



Fees & Admissions: What I will do

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, 2 of which may be under 5 years old and 0 of these may be under 1 year old.

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

Meadow Rise, Kettering

St Thomas Moore Kettering

Opening hours

My setting is open at these times:

07:00 to 18:00 Weekdays

format to aid with your claim.

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

Childcare and early education entitlements

I don't anticipate claiming any free entitlement for the care of your child. If however you wish to allocate benefits or other moneys to me directly to ensure your childcare fees are covered, then we can work out a process dependant on circumstance.

If you require my signature to back up Tax Credit or any other benefit claims I am happy to provide you with the appropriate information in a suitable



This policy is based on a template by the Professional Association for Childcare and Early Years (PACEY) to its childminder, nanny and nursery members for adaptation to their individual settings or role. Whilst every effort has been taken to ensure that the information provided is accurate and up to date, PACEY will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission.

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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

All fees are due in advance of care.

If you do not choose to use a session that you have paid for and you are on the standard hourly rate contract, that session can be rolled forwards to be used in the next payment period or outstanding funds will be returned at termination of contract. If you are on any other contract plan there is no refund for not using the service by choice.

The normal payment period for the standard rate contract will be weekly. (This can be amended in specific contracts if requested at time of contract.)



I charge a basic rate fee per hour during an agreed settling in period, after which if you choose you can continue to pay for irregular or occasional childcare.

If after the settling in period you wish to make a commitment to The Den and The Den is happy to provide care for

your child, you may request a discount to the standard fee in line with the packages detailed below. If you choose to pay on a smoothed payment package, or a fixed term deal rate, fees will be due in advance, and there will be no refund for non attendance. A 30 day notice period will be required to break the contract and even if your child doesn't attend for that time, payment will still be due.

Payment can be made weekly or monthly to suit your financial situation, but please note terms and conditions apply.



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Additional charges

I don't make a habit of making additional charges. But sometimes these may become unavoidable. I will give parents as much notice as possible of these charges with a full explanation as to why they are required.

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: £___ per ___ minutes' late collection.

Early arrival/Late drop off fee: £___ per ___ minutes.

Late payment fee: Your regular payment is due on _____ [include date or payment pattern]

Late payment incurs a fee of £___ per day/week.

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

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

Payment

Payment day.....

Payment in advance/arrears..... Daily, Weekly, Monthly.....

Preferred mode of payment (cash, cheque, BACS etc.)

I accept payment via most childcare vouchers. Please check with me as to whether I accept the