

Fees and admissions policy

Policy statement

It is my policy to ensure that parents are advised of the fees that I charge and what these fees include and exclude. I aim to make my setting accessible to children and families from the local community through open, fair and clearly communicated policies and procedures.

Provision

As outlined in the 2017 EYFS framework, I am restricted to the number and ages of children that I may care for at any one time. As part of my Ofsted registration I am able to care for 6 children under the age of 8 years, 3 of which may be under 5 years old and 1 of these may be under 1 year old.

Opening hours

My setting is open at these times:

Monday to Friday

8am – 6pm

Childcare and early education entitlements

I offer the following: the universal entitlement for all 3- and 4-year-olds; the extended entitlement for eligible 3- and 4-year-olds with working parents; and the 2-year-old entitlement.

I offer the 30 hours per week of Government funded early education and childcare during term time for 3 and 4 year olds. This does not include consumables (meals, snacks, nappies, wipes, etc) or additional services (outings, classes, etc.)

I claim funding from the local authority for your child after having seen evidence to verify their date of birth at our initial meeting. Parents will be required to fully complete a Parent Declaration Form in order for me to claim any funding and deliver the funded care.

For more information on all entitlements, and to check eligibility criteria please visit www.childcarechoices.gov.uk.

Attendance during funded sessions

Please inform me of any reason your child is unable to attend. I am required to monitor your child's attendance and inform the local authority if attendance falls below 90%.

If you take your child out of my setting during funded hours then I am not required to provide alternative sessions.

Fees

Hourly rate £5

Additional charges

I make a charge for certain additional services. These are listed below.

Lunch: £1.50

Dinner: £2

Outings: Discussed with you prior to the trip.

Please note that if you are accessing one of the childcare and early years entitlements, that government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services. If you are only accessing funded hours then these charges are optional and are not a condition of accessing a free place. All additional charges will be itemised on your invoice. If you experience difficulties meeting the cost of these additional services please come and speak to me.

Occasional charges

There may be times that other fees are added to your monthly invoice. These may include:

Late collection fee: £3 per 15 minutes' late collection.

Late payment fee: Your regular payment is due on 20th of the previous month. Late payment incurs a fee of £10 per day if I am not informed beforehand.

Unsociable hours: My usual working hours are from 8am until 6pm. If you require care outside of these hours the fee will be £7.50 per hour.

Deposit

It is my policy to charge a deposit. If your child is taking up a funded place, this deposit will be fully refunded when they take up their place as planned.

I require a 2 week non-refundable deposit to secure your place. This serves as an advanced payment and is kept until the end of the contract when it will be removed from your final payment.

Payment

Payment day: 1st of the month

Payment in advance/arrears: One month in advance

Preferred mode of payment: Bank Transfer

I accept payment via most childcare vouchers. Please check with me as to whether I accept the vouchers provided by your workplace. I am also registered with the Government’s Tax-Free Childcare system.

Holidays and unplanned absences

I take 5 weeks’ holiday each year unpaid. You are welcome to take holiday at the same time which will incur no fee. If you choose to take holiday at a different time then the full fee will apply. I will provide you with my planned holiday dates by the end of March each year.

There are no fees charged on bank holidays as my setting is closed. However, I can consider being open by special request at a rate of £6 per hour.

Bank holidays include: Easter, spring and summer bank holidays, Christmas, Boxing day, New Years day.

If I need to close my setting at short notice, for example because of sickness or emergencies, I will contact you as early as possible to notify you of the setting’s closure. There will be no charge for that day if this occurs.

Childminder’s name	
Childminder’s signature	
Date	
Parent(s)’ name	
Parent(s)’ signature	
Date	

Date policy was written	30.4.18
This policy is due for review on:	30.4.19