



If you are publicising your event, we would be obliged if you could note in the publicity that our community crèche is providing the service.

PLEASE WRITE IN BLOCK CAPITALS OR TYPESCRIPT

Contact name:		Purchase Order No:	
Contact Tel:		Name of group:	
Invoice name & address:			
Premises where group meet & contact tel no:			
Address where crèche to be held:			
Has the room be registered for crèche provision			
Why does your group meet / what activities take place?			
Details of service required: Days & Times			
Date commencing			
Date of final crèche			

HOW MANY CHILDREN ARE EXPECTED TO ATTEND			
Under 2 yrs	2-3 yrs	3-5 yrs	5+
Special Needs Instruction(s):			

I agree to the attached rules and guidelines for booking crèches.

Signed: _____ **Date:** _____



GUIDELINES FOR BOOKING MOBILE CHILDCARE SERVICE

1. Crèche booking forms must be received at least 10 days prior to the crèche start date.
2. Rooms must be, or in the process of registration. If the room is not, please contact Steph Grant to arrange for a risk assessment to be carried out on 0141-634 6161 or by e-mail: steph.grant@indigogrp.com

The maximum number of children in a crèche is 24, depending on the size of the room. This number can be increased on "one off" crèches depending on the activity of the group and staff availability. Ratios are as follows: 0-2 years (1:3 ratio), 2-3 years (1:5), 3-5 years (1:8), 5 years and above (1:8). Ratio will be increased to reflect any additional support needs.

3. Crèche charges are as follows: £16.90 per hour per worker (as of 3 April 2017), with a minimum of 2 workers on duty at any time. These charges do not include a necessary 60 minutes set up / clear away time and adequate travelling time, dependent on location of crèche. An invoice will be sent shortly after the crèche has taken place; failure to pay within 28 days could lead to future crèche requests being refused.
4. If the group or crèche is cancelled, the contact person must inform us on 0141-634 6161 as soon as possible. Any cancellations within 24 hours of the due date will be subject to a 15% administration fee.
5. If the contact person is aware there will be fewer or more children attending, they must inform the office as soon as possible. This allows staff adjustments to be made accordingly.
6. The group/organisation must ensure the premises are accessible and secure when finished.
7. If your group/organisation authorises purchases with Purchase Order numbers, this must be provided upon booking. Without this, we cannot commence crèche services.

**IF THERE ARE ANY QUESTIONS REGARDING THESE GUIDELINES, PLEASE CONTACT:
Chanelle Chambers or Steph Grant**

PLEASE RETAIN THESE GUIDELINES FOR YOUR OWN REFERENCE.