

# **Charging and Fees Policy**

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Registered Childminder

Effective date: 10 December 2025

Review date: Annually

## 1. Purpose of this Policy

This policy explains fees, funded early years entitlements, and any voluntary charges. It ensures transparency and compliance with statutory Early Education and Childcare guidance. Parents may always access funded hours without paying for extras.

## 2. Opening Hours

Care is provided Monday to Friday between 7:00am and 8:00pm, as agreed in the Parent–Child Contract.

## 3. Weeks Open Per Year

The service operates all year round (52 weeks per year). There are no fixed holiday dates. Any planned closures will be communicated to parents in advance.

## 4. Funded Early Years Entitlement

Government-funded early education places (15 or 30 hours) are offered in line with statutory guidance. The funded places are term-time only (38 weeks per year) and are completely free at the point of delivery. If parents require childcare during school holidays, this may incur an additional charge at the agreed private hourly rate. Funding arrangements and any additional childcare requirements will be discussed and agreed with parents at the initial visit, prior to the start of care.

## 5. Private (Non-Funded) Hours

Hours outside funded entitlement or during school holidays are charged at an agreed hourly rate, as detailed in the Parent–Child Contract.

## 6. Meals and Snacks

Meals and snacks are provided for toddlers and older children. A voluntary food charge of £1.50 per day applies. Parents may provide their own food at no cost. Babies requiring formula or specific foods must be supplied by parents.

## 7. Consumables

Consumables such as nappies and wipes are optional. Parents may provide their own items. No child will be disadvantaged for opting out.

## 8. Additional Activities

Optional outings or events may be offered. Any charges will be discussed and agreed in advance.

## 9. Registration Fees

There is no registration fee for children accessing funded early education.

## 10. Payments and Invoicing

Invoices are issued weekly or monthly as agreed. Invoices clearly itemise funded hours, paid hours and any optional extras.

## 11. Late Collection

A 15-minute grace period applies. Late collection is charged at £5 per 30 minutes thereafter.

## 12. Termination of Contract

Either party may terminate the contract with 4 weeks' written notice. Fees remain payable during this period.

### 13. Policy Review

This policy is reviewed annually or sooner if legislation changes.

#### Annex A – Optional Chargeable Extras

Description	Unit	Cost	Notes
Funded hours	Weekly	Free	15 or 30 hours, term-time only
Additional hours	Hourly	As agreed	Optional / outside funded hours
Food	Daily	£1.50	Optional
Consumables	N/A	Free	Parents may supply own
Activities	Ad hoc	Varies	Optional