

## 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.

I drop off and pick up from the following settings and schools:

Burwell Village College Primary School

The Spring Montessori School

Burwell Early Learners

### Opening hours

My setting is open at these times:

7:30am to 6:30pm, Monday through till Friday inclusive

### 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 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](http://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    £4.50 for under 5's    £5.00 for over 5's

Daily rate      £49.50 for under 5's

Weekly rate    £247.50 for under 5's

### **Additional charges**

I make a charge for certain additional services. These are listed below (see more examples in the policy guidance).

Food and Snacks - £3.75/ day for breakfast, lunch & snacks  
                              £5.75/day for breakfast, lunch, dinner & snacks  
                              £3.75/day for snacks and dinner (school pick up)

Attending groups/additional activities – Price is determined depending on activities & groups accessed. This will be discussed with parents in advance and detailed on the children's permission slips for more expensive activities. For those children accessing funded hours, there will be a £2/day charge to cover the costs of groups and materials, this is due to the shortfall in the funding rate versus the chargeable rates as set out above.

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: £5 per 10 minutes' late collection.

Early arrival/Late drop off fee: £5 per 30 minutes, by arrangement otherwise the above late collection fee applies.

Late payment fee: Your regular payment is due on 1<sup>st</sup> of each month, payable in advance. Late payment incurs a fee of £25 per day.

Unsociable hours: My usual working hours are from 7.30 am until 6.30 pm. If you require care outside of these hours the fee will be £8 per hour in my home.

Babysitting: I am available for babysitting by arrangement and fully insured to do this in your own home. The charges for this are £10/hour. Please note that vouchers and tax free childcare schemes cannot be used to pay for babysitting.

## **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**

Payments are due on the 1<sup>st</sup> of each month unless this day falls on a weekend in which case the payment is due on the last working day before the 1<sup>st</sup> of the month.

Payment is made in advance, and shall cover the full month. You will be invoiced two weeks in advance of the payment due date so you are fully aware of the charges for the month. Any required amendments or corrections will be processed on the following months invoice. Your invoice will be sent to you monthly via email unless you request otherwise.

Preferred mode of payment is BACs, to the details provided on the invoice.

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 aim to take no more than 5 weeks' holiday each year which is not charged to yourselves. I will share my holiday dates a minimum of 6 weeks in advance of each booking unless time off is required for an unexpected reason such as a funeral etc.

Parents' holiday incurs a 75% charge if six weeks' notice is given, for the first 4 weeks of leave per year, after this entitlement normal fees apply. For notice less than six weeks normal fees apply.

If a child is unable to attend the setting due to illness their fees are still payable in full.

My setting is planned to remain open on the following bank and public holidays and a higher fee of £7/hour/child will apply:

Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday

If you choose not to use the setting on the above Bank Holidays then the normal fees apply. Should there be any changes to this then a minimum of 6 weeks notice will be given and no fees will be charged.

The setting is not open for the following bank and public holidays:

Good Friday, Easter Monday, New Years Day, Christmas Day, Boxing Day

You will not be charged for these days.

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

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|---|---------------------------|
| Date policy was written                             | 1 <sup>st</sup> June 2020 |
| This policy is due for review on the following date | 31 <sup>st</sup> May 2021 |