

Button House Fees and Admissions Policy

Childminder name: Clare Leybourne

Phone number: 07894333125

Email address: buttonhouse childcare@gmail.com

Thank you for choosing us as your preferred childcare provider. Please read this Admissions Policy carefully for information about this setting.

Business Hours

Opening Days & Hours: Monday - Friday 8am - 5pm

Opening weeks: Full Year provision, through school holidays.

Holiday weeks: I will be closed for personal holiday for up to 4 weeks per year.

Admissions

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

Order as necessary, or add or remove any additional options for how you manage your waiting list:

- Siblings of children already attending

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements

- 2 year old (vulnerable) funded children

- Children in need

- Children with Special Educational Needs and Disabilities (SEND)

- Children within a certain catchment area

- Children requiring the greatest number of sessions or hours per week

The criteria you choose is entirely at your discretion but it must be available for any parent who wishes to see it and it needs to be adhered to.

Fees

Standard fees

Hourly rate: £6

Daily rate: £50 applicable for sessions over 6 hours

Out of hours: £10, charged for any hours outside of my normal opening hours

Rates and fees are reviewed regularly. Any change in fees will be communicated with at least 30 days notice, and a new contract will be issued by tiney.

Additional fees

Late pick up fee: £5 per 15 minutes late

Invoices

Invoices will be issued monthly in advance of care, with the due date being the last day of the month.

Weekly invoices can be issued weekly instead of monthly on request, and will be issued in advance of care.

Invoices must be paid through the tiney app by any of the following methods: Credit or debit card, Tax-Free Childcare, Childcare Vouchers, or the Childcare Grant Payment Scheme (Student Finance). Please inform me if you intend to make payment by any other method and this can be discussed with tiney.

Non Payment

Please edit this as appropriate for your setting.

Invoices are to be paid on time, in full by the due date, via the tiney app.

Failure to pay will result in care being put on hold until payment is received.

Please discuss with me if you have any issues or difficulties making payment. Requests for variation to payment will be considered on an individual basis.

Registration Fee

A registration fee of £59 is payable directly to tiney when you sign your first contract. This is charged once per family, so it is not charged again for siblings, or subsequent contract changes.

Free Early Years Education Entitlement

I am registered with my Local Authority Tending to offer the free early education entitlement to eligible families, and claim the funding from my Local Authority to deliver the entitlement hours.

I offer the following entitlement streams:

15 hours per week Working Parent Entitlement for 9-23 month olds, from September 2024.

15 hours per week Working Parent Entitlement for 2 year olds, from April 2024.

15 hours per week for 2 year olds with additional needs, or low income families.

15 hours per week Universal Entitlement for 3 & 4 year olds.

15 hours per week Working Parent Entitlement for 3 & 4 year olds.

Working Parent Entitlement

(please delete this section if you do not offer this stream)

This is offered to children from the 1st January, 1st April or 1st August **after** they turn 3 years old, entitling them to a total of 30 hours per week.

From April 2024, this is offered to children from the 1st January, 1st April or 1st August **after** they turn 2 years old.

From September 2024, this is offered to children from the 1st January, 1st April or 1st August **after** they turn 9 months old.

To access this entitlement, please provide proof of your child's date of birth (birth certificate or passport), eligibility information, and complete the parent declaration form. A contract will be issued by tiney outlining the hours of funding used, and any additional fees.

In the event that you are not entitled to the free hours if you do not meet the eligibility criteria, my standard fees will be charged for any hours accessed in the term.

This is for parents who are earning above minimum wage, and under £100k per year, per parent.

- Parents must apply by visiting <https://www.gov.uk/apply-free-childcare-if-youre-working> to get an eligibility Code (which is 11 digits long and usually starts 500... or 501...).
- It is the parents' responsibility to apply for the hours code before the fixed deadlines 31st March, 31st August and 31st December, and to reconfirm their codes every three months.
- Verification checks will be made on my Local Authority's Provider Portal, using the following data:
 - a. Your 11-digit 30 Hours Code
 - b. Your National Insurance Number
 - c. Your child's date of birth
 - d. Your written consent to check your eligibility.
- Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.

- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut off date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child turns three and cannot be used once the child has started at Reception in school.

Universal Entitlement for 3 & 4 year olds

(please delete this section if you do not offer this stream)

This is offered to children from the 1st January, 1st April or 1st August **after** they turn 3 years old.

To access this entitlement, please provide proof of your child's date of birth (birth certificate or passport), and complete the parent declaration form. A contract will be issued by tiny outlining the hours of funding used, and any additional fees.

In the event that you are not entitled to the free hours if you do not meet the eligibility criteria, my standard fees will be charged for any hours accessed in the term.

15 hours for 2 year olds with additional needs, or low income families.

(please delete this section if you do not offer this stream)

This is offered to children from the 1st January, 1st April or 1st August **after** they turn 2 years old.

To access this entitlement, please provide proof of your child's date of birth (birth certificate or passport), eligibility information, and complete the parent declaration form. A contract will be issued by tiny outlining the hours of funding used, and any additional fees.

Please check if you meet the requirements here: <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

You must confirm your eligibility with my Local Authority name, even if you live in a different borough. You must provide your National Insurance number and date of birth, and any additional information the Local Authority require to confirm your eligibility.

In the event that you are not entitled to the free hours if you do not meet the eligibility criteria, my standard fees will be charged for any hours accessed in the term.

Operational Method for Funding Entitlement

Funding entitlement hours are available at my setting as follows:

3 days a week for any 5 hour windows.

2 days a week, for any 7.5 hour windows.

For 30 hour Extended entitlement, up to 6 hours a day for 5 days,
For 30 hour Extended entitlement, up to 10 hours a day for 3 days.

Hours to be agreed between myself and parents and included in tiny contracts, based on current availability and within my operating hours.

The entitlement is available for a maximum of 38 term time weeks per year.

Option 1: Term time only entitlement. I offer the funding entitlement on a term time only basis, for a maximum of 38 weeks per year, following my Local Authority's term dates. For any care used during school holidays, Standard Fees will apply.

Additional information:

Entitlement hours cannot be accessed before 6am or after 8pm and cannot exceed more than 10 hours in one day.

It is possible to split the entitlement hours with another setting. If a child is accessing the entitlement at another setting this must be declared on the parent declaration form.

If a child does not attend an agreed entitlement session e.g. through sickness or holiday then the entitlement hours cannot be offered at another time.

In the event that you are not entitled to the free hours you have agreed to access at my setting (for example by not declaring hours at a different setting, or not renewing an eligibility codes) then you will be charged my standard hourly rate for any hours accessed in the term.

Persistent absence of more than 4 weeks may result in your entitlement being withdrawn.

A parent declaration form must be completed each term, to include all eligibility information and declare the funded hours that will be used that term.

Additional fees for placements using Funding Entitlement

Any hours that are requested in addition to the hours paid by the funding entitlement will be charged at my standard rates. This will be included in the tiny contract.

Subsistence fees:

I may request a fee to be paid by the parent, to cover additional costs when their children are using the funding entitlement. These will be included in the tiny contract. This will cover consumables such as food, nappies, wipes, suncream, etc. and additional costs for activities and equipment provided by my setting.

Food and subsistence fees are optional, however parents will be required to provide all food and consumables necessary if they do not pay a subsistence fee.

Chargeable Items	Daily Cost
Lunch	£3.00

Snacks	£1.00
Consumables	£2.50
Activities	£2.00