LittleCwtch Childminding Fees Policy

Written by: Rowan Kennedy-Brown and Billy Kennedy-brown Date: 31st May 2023

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.

* Settling-in

Settling in sessions – settling in sessions are an important part of your child’s transition into my care. I offer 1 x 1 hour settling in sessions which are no chargeable.

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.

Settling in period – I offer a 2 week settling in period. Please confirm the days and hours you would like to book for your child and I will raise an invoice.

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.

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

* Fees payable

Hourly fee - £6.00 per hour

I charge by the half hour if the parent/carer contact the setting 24 prior to the child attending the setting.

Daily fee :

* £27 per ½ day
* £46 per full day
* Food per week £2.00

A day is from 8am to 6pm Monday until Thursday and 8am until 3pm on a Friday. Before 8am and after 6pm I charge a rate of £5.50 per hour.

Weekly fee – I do not offer a weekly fee.

The agreed timings and days of each child is how the fees will be charged for that day. It is at the discretion of the parent/carer if a child is being picked up earlier than the agreed time. The ½ day, full day and per hour fee will not alter if a child is picked up from the setting earlier. If a pay per hour arranged day is changed 24 hours prior to the child attending the setting fees will be altered accordingly.

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

Retainer Fee: £50 – see Retainer fee section below for more information.

Childs hourly fees are charged up to the nearest half an hour. For example, if your child is collected at 12:20pm you will be charged up until 12:30pm.

Invoices will be given at the last full week at the end of every month with the total amount due to be paid. Payment will need to be made before the 1st of the next month.

LittleCwtch Childminding holiday: £10 per day per contracted day (minimum of 4 weeks notice will be given)
LittleCwtch Childminding illness: ½ contracted fees (Parents/carers will be contacted as soon as possible)
LittleCwtch Childminding occasional days off: £10 per day per contracted day
LittleCwtch Childminding training days: £10 per day per contracted day
Wrap around care: £6 hourly charge
Before school only: £6 hourly charge (8am until school drop off)
After school only: £6 hourly charge (school pick up time until 6pm)

* Bank Holidays if worked: no charge as I do not work. If you need me to work in exceptional circumstances I will charge ½ day fee/full day fee or hourly fee.
* Child / family holiday\*\*: ½ fees if child is away on holiday and the setting has been given 4 weeks notice. Full fees if the 4 weeks notice is not given.
* Child / family illness: full charge if child is absent and setting has been notified within 24 hours of attending the setting. ½ fees will be charged if the child is absent and notice has been given 24 hours prior to the child attending the setting. This also can continue if the child is absent for a number of days/weeks.
* Parent occasional days off: ½ fees 24 hours prior to start time or full fees if within 24 hours of start time
* late collection £2.50
* If a child is booked in for Term time only there will be charged ½ fees during the summer holiday period in July & August. £10 per day per contracted day during February half term, easter half term, May/June half term and Christmas break. If you child attends the setting during the holiday school dates these will need to be secured and confirm 4 weeks in advance if your child is booked in for term time childcare only. ½ fees will be charged throughout summer holiday dates however this does not secure those days for childcare, it is to hold the child’s place under the new school term begins.

**Retainer fee**: In the case where your childs place at Little Cwtch Childminding has been booked for a future start date, for example, booked the place for your child in may 2022 to start in March 2023 a small retainer fee would be payable to secure the future place. This would be taken off the first months childcare bill once your child has started. However if the place is cancelled up to 1 Month prior to the start date it will be returned, after this period it will be non-returnable.

Booked overtime: £6 hourly fee

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 so many hours per child per session.

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 childcare – I am happy to discuss term time only care. However please bare in mind that there is small fee during the holidays to hold the place within our setting.

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

Paying your fees – fees are invoiced on the last full week of the month for payment due by the 1st of the next month.

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). I do not normally accept cheques.

Please remember that you are responsible for paying me - not Tax Credits, 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

Unpaid fees – either fees paid in advance for contracted hours or those billed at the end of the month for payment 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.

I have a strict no pay = no play policy. If your fees are not paid on the day they are due, I will suspend your contract immediately. 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.

* Fees Review

Fees are reviewed annually in July You will be informed in the July newsletter if fees are changing. This will give you 8 weeks notice so you can adjust tax credits / bank payments / vouchers etc.

Parents 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.

Signed: Review date: