDIAN'S

SIGNATURE:

PRINT NAME: DATE:

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Thank you for registering with Tinies. Tinies Childcare was founded in 1975 and prides itself on the quality of childcarers it provides. We have over 30 branches across the UK. We have an outstanding reputation not only for the quality of childcarers we provide but also for our excellent customer service.

BACKGROUND

Unlike many other agencies, all of our candidates are interviewed, reference checked, ID checked and we discuss with them, during their one to one interview, their experience and qualifications to establish if they are suitable childcarers. We have extremely high standards of candidate selection and do reject candidates who do not meet our criteria. We are looking for candidates with a proven track record in childcare, who clearly love caring for children. We look for that spark, that isn't present in all childcarers, and a level of commitment and care, that will provide you with the peace of mind you need.

All candidates looking for temporary work with Tinies must have an Enhanced DBS check and be able to provide suitable references.

Tinies are members of the Recruitment Employment Confederation (REC). As members we must abide by a Code of Practice, which sets out not only the statutory compliance we must adhere to, but also high customer service, good practice and ethical standards. As a parent, that should give you peace of mind that we are compliant with all regulations and statutes, whilst maintaining excellent standards of service.

TERMS AND CONDITIONS

Our terms and conditions for an event nanny are inserted at the end of the document, please familiarise yourself with our terms, as well as with our fees. As this is a short term temp booking/babysitter, we do require our agency fees to be paid upfront. All details about payment of the fees are outlined in our attached Terms and Conditions.

OTHER SERVICES

As well as providing the best nannies, mothers' helps and maternity nannies, Tinies offers a wide range of additional services including Emergency Childcare, a babysitting service, a Mobile Crèche service for parties and weddings, Event Nannies for special occasions and a free legal helpline if you have any employment queries. We also organise Paediatric First Aid Training, which may be of interest to you
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Tinies Childcare Terms and Conditions for Supply of Event Nannies

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1. These terms and conditions shall represent a legally binding contract between the parent or company (the “Client”) and the Tinies childcare agency (“Tinies”). All variations shall be agreed between the parties and supplied in writing. The verbal or written instruction by the Client to Tinies to provide an Event Nanny service shall constitute acceptance by the Client of these terms and conditions. The term “Childcarer/Event Nanny” means a person/persons whose services are supplied by Tinies to the Client for providing Event Nannies. When supplying a childcarer, Tinies are acting as an employment business and supplying the Childcarer under Terms of Engagement.

Invoicing, Cancellations and Fees

2. Tinies will notify the Client of the fee depending upon the number of Event Nannies that are required for the event (“Event”). All fees are subject to VAT. Tinies will invoice the Client and the Client agrees to pay Tinies 50% of the total invoice on making the booking (“Booking”), and the remaining 50% of the invoice is payable 30 days before the Event is due to commence. No reduction or refund will be made to the remaining 50% if numbers of children or Event Nannies are reduced 30 days or less before the Event is due to commence. If the amount of children and Event Nannies increases prior to the Event, Tinies will charge an additional fee per Event Nanny. Tinies reserves the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment. In addition Tinies reserves the right to re-claim any costs (including debt collector’s fees) incurred as a result of chasing for payment.
3. Where a quotation for a Booking is presented in excess of 180 days before, Tinies reserves the right to charge an additional amount if Tinies’ fees have increased between the time of the quotation and the Event.
4. If a Booking is cancelled, Tinies reserve the right to charge a cancellation fee which is calculated on the basis of percentage of the total invoice as follows: Within 6 months of the Event commencing - 10% of the total invoice; within 2 months - 50% of the total invoice; within 1 month - 100% of the total invoice.
5. There is a minimum booking time of 4 hours and therefore the minimum Booking fee will be the equivalent of 4 hours on all Event Nannies provided.

Numbers of Event Nannies

6. a. Tinies will provide the right number of Event Nannies that Tinies feel is applicable for the number and age of the children they are caring for. For example, with babies, Tinies will provide one Event Nanny for each baby. With older children, this ratio may increase to one Event Nanny for 3 older children. However, Tinies also takes into account the venue, any risks that the venue poses, and the Event that is being catered for, and may recommend a different ratio, such as 1:1 or 1:2.
b. Numbers of children must be confirmed 72 hours before the booking is due to commence, although a reduction in numbers of children will not result in a refund if Event Nannies have already been booked.
c. Please note that Tinies will not take additional children on the day. If more children turn up on the day, Tinies will have to turn them away, or if alternative arrangements can be made to accommodate the extra numbers, Tinies will charge the Client an additional fee based on the additional number of children, which becomes immediately payable.
d. Where more than 4 Event Nannies are required, a senior Event Nanny (“Senior Event Nanny”) may be needed at an additional cost to the Client. The Senior Event Nanny will, amongst other things, oversee the Event Nannies, be in charge of signing in and signing out of children, and will provide extra cover and support.
e. Tinies reserves the right to exchange any Event Nanny notified to the Client for another Event Nanny without any change in the fee.
f. Tinies requires a minimum of 72 hours’ notice before the Event commences if any child attending has special needs that require one to one care and for Tinies to ensure equipment is suitable for the child’s needs. Tinies reserves the right to charge for any additional costs as a result of accommodating the extra care and any extra equipment.

Operating the Event Nanny Service and Special Requirements

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7. In order to safeguard children Tinies requires a separate room that is secure from other facility users and cannot share space. Where Event Nannies are required to be part of the main event and working alongside parents and their children, a space must be provided to enable staff to gain information about the children at the start of the booking. Access to toilets and changing facilities (where applicable) must be given to the children and the Event Nannies at the venue. At public venues where large events take place the presence/patrol of a security guard is essential. This must be organised and paid for by the Client.
8. Depending on the venue and numbers of children, Tinies may operate a signing in and out system and provide additional security band system (to be charged to the Client) at public events. Any parent who does not agree with Tinies procedures will be refused admission.
9. Tinies are unable to take any children that are sick on the day of the Event commencing. No refund will be given as per clause 2 above. If a child falls ill whilst in care, Tinies will contact the parent and the child will need to be removed from care.
10. We regret that we cannot accept children who require evasive medical treatment, such as an EpiPen or Insulin without prior knowledge, in order to make arrangements for a qualified practitioner to deliver training to the Event Nannies booked for the Event. Letters of consent from the child's GP and parents are also required.
11. Tinies does not provide food for the children. Parents are responsible for providing food or for arranging for the venue to provide food. Tinies accepts no responsibility for any allergic reactions resulting from the provision of food to the children, whether provided by the parents or the venue.
12. Photographic, video and sound recordings of children whilst in Tinies care are prohibited without prior consent of Tinies and parents.
13. Tinies cannot take any responsibility for any electronic devices brought to an Event by a child. Tinies cannot control the material that the child accesses on that device, and neither can Tinies prevent other children from seeing such material. It is the responsibility of all of the parents of children attending an Event to make sure their child does not access material that is inappropriate for their age, or for the age of other children at the Event. Tinies does not accept any liability in this respect.

General

14. The direct employment or use of any Childcarer by the Client on a permanent, temporary or babysitting basis, whether under a contract for services, an employment contract or any other engagement ("the Engagement") renders the Client subject to the payment of a placement fee as per Tinies fees applicable at the time.
15. All communication, whether written or oral and however communicated, shall be confidential between the parties. Should the Client pass on any information including, inter alia, details of Childcarers, or recommend a Childcarer to a third party resulting in a booking of permanent temporary or part time childcare employment then the Client will be liable for the relevant full fee as if the booking had been made by the Client itself.
16. Tinies endeavours to provide the Client with only the most suitable Childcarers, having performed all checks required by law and required by Tinies Operations procedures and standards. Tinies confirms that it has relevant insurance in place as required by law for providing an Event Nanny service. Tinies does not accept any liability for any kind of inconvenience, loss or damage howsoever arising and whether caused directly or indirectly from an act or omission of a Childcarer. Tinies does not exclude or restrict liability for death or personal injury resulting from its negligence.
17. The parents of the children retain overall responsibility for their own children's safety whilst at a venue notwithstanding Tinies' own responsibility for the care of the children whilst they are under the Event Nanny's control.
18. These terms and conditions shall be construed in accordance with and governed by the laws of England and Wales and the Client agrees to submit to the exclusive jurisdiction of the Courts of England and Wales.

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