

# Fees Policy

## Help with Childcare Costs

I am registered with Lambeth as a provider of the **15/30 hours free childcare**. This is for 9-months to 2-year-olds, 2-year-olds, 3- and 4-year-old funded places.

If your child is any of these ages, you may be able to get 15/30 hours free childcare per week for 38 weeks of the year (funding is only during school term time).

You may also be entitled to help with the cost of your childcare through **Working Tax Credits** Find out more information and which option(s) may be suitable for you here:

[www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) or Childcare choices: [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

I am also registered with some **workplace tax free childcare voucher schemes** (please check with your workplace).

## Contract

Before your child starts here, you will be required to sign a childcare contract detailing the agreed session days and times. The contract will also include information regarding any funding, charges per hour, contracted sessions, holiday entitlement, additional costs, special arrangements, payment details and review dates. There will be an administration charge of £50 when you submit an application and if any other administration is required thereafter, it will cost £20 per document.

## Hourly Rate

I charge an hourly rate from £15.00 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 illness, play-dates, after school clubs etc. The hourly rate will apply in the school holidays, if your child attends in the school holidays too.

For **full time children**, please give four weeks or more notice of holidays or absences by email.

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

## Additional charges to free funded hours

**There will be additional charges (not included in the free hours) for meals, snacks, consumables, and for services such as trips. This will be shown on the invoice at the end of each month.**

## Additional Hours

Any hours over the funded element will be charged at £15/hour.

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.

## Opening Hours & Holidays

My childcare service operates Monday to Friday 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 £25.00 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 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, please inform me by email a minimum of 4 weeks in advance. Please let me know as soon as possible about any unscheduled holidays or 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, and school children, the full hourly rate still applies. If the setting is closed, due to illness/my holidays or for any other reason, no payment is required (any government funded fee will not be returned if the setting is closed).

### **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 via email is required for a reduction in hours or for termination of the contract.

### **Late Collection/Early Drop Off**

An additional charge of £2.50 per 15 minutes 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 seven 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*

To be reviewed December 2026