

Fees Policy

I am self-employed and set my own terms and conditions, including fees. It is important that you read through my Fees Policy carefully and understand exactly what is expected of you.

If fees are not paid I am within my rights to immediately terminate care and take legal action against you to recover fees. Legal action might affect your credit rating in the future.

Deposits - you pay an agreed amount of money as a deposit to reserve your child's place for an agreed date in the future.

I charge *one week of normal fees* calculated using the child's usual sessions as a deposit.

If I am unable to offer the place, the deposit will be returned in full - if you cancel the requested place you will lose your deposit.

The deposit will be *credited against first fees* minus any other charges.

The deposit may need to be adjusted if you change your child's days / hours in the future.

Registration fee - I *do not charge* a registration fee to cover paperwork and initial information sharing.

Settling in sessions - settling in sessions are an important part of your child's transition into my care.

I offer **1 x 1 hour** with you.

1 x 1 hour on their own.

1 x 2 hour on their own.

free of charge.

I reserve the right to ask you to bring your child for further short settling in sessions if your child does not seem to be settling well. You can ask for extra short settling in sessions if you are worried about how your child is settling in.

If you would like to book further short settling in sessions, please let me know. They will be charged at the normal hourly rate, billed in advance.

Settling in period

I offer a 3 week *settling in period*. Please confirm the days and hours you would like to book for your child.

I reserve the right to extend the settling in period if I am concerned your child is failing to settle.

Contracts can be terminated at any time during the settling in period by either party without prejudice. If I end the contract during the settling-in period, any money paid for sessions not attended will be refunded by the last working day of the contract. If money has been paid by voucher, I am required to refund the voucher (not you) for tax reasons.

Any overtime or additional money owed will become immediately payable in cash or will be deducted from any deposit or money owed if appropriate.

If you end the contract, full payment for the sessions booked will be retained as the sessions have been provided for the sole use of your child.

Fees payable

Hourly fee - £4.50 per hour including breakfast and snacks

Lunch - £3.00 Tea - £1.50

Meal times - breakfast for children who arrive before 8am; morning snack at 10.00am; lunch at 12.00pm; afternoon snack at 2pm and tea at 4.00pm.

I charge by the *hour*.

Daily fee - £40 per day.

A day is from 8am to 6pm.

Weekly fee - £195

Reduction for siblings - I do offer a reduction of 10% for siblings. If a sibling leaves my care, fees return to the normal hourly or daily rate.

Calculating fees (hourly rate)

Fees are rounded up to the hour. For example -

- If a child is booked to attend from 9 am to 5.30 pm, 10 hours will be charged;
- If a child is booked to attend from 9 am to 5.30 pm but the parent arrives at 5 pm, 10 hours will be charged;
- If a child is booked to attend from 9 am to 5.30 pm but the parent arrives between 5.30 pm and 6 pm, 10 hours will have been charged in advance and 1 hour will be invoiced at the booked or non-booked overtime rate.

The Attendance Register, which must be completed at the beginning and end of each session, will show the exact time each child arrives and leaves the premises and can be consulted at any mutually agreed time in case of a query over hours.

Additional charges

- **Provider holiday** £ - half fees.
- **Provider illness** £ - no charge.
- **Provider occasional days off** £ - no charge.
- **Overnight care** £ - I do not offer this service.
- **Early arrival / late collection** - £1 per 1 minute - £5 after half hour.
- **Before school** - I do not offer this service.
- **After school** - I do not offer this service.
- **Wrap around care** - morning and afternoon - £4.50 per hour including breakfast and snack.
- **Unsociable hours** - £6 per hour before 7:30am and after 6pm.
- **Child / family holiday** £ - no charge if 4 weeks notice is given. Half fee if 4 weeks notice is not given.
- **Child / family illness** £ - full fee.
- **Parent occasional days off** £ - full fee.
- **Bank Holidays** £ - no charge as I do not work. If you need me to work in exceptional circumstances I will charge time & a half / double normal fees.
- **Booked overtime** £ - normal rate.
- **Nappies** - if child has ran out of nappies and haven't brought in when asked its a 20p per nappy charge.

