



Special Events Childcare Service

Pennies Special Events Childcare Service offers children of all ages a happy, safe and caring environment at any public or private occasion. Pennies is a family run childcare company with over 25 years of experience of running day care for early years, nannying services and clubs for older children. With access to specialist child carers with a wide range of experience we can put together the perfect package for your needs and remain flexible whilst negotiating and delivering exactly the right service to meet your needs. Above all, we can access and select exactly the right people for you.

Every event is different, and every child unique. Pennies has always maintained a philosophy of treating every child within our care as part of the Pennies family and working with parents to agree every important decision. The same is true when we provide care for families attending your event. You will be provided with a childcare professional (or professionals) to attend the event, working solely with the children decided by you. You can be certain that all the carers working with you come with full certification including nationally recognised qualifications and/or a minimum of two years professional experience within the childcare sector. All staff are DBS checked and First Aid trained. We will be able to provide independent references for the childcarer on request.

You will be able to meet any childcarer before the event to discuss any special requirements that are needed. We encourage such meetings because it is important to get to know the people helping out at your event. When you and your chosen childcarer establish an understanding we create the perfect environment to enable the children cared for to feel close to their own families and to feel their childcarer and any particular entertainment provided are an additional part of your event.

If necessary we can also provide evening childcare. Within this package we can provide particular services and specific care including preparing children for bed, reading bedtime stories, caring for children in a hotel room or caring for them in a designated area of an event where they can be quiet and sleep. All of this can be arranged until the return of parents.

For more information regarding our service please contact Pennies Nannies on 01622 737733 pressing 4 for nannies. Alternatively you may wish to contact us via email on Tracy.phillips@pennies.co.uk

General information

- We are able to provide a Crèche Service, Bespoke Day time Nanny and an Evening time Nanny for individual guests/families attending your event. Please contact the office direct for more information on these services and the agency fees for each service.
- If booking our Crèche service we will require a damages deposit of £100, if there are no damages to our equipment then this deposit is refunded after the event.
- If the Special Event is on a Bank holiday the nanny's hourly fee will be £15.00 per hour. Normal hourly rate is £12.00
- All crèche's will have a crèche leader whose hourly rate is £15, and £18 on Bank Holidays.
- Any areas over 20 miles from ME14 5PP will be subject to the Agency fee being increased by £60.00.
- Special Events childcare within the London Congestion charge will incur these additional costs to each nanny. Please contact for further details.
- The minimum booking is 3 hours.
- Any Crèche/Childcare Service booked for 4 hours or more will be asked to provide each nanny with a light snack/meal. Refreshments must be available at all times.

Booking arrangements

Please call or email Pennies Nannies with the details of any event childcare request providing us with as many details as possible including the date, venue and start and finish time for which childcare is required. We will match your request with the availability of our carers and confirm the booking for you. If this can be done as a direct response to your request you will then receive an email with your allocated carer's information card, enabling you to view full details of the carer. After this the carer (or carers) will contact you in advance of the event to confirm the booking. If your request is too complex to be dealt with by return of email we will contact you directly to negotiate a care package and reach an agreement to satisfy your particular needs.

Payment notes:

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For all childcare services, you will be expected to pay the Childcarer directly on the day of the event. We advise that each Childcarer's payment is placed into a named, sealed envelope that can be given to the Childcarer at the end of the event

Upon confirmation of booking, Pennies Nannies will forward an invoice for the Agency Fees to be paid within 7 days.

Charging: - Child carer's charge by the hour (rounded up) e.g. 7.00pm to 12.35am will be charged as 6 hours.

Minimum charge: - 3 hours as you are not expected to pay the child carer travelling time or costs it is expected that you honour the minimum charge, even if you return beforehand.

Hours: - Daytime care starts from 9am until 7pm, Evening care starts at 7pm until 2am. If your requirements for our non-equipment service exceeds 10 hours then there will be two carer's booked for the event.

Cancellations: - There is a 50% cancellation fee applicable if the booking is terminated 6 weeks before the event. If the event is cancelled any time within 6 weeks of the event then the full fee will be applicable.

Pennies Nannies operates as an Introduction Service between families and child carers and does not directly employ the child carers. Pennies Nannies can therefore accept NO responsibility for any loss, liabilities, expenses, claims or damage to the child carers, the parents, their family, their family's property or other third parties resulting from an introduction made through the Pennies Nannies.

IMPORTANT NOTE:

Pennies Day Nurseries Ltd trading as Pennies Nannies holds no responsibility for withholding tax on any monies that child carers receive. It is the child carer's responsibility under Her Majesty's Revenue and Customs Self-Assessment regime to submit all relevant tax returns and pay the correct amount of tax.