



Kidstaff, Admail 2109, Birmingham B36 9BR

Tel 0845 603 7898 Fax 0845 603 7899 Email enquiry@kidstaff.co.uk

www.kidstaff.co.uk

Name

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Client name

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	Date	All day	Half day	Hours worked Minus lunch break if applicable
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Total hours</b>				

Client signature

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Print name

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Position

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**OFFICE COPY: Please send this copy to Kidstaff**





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<b>Thursday</b>				
<b>Friday</b>				
<b>Total hours</b>				

Client signature

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Print name

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Position

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**STAFF COPY: Please retain this copy for future reference**





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Name

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Client name

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<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Total hours</b>				

For Terms and Conditions please see overleaf.

Client signature

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Print name

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Position

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**CLIENT COPY: Please give this copy to school/nursery**



## Terms and Conditions

Any personnel supplied by Kidstaff (the employment business) are supplied solely to provide childcare under the exclusive direction of the hirer. Kidstaff shall not be liable in any circumstances for any loss, damage or expense suffered or incurred by the hirer as a result of the person's actions.

Kidstaff endeavours to ensure that the personnel provided are of a high standard and has taken all reasonable steps to verify ID, experience, training and qualifications. However, if the client feels that any staff provided are not satisfactory, they should notify Kidstaff within two hours and no charge will be made. Kidstaff will then attempt to provide alternative personnel as soon as possible.

Time sheets are given to personnel provided by Kidstaff. These should be signed by the hirer and will then act as a record of the hours that will be charged.

If the hirer introduces changes to the original work specified to Kidstaff, Kidstaff reserves the right to amend the provision of the personnel and the contract price. To terminate the placement of a member of staff, Kidstaff must be informed one day in advance. For nurseries, four hours is an accepted minimum booking.

Kidstaff provides personnel to the hirer on the condition that no permanent or other employment will be offered to said personnel within three months of the end of an assignment. Additionally, personnel introduced by Kidstaff cannot then be hired through another staffing agency during an assignment or within three months of its end. Failure to comply with either of these conditions will result in a charge equivalent to 12 weeks hire of that person.

All invoices issued will be subject to value added tax on the full amount of the invoice. Kidstaff's terms of payment are 30 days net. We ask that schools pass invoices to the local authority within seven days. Failure to meet these terms will result in a charge of a compound 5% of the balance of the invoice for each full week overdue. This will apply unless different terms are negotiated at the start of the contract. Notice of at least 14 days will be given in the event of any increase in the agency's fees.

For private day nurseries a credit limit of £2,000 will apply. Should a nursery reach this ceiling then no further staff will be supplied until a payment is made to bring the balance owing back within Kidstaff's credit limit.

Should the hirer disagree with any of the above, Kidstaff should be notified in writing within seven days. Otherwise it will be deemed that the hirer has agreed with these terms..

Please sign and date one copy of this document and return to:  
Kidstaff Ltd, Admail 2109, Birmingham, B36 9BR.

NAME

POSITION

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SIGNATURE

DATE

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ESTABLISHMENT

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