

ADMISSION AND FEES POLICY

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 07:30 – 17:30

Tuesday 07:30 – 17:30

Wednesday 07:30 – 17:30

Thursday 07:30 – 17:30

Childcare and early education entitlements

I offer the following:

- Universal entitlement for all 3- and 4-year-olds;
- Extended entitlement for eligible 3- and 4-year-olds with working parents;
- 2-year-old entitlement.

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 £5.50

Your regular payment is due by 1st day of each month. If payment is still outstanding on this date, I will be unable to care for your child, until a such time as this is received.

Additional charges

I make a charge for certain additional services.

I will ask you in advance for a contribution towards extra-curricular activities. This will include any groups I take your child to which are charged by the provider, e.g. toddler groups, sensory/music/forest school sessions, etc.

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: £10 per 60 minutes' late collection.

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.

Please see your contract for details of the different types of deposit.

Payment

Payment in advance to be made prior to the 1st of every month.

Preferred mode of payment is by bank transfer but cash and cheque (*made payable to Mrs N C Powell*) will also be accepted.

Bank Details:

Account Name: Mrs N C Powell

Sort Code: 09-01-29

Account Number: 32077270

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, provider reference number 'EY563435 C0130SY'.

Holidays and Unplanned Absences

I take 5 weeks' holiday each year which will not be charged. I will share my holiday dates in advance, but in any event, this will be at least 4 weeks in advance.

Normal fees apply for parents' holiday. Should you not require my services during half term/school holidays, the fee will still be charged. This is to secure your space for when you intend your child to return.

My setting will be closed on the following bank and public holidays;

Easter, spring and summer bank holidays, Christmas.

If I have to close my setting at short notice, for example because of sickness or emergencies, the following arrangements apply:

I will notify you by WhatsApp message or telephone at my earliest convenience and keep you informed of when I shall return to work. The 48-hour rule applies if anyone in my household has sickness or diarrhoea.

For further information see my illness and infectious diseases policy.

ADMISSION AND FEES POLICY

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

Date policy was reviewed	30 th January 2021
This policy is due for review on the following date	30 th January 2022