

Fees Policy

Help with Childcare Costs

You could be entitled to help with the cost of your childcare for example through Tax Credits or Childcare Vouchers. Find out more information and which option(s) may be suitable for you here:

www.gov.uk/tax-free-childcare

I am registered with this service, as well as other workplace voucher schemes. In addition to this, I offer 9 month, 2-, 3- and 4-year-old funded places through Lambeth. Please contact me for further details.

Contract

Before care sessions can commence, you will be required to sign a childcare contract detailing the agreed session days and times and the hourly rate for this provision. The contract will also include information regarding charges on contracted sessions, holiday entitlement, additional costs, special arrangements, payment details and review dates. There will be an administration charge of £10 when you submit an application and also if any other administration is required thereafter.

Hourly Rate

I charge an hourly rate from £10.00 per child for my childminding service, which must be paid at the end of each month, or at the end of school half term/term, whichever one is earlier.

For **children attending school/nursery**, the full contractual hours agreed before your child starts the setting will apply. (If drop off time is earlier or collection time overruns, you will be charged accordingly).

These rates apply whether the child attends or not, i.e., due to early pick up or late drop off, illness, play-dates, after school clubs etc. The hourly rate will apply in the holidays, if your child attends term time and holidays. Half charges will apply if your child attends in the holidays, and four weeks' notice is given via email.

For **full time children**, there will be half charge for notice of holidays or absences by email, given four weeks or more in advance. All other absences will also be charged at the half rate.

Fees are to be paid within 24 hours of receiving an invoice. This will be by email and text. Paper copies will be available on request. If there are any problems with payment, arrangements can be made at my discretion.

Opening Hours & Holidays

My childcare service operates Monday to Friday* (Fridays' tbc) from 7.30am to 6pm. (Not Bank Holidays)
As I work flexible hours, I will try and accommodate your needs as best as I can.

I am registered for overnight care; an hourly rate from £15.00 will apply. This fee will also apply to weekend care.

I do not have set holiday periods during the year. Notice of my holidays will be given well in advance so as you have time to make alternative childcare arrangements. Fees - based on the contractual hours agreed - remain payable for any occasional days off or holidays you wish to take. If you schedule holidays, and inform me by email a minimum of 4 weeks in advance, you will be charged half the rate. Please let me know as soon as possible about any family holidays or planned days off so that I can plan my schedule appropriately.

Absence / Illness / Unexpected Closure

Should your child be absent due to illness, for full time children, the half charge will apply, and school children, the full hourly rate still applies.

If the setting is closed, due to illness/holidays or for any other reason, no payment is required.

Additional Hours

Should a circumstance or emergency arise where you require care for your child in addition to your contracted hours, please contact me as soon as possible. I will always try to help where I can so long as I have a place available and can accommodate your child within my ratios as determined by Ofsted. You will find my permitted ratio information displayed on my registration certificate.

Session Changes

Should your personal circumstances change which alter your childcare requirements, please talk to me as soon as possible so that we can look to amend our childcare contract. Depending on my availability, I may be able to accommodate additional hours or make changes to days / session times. Please note that at least 4 weeks written notice is required for a reduction in hours or for termination of the contract.

Late Collection / Early Drop Off

An additional charge of £2.00 per hour will be added to the fee for early drop offs and / or late collection out of contractual hours. Late drop off does not constitute late collection.

The importance of dropping off and collecting your child on time is explained in detail in my Dropping Off and Collection Policy.

Making Payment

Payments can be made by bank transfer, Tax Free Childcare or through a childcare voucher provider. Further details of how to make a payment can be found on your invoice.

Late Payment

I would be grateful if you could ensure prompt payment of fees, as you are only charged after the service has been received. If payment has not been made within 24 hours of obtaining the invoice. I will politely remind you what is due. All late payments (over 24 hours) will incur a charge of £10 per day. If after fourteen days payment has still not been received, I reserve the right to terminate the contract unless another special arrangement has been made. You can refer to my Late Payment of Fees Policy for further information about late payments.

Termination

I reserve the right to terminate a childcare contract immediately in the event of a child's behaviour that endangers the safety of others, damage to my property or contents within, the unsuitable behaviour of parents or the non-payment of fees following the late payment of fees procedure. Four weeks written notice must be given by either party to terminate the contract under any other circumstances.

If you have any questions regarding this policy or any concerns regarding payment or the terms of our childcare contract, please do not hesitate to discuss them with me.

Khadija Daycare