

## **Charging Policy**

Date: May 2026

Review date: May 2027

**All government funded childcare for children ages 9 months to 5 years is accepted, as are payments through tax-free childcare accounts.**

### **For Government Funded Childcare:**

Working parents eligible for 30 hours must apply via <https://www.beststartinlife.gov.uk/eligibility-checker> before the deadline for the term their child reaches the eligible age and must keep their code valid every 3 months.

All 3- & 4-year-olds receive 15 hours government funded childcare no matter their families' circumstances

Some 2-year-olds whose families are in receipt of additional support may also be entitled to 15 hours but would need eligibility confirmed by myself.

### **Tax Free Childcare:**

Working parents can apply for Tax Free Childcare through the following link

<https://www.gov.uk/get-tax-free-childcare>

### **My Opening Hours:**

8.00am – 6.00pm, Monday to Thursday

I am open for 38 weeks of the year, following the term dates of West Jesmond Primary School. I am closed on school holidays and bank holidays.

Funding is paid for 38 weeks of the year over the following schedule:

Autumn term: 14 weeks

Spring term: 11 weeks

Summer term: 13 weeks

Where school terms may have additional weeks over the funded allowance, parents will have the option to pay my private rate for the extra sessions, or for the child not to attend the setting on those days.

Days and hours are offered based on the families' requirements, depending on availability.

If all funding is used and additional hours are required, these will be charged at my private rate detailed below.

### **Optional additional charges:**

If parents/carers do not wish to pay the optional additional charge, they can instead provide their own nappies, nappy bags, wipes, drinks, snacks and meals.

Consumables (nappies, bags, wipes) charge: £3.60 per day

Morning snack charge: £2 per day

Lunch charge: £5 per day

Afternoon snack charge: £2 per day

**Fees:**

My private rate fees

Hourly rate: £7 per hour.

A deposit may be requested to save a space for a child in the future, this will be refunded in the first months' invoice that the child takes up the space.

Baby Formula if required must be provided by the parent/guardian.

**Payment Information:**

Fees are payable in advance on the 1st of every month for the month ahead.

Payments can be made by Bank Transfer or through your Tax-Free Childcare Account.

**Holidays and Absences:**

Absences will be charged as follows:

|                                                  |          |
|--------------------------------------------------|----------|
| Unarranged absences (eg child illness)           | Full fee |
| Pre-arranged absences - more than 1 month notice | Half fee |
| Pre-arranged absences - less than 1 month notice | Full fee |
| Planned closure by the childminder               | No fee   |
| Unplanned closure due to childminder illness     | No fee   |

Fees are not charged if the childminder is unavailable due to illness, fees paid in advance will be deducted from the following month's invoice.

**Late payment of fees:**

A late payment fee will be charged, of £15 per day over the invoice due date.

If a payment is more than 10 days late, the contract will be terminated immediately by the childminder, and the 4 weeks notice period will still be charged.

**Late Collection:**

Late collection fees will be charged in 15 minute intervals outside of contracted hours. Fees will be charged at £5 per 15 minute interval.

Persistent late collection will lead to a review of contract hours, and if the situation cannot be resolved, termination of the contract.

**Deposits:**

A deposit of £100 may be requested to reserve a space in advance. If a deposit is taken, it will be refunded in the first month's invoice after the child starts at the setting.

**Notice Period:**

A four-week written notice period is required to end the childcare agreement by either party.

Fees are payable during the notice period, whether or not the child attends.

**Review of Fees:**

Fees are reviewed annually, and parents will receive at least four weeks' notice of any changes.