- **Non-booked overtime** - £6 per half hour after 10 minutes. Please remember that overtime is not always available as I am legally required work within Ofsted ratios. I am required to inform Ofsted and my insurance company if non-booked overtime takes me over my ratios.
Note - *Non-booked overtime must be paid for in cash on collection of your child.* Please consider possible late collections when booking contracted hours, so that non-booked overtime / late fees are not incurred. It is important you let me know as quickly as possible if you are going to be late, so I can reassure your child.
- **Provider training days** - no charge.
- **Wrap around care** - fees while child attends nursery or pre-school - *full fees are charged until your child starts in full time.*
- **Collection / drop off** - I charge my normal hourly rate if I collect or drop off your child to your house or another setting for the travel time from leaving my house.
- **Outings** £ - *no charge for routine outings; a contribution towards entrance costs will be requested for special outings which will be discussed in advance.*
- **Payment in case of forced closure** £ - *half fee's*

Food provision

Meals and drinks are included once your child is fully weaned. I do not provide baby milk or weaning meals.

Breakfast - only provided if your child arrives before 9am.

- Cost of breakfast for children who attend funded sessions - £1 per breakfast.

Morning snack - 10am

- Cost of morning snack for children who attend funded sessions – free.

Lunch - 12pm

- Cost of lunch for children who attend funded sessions - £3.00 per lunch.

Afternoon snack - 2pm

- Cost of afternoon snack for children who attend funded sessions - free

Tea - 4pm. Please note that if the child leaves earlier than 4pm tea will not normally be provided.

- Cost of tea for children who attend funded sessions - £1.50 per tea.

Fresh drinking water is freely available through the day in age appropriate cups.

Other fees information

Funded sessions – *I am registered with my Local Authority to offer the funded sessions for 2, 3 and 4 year olds. I have a separate Fees Policy for the funded hours.*

Any other hours you wish to book and any meal times will be charged at the published rates.

Part-time care - *I am happy to offer part time hours and I try to be as flexible as possible. However, to deliver the Early Years Foundation Stage (EYFS) for children aged from birth to 5, I require payment for a minimum of 2 hours per child per session.*

- 2 hours per session

- 8 hours per week

Extra expenses - *extra expenses will normally be agreed in advance. However, this is not always possible. Sundry expenses might include ice creams, sun cream if not supplied by parents, emergency supplies of nappies or baby food etc.*

Payment will be requested on the next invoice.

Term time only - *I am happy to discuss term time only care.*

I charge half fees during the holidays if an early years (pre-school) child attends term time only. This fee is to keep your child's place open. If you wish to use the space, full fees at the normal hourly / daily will be payable.

Holiday provision only - *no holding fee will be charged during term time. Days or sessions will be charged at the normal hourly / daily rate.*

Payments

Paying fees - *fees are invoiced on the last day of the month for payment during the first week of the following month unless you take up on my Direct Debit option which is slightly different, This is invoices are sent 18th of the month and then the direct debit will come out on the 1st of the month depending if this works for you, I really advise you to take this option on. If you want more information about it let me know.*

Fees cover all contracted hours for the following month and are payable in advance either weekly or monthly - please let me know which you prefer.

Please remember that the hours charged are the hours held by you for your child's sole use. Contracted hours are payable regardless of late arrivals, early collections, your or your child's illness, occasional days off etc (see notes about booking holiday).

Payment options - *I accept Bank transfer (BACS), direct debit, cash, vouchers or a combination of these methods. I do not normally accept cheques.*

Please remember that you are responsible for paying me - not Tax Credits, Universal Credit, Care to Learn or voucher companies. If payments are late, it is your responsibility to ensure I am paid.

