

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 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 six children under the age of 8 years, of which three may be under 5 years old and one of these may be under 1 year old.

Opening hours

My setting is open at these times:

8:00 - 17:30

Fees

My fees are as follows:

Daily rate £110 for non-funded children and funded over 2's. Under 2's who are funded can use their allocated hours and all top ups must match daily rate.

My fees don't include all food and consumables which are charged at £6 a day per child.

Occasional charges

There may be times that other fees are added to your monthly invoice. These may include:

Late collection fee: £5 per 15 minutes late collection with a 20 min grace per week allowance

Unsociable hours: My usual working hours are from 8am until 5:30pm.

Deposit

It is my policy to charge a deposit of £100. If your child is taking up a funded place, this deposit will be fully refunded when they take up their place as planned. All deposits are to be transferred to CCDC (details to be given). If your child doesn't take up a place with us, all deposits are non-refundable.

FEES AND ADMISSIONS POLICY

Payment

Your regular payment is due with 5 working days of invoice.

Payment is in advance, Monthly.

My preferred mode of payment is BACS.

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

Note: It is common practice to charge full fee if a place is available such as a parent holiday and not to charge when you are not available such as on holiday. Use this section to outline what your policy on holidays is.

I take 6 weeks holiday each year which is charged at 33% of my day rate. I will share my holiday dates in September each year.

Parents' holiday incurs a 33% charge if four weeks' notice is given. Otherwise, normal fees apply.

Because my setting is closed on bank and public holidays a 0% fee will apply

FEES AND ADMISSIONS POLICY

This policy is to be read in conjunction with my Childcare and early education entitlement funding policy.

Childminder's name	Sara Charalambous
Childminder's signature	<i>S. Charalambous</i>
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	December 2025
This policy is due for review on the following date	August 2026

This policy supports the following Early years foundation stage statutory framework for childminders requirements:

Section 3 – Safeguarding and welfare requirements

- Staff:child ratios
- Health