

Fees Policy – Caterpillar Daycare

Description	Unit	Unit price
Free entitlement hours – 9am to 3pm, Term time only (38 weeks). Opening Hours – 9am-3pm	Weekly	Free
Additional private hours	Hourly	£8.20
<u>Optional</u> additional service charge: If you do not wish to pay for the additional service charge, for example because you wish to provide your own packed lunch, please make us aware.		
<ul style="list-style-type: none"> Consumables <ul style="list-style-type: none"> Nappies/Nappy Bags Wipes Suncream 	Daily	£3.60
<ul style="list-style-type: none"> Nutritious, home-cooked meals made from quality ingredients, including: <ul style="list-style-type: none"> Morning snack Lunch Afternoon 	Daily	£2.30 £5.00 £2.30

The setting is open 48 weeks a year. Hours after 3pm are available on request. We provide payments via government funding, tax-free childcare and private paid hours.

To access funded hours, you will need to:

- Visit the Gov website - (<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>) to check your eligibility and obtain your funding code.
- Complete a Local Authority funding contract, which must be signed before any funding can be claimed.
- Return all required forms promptly, as funding claims must be submitted to the Local Authority within a specific timeframe.

Funding is conditional on:

- You updating your eligibility each term on the government portal and Re-signing the Local Authority funding contract termly.

- If eligibility is not renewed or paperwork is delayed, funding will stop and all booked hours will be charged at the standard private rate, payable in advance.

Tax-free childcare helps working parents with childcare costs by contributing 20% towards their childcare fees. Parents make payments into their Tax-Free Childcare account, and the government automatically tops this up. For every £8 you pay in, the government adds £2, up to a maximum of £2,000 per child per year.

- Late pick up is charged at the private hourly rate to the nearest 15 minutes.
- Period of termination for the contract is 4 weeks written notice for both parties.
- The fee policy is reviewed yearly in January.