

Fees Policy (EYFS Updated - September 2025)

Policy Statement:

At BibiCare Childminding, we are committed to delivering high-quality childcare and early learning experiences. This policy outlines clear, transparent, and fair procedures regarding fees and payments, aligning with the revised Early Years Foundation Stage (EYFS, September 2025).

Fee Structure:

- Fees are clearly structured based on the number of days and hours of childcare required.
- The standard hourly rate for childcare is £6 per hour.
- Parents or guardians will receive a detailed breakdown reflecting their child's specific attendance schedule.
- Fees are reviewed annually to remain competitive and reflective of service quality.

Opening Times:

- BibiCare Childminding operates Monday to Friday, from 7:00 am to 7:00 pm, during both term time and holidays.
- The setting is open for a total of 48 weeks per year, allowing for short closures over Christmas, Easter, and during summer.
- Charges remain the same throughout the year, regardless of term time or holiday periods.

Deposits and Registration:

- A refundable deposit is required to secure a childcare place. The deposit amount will be stated clearly in the contract and must be paid before the child's start date is confirmed.
- In line with Department for Education guidance, the refundable deposit will be returned within a reasonable timescale. At BibiCare Childminding, this will be processed within 14 days after the child has started and the place has been taken up.
- Deposits are non-refundable if the parent or carer decides not to take up the place after reserving it. This includes situations where the parent cancels before the agreed start date.
- The deposit cannot be used to cover outstanding fees, late charges, or the notice period unless agreed in writing.
- No deposit is charged for funded hours, in line with DfE regulations.

Payment Schedule:

- Payments are due in advance, either weekly or monthly, as agreed upon at enrolment.
- Invoices will be issued weekly or monthly depending on the agreed payment plan and will include a full itemised breakdown.
- Payment due dates will be clearly communicated and consistently enforced.

Payment Methods:

- Accepted payment methods include bank transfer, online payment platforms, cash, or cheque.
- Receipts will be issued promptly following all payments.

Late Payment:

- Timely payments are expected; late payments may incur an additional fee of £10 per day after the due date, as outlined in the signed contract.
- Persistent late payments may result in a review of childcare arrangements or termination of the contract.

Late Pick-Up Fees:

- Children must be collected promptly at the agreed time.
- Late collection will incur a charge of £3 for the first 15 minutes, £5 for up to 30 minutes, and £6 for between 45 minutes to 1 hour after the agreed pick-up time.
- Repeated lateness may result in a review of the childcare agreement.

Absences and Refunds:

- Fees remain payable during planned absences, including holidays or illness.
- No refunds or credits will be provided for missed sessions.

Illness and Non Attendance:

- Fees remain payable when a child is absent due to illness or other personal reasons, as the place is still held for them.
- If a child is absent without notice for more than two consecutive weeks, the contract may be reviewed or terminated.
- The provider reserves the right to refuse entry if a child is unwell or poses a risk to others.

Meals and Consumables:

- Parents are responsible for providing all meals, snacks, drinks, nappies, wipes, formula, sun cream, and any other personal care items required.
- A list of required items will be provided at enrolment and updated when needed.
- Meals are not charged during funded hours, as parents provide all required food and consumables.

Provider Closures:

- No fees will be charged if the setting is closed due to provider illness or planned provider holidays.
- Please confirm your preference so I can add whether bank holidays are charged or not.

Additional Hours or Ad-Hoc Care:

- Additional hours outside the contracted time may be available depending on capacity.
- Fees for additional hours are charged at the standard hourly rate.
- The example of “additional hours – 5” in any reference table is for illustration purposes only, as actual hours will vary depending on each child’s needs.

Funded Hours and Government Support:

- BibiCare Childminding offers Early Education Entitlement (EEE) funding for eligible 2, 3, and 4-year-olds, including 15 and 30 hours per week depending on eligibility.
- Parents can check eligibility and apply through the Best Start in Life website or via Childcare Choices.
- Working parent codes must be reconfirmed every three months to maintain eligibility.
- If a parent fails to reconfirm, the funding may be withdrawn, and full private fees will apply until eligibility is reinstated.
- For funded hours, meals are not charged. Parents can choose to provide all the items their children will need, including meals, snacks, and consumables.
- A list of consumable requirements will be provided at the start of each term.
- If a parent becomes ineligible and enters a grace period, private fees will apply once the grace period ends unless eligibility is reinstated.

Fee Arrears:

- Childcare services may be suspended if significant arrears accrue until payment arrangements are resolved.
- Transparent communication will be maintained to resolve financial issues amicably.

Notice Period and Contract Termination:

- A minimum of four weeks' written notice is required to terminate the childcare agreement.
- Fees remain payable throughout the notice period, whether or not the child attends.
- Notice must be provided in writing and acknowledged by BibiCare Childminding.

Contract and Agreement:

- A detailed written contract outlining fees, attendance, and terms will be provided to, and signed by, parents or guardians.
- This confirms mutual understanding and agreement of all fee policies and conditions.

Privacy and Confidentiality:

- All financial information and payment records are treated with strict confidentiality.

Review and Monitoring:

- This policy is reviewed annually or sooner if required, aligning with EYFS guidelines and local regulations.
- Parent feedback is actively sought to enhance and refine our fee policies and practices.

Alignment with EYFS 2025 Changes:

- This policy incorporates EYFS 2025 revisions, ensuring clarity, fairness, and transparency in fee structures and financial arrangements.

Signed: Bibiana Onyebuchi-Nworie (BibiCare Childminding)

Date: 10/11/2025

Chargeable Extras

Description	Unit	Unit Price	Line Total
Free entitlement hours – 30 hours per week	Weekly	Free	Free
Additional hours purchased – e.g 5	Weekly	£6.00	£30
Meals/snacks. Snacks provided after school	Daily / Weekly / Per meal	£0.00	£0.00
Consumables (e.g. nappies and sun cream)		£0.00	£0.00
Additional voluntary services (e.g trips)	Ad Hoc	£0.00	£0.00
		Total	£30.00