Payment date - *payment must be made monthly in advance during the first working week of the month unless doing the direct debit option.*

Unpaid fees - either fees paid in advance for contracted hours or those billed at the end of the month for payment with the invoice will be charged at a late payment rate of £5 per working day, to a maximum of £25.

If fees have not been paid by the end of the first week of the month the contract will be suspended until payment has been made and legal advice will be sought.

Help with fees

Tax credits might pay a percentage of your childcare costs, depending on joint family income. Advice can be found here - <https://www.gov.uk/help-with-childcare-costs/approved-childcare>. If you need help with claiming Tax Credits or other benefits (letters writing, confirmations of invoices / amounts charged etc), please let me know.

Problems paying fees

Please let me know as quickly as possible if you are having problems paying your child's fees. I would much rather work with you to resolve the issues than have to cause a child upset and trauma by terminating their contract.

Contract Termination

All fees **must** be paid in full before the contract is terminated. Contract termination must normally be given in writing giving a minimum of 2 weeks' notice by either party.

The termination period does not include holiday days / weeks.

The termination period is chargeable at the normal rate. If any fees are outstanding, including any fees in lieu of notice, you will be acting in breach of contract. In such an instance I reserve the right to seek legal advice.

The **deposit** will be used as payment towards the fees for the first month of your child's care and any extra fees will be invoiced for payment during the first week of the month unless you are doing the direct debit option.

Fees Review - fees are reviewed annually in August. You will be informed in the August newsletter if fees are changing. This will give you 4 weeks notice so you can adjust tax credits / bank payments / vouchers etc.

Please remember! Booked sessions are reserved for your child's sole use. This means that I am unable to care for another child on the days and sessions that your child is due to attend. This also means that I charge full fees if the child is dropped off late or collected early... and I do not swap days or hours around... I charge full fees for all booked sessions and overtime if extra sessions are required. I will always invoice parents for booked sessions unless I am ill or on holiday and unable to provide a service.

If you have any questions about my Fees Policy, please do not hesitate to discuss them with me.

Terms & Conditions



Parent details -

Date -

It is a requirement of our insurance that a signed Contract, Permissions Form and statutory Policies and Procedures confirmation are in place before your child's care starts. We commit to complying with the conditions of our insurance and to caring for and providing appropriate developmental experiences for your child, following the requirements of the Early Years Foundation Stage (EYFS) and the Childcare Register (for children over 5 years).

In return, you commit to paying our invoice on time and working closely with us to promote the best possible wellbeing and outcomes for your child. We reserve the right to terminate your child's Contract immediately and without prejudice in the following circumstances (this list is not exhaustive) -

- If a child or family behaviour threatens the safe running of the setting or the safety of the provider, members of the family etc. Immediate termination might include (but is not limited to) theft or personal physical attacks.
- If you are proven to have failed to maintain confidentiality.
- If you continually bring your child when they are sick.
- If you fail to comply with any of our Policies and Procedures.
- If you fail to work with us to support your child's care, behaviour, safety, health, learning and / or development.
- If you do not pay our fees (and any late fees that have been accrued) on time as detailed on your invoice.
- If you do not bring your child for 3 ☐ 4 ☐ 5 ☐ continuously booked days without explanation.
- If you fail to reimburse us for any property wilfully damaged by your child.

We reserve the right to request legal advice in the case of Contract termination, which might include contacting Ofsted, the Local Safeguarding Children Board or seeking recourse through the Small Claims Court and our insurance company for non-payment of fees.

Notice of Termination of Contract will be given in writing. The notice period is normally 2 4 weeks (not including booked holidays) but we reserve the right to terminate if we feel that continuing the Contract will compromise our wellbeing or the health and safety of the child.

Any variations to these Terms and Conditions will be given to parents in writing. Please sign to confirm you have read, understood, and agree with the above Terms and Conditions.

Parent signature -

Date -

