

## Policy statement.

(December 2025 )

At Kathleen Heron's childminding services we are committed to deliver high-quality childcare and an excellent early years learning experience for all children. Our policy is very clear and fair regarding fees and payments, aligning with the revised Early years foundation stages (EYFS)

## Fees

Fee are clearly based per day/week for childcare required.

Parents or guardians will receive a detailed breakdown / invoice reflecting their child's weekly place in the setting of agreed hours and payment . If they wish to have a weekly invoice please ask in advance to a member of staff if you require one.

Fees are chargeable weekly at £60 per full day . Opening hours for full day childcare are 7.00 am to 6.00.pm. A child's Free 30 hour childcare entitlement will be covered in 3 full days per week . We do not have children coming to the setting half days . We are very flexible with pick up and drop off times. Please speak to a member of staff if you need to make a small adjustment .

A full day is a 11 hours , for funded childcare we allow 11 hour days . The extra hour a day is free for continuity .

## Payments

- For government funded children this is paid in advance via local council it is the parents / guardians responsibility to have a valid code for children aged 9 months to 5 years old. For those parents using two year old **families receiving additional support FRAS** funding or **universal hours** do not need a code . For **FRAS** funding an eligibility check will be carry out.
- Also payments through tax-free childcare are accepted at the setting .
- Payments are due every Monday morning weekly in advance or monthly in advance , as agreed upon enrolment.
- Payment details and due date will be clearly communicated with parents / guardians upon enrolment via your child's childcare contract .

- For private paid hours of childcare **only** there will be a one off payment of £100 as a non returnable retainer fee . This does not apply to funded childcare as the government pay the childcare fee. The retainer fee is for fully private paying childcare only not for funded hours at all.
- We also offer a local pick up drop off service . This is a private service and chargeable at £5.00 per lift .
- We do not charge for food or drink or any activities ie trips or ice creams .All meals breakfast ,lunch, tea and snacks are free to all children private or funded all paid for out of the childcare fee .
- Parents/ guardians must provide the children's nappies, wipes and babies formula. The setting will provide sun cream, anti-bacterial hand wipes, nappy cream etc at no extra charge.
- Before and after school childcare is £20 per day to local schools ( Brunton first school and north Fawdon primary school).

### **Payment methods**

- We accepted payment methods include electronic bank transfer online payment platforms, tax free childcare , cash , cheque
- Receipts will be issued promptly following payment if parents/ guardians request it .

### **Late payment**

- Payments are due every Monday morning weekly before 12.00 pm noon.
- Paying late will incur an additional fee of £25 as outlined in your contract .
- Persistent late payments may result in a review of childcare arrangements.
- This will not apply to funded children as the local council pay childcare fee in advance but may incur in school holidays or extra hours childcare when parents/ guardians have to pay their own childcare fee .

### **Absences and holidays**

- Fees are still chargeable during planned absences ( holidays) and child illness.

- In staffs holidays parents and guardians pay half of their childcare fee but full in parents holidays.
- If staff were ill and we had to close there would be no childcare fee to pay.
- No refunds or credits for missed sessions this includes funded children's childcare fee too .

### **Fee reviews and Adjustments.**

- Fees are reviewed annually to remain competitive and reflective of service quality .
- Changes to fees will be communicated clearly in writing with reasonable notice. Again this does not apply to funded only children as the government pay set fees.
- Also so transparent communication will be maintained to resolve any financial issues amicably.

### **Contract and agreement**

- A detailed written contract every 52 weeks per year outlining fees and terms will be provided to read and signed by parents or guardians .
- This confirms mutual understanding and agreement of fee policies.

### **Privacy and confidentiality**

- All financial, personnel information recorded is treated with strict confidentiality.

### **Review and monitoring**

- This policy is reviewed annually or sooner if required, aligning with EYFS guidelines and local regulations.
- Parent's 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 *Kathleen Heron*

Date 31/12/2025

## **Chargeable extras**

### **Description**

We are open 52 weeks per year minus agreed holidays .

**Free entitlement 30 hours** per week = 3 full days per week term time only. Includes all meals free .

**15 hour free entitlement** hours would be stretched over full days . To be agreed with parents when enrolment of contracts, so parents get their full 15 hour entitlement.

**Additional private childcare** days chargeable at £60 per full day .

**Pick up drop off service** £5.00 per lift local

Area only .

### **Before and after school childcare**

£10 for before school session

£20 for after school session

Inc 2/3 hours childcare and meals

**One off non-returnable retainer** payment of £100 for private childcare only to guarantee your child's childcare space.

**All meals and snack free** of charge including before and after school childcare children's meals and snacks.

**Late payment fee**, of £25 per day for private childcare only .

### **Consumables**

Nappies and wipes provided by parents

Sun cream , nappy cream free of charge via setting .