

## Charging Policy

At Laura's Childcare, I aim to provide a high quality, flexible childcare service that meets the needs of families in a fair and transparent way. This policy outlines my current fees and payment arrangements.

### Fees

Full day: £42.00 per day

Half day: £25.00 per session

Hourly rate: £4.75 per hour

All charges are inclusive of meals, snacks, drinks, and all planned activities throughout the day. Parents must provide nappies and wipes.

### Payment Information

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

When a child starts, the total annual fee will be calculated based on attendance from September to August. This total will then be divided equally across twelve months so that the payment amount remains the same each month.

Payment can be made by bank transfer, Tax free childcare or through government funding where applicable. All types of government funding is accepted (15 & 30 hours). Children receiving government funded childcare also have food and outings included. Working parents must keep their code valid every 3 months to avoid losing funding. A receipt will be provided for all payments upon request.

### Additional Charges

No additional fees will be charged for meals, outings, or regular activities.

Extra hours beyond the agreed schedule will be charged at the hourly rate.

Holidays and Absences

Fees are payable for the child's absence, including sickness and holidays, as the childcare place is kept open for your child.

The childminder (Laura) takes up to 8 weeks of annual leave each year, of which two weeks will be charged at the normal rate. The remaining weeks will be taken as unpaid leave.

Parents will be given at least four weeks' notice of planned holidays.

### 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.

### Late Collection

Please collect your child at the agreed time.

Late collections may be charged at £4.75 per hour (or part thereof) to cover additional care time.

### Review of Fees

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

Parents are responsible to validate their code, if the code isn't validated the daily rate applies.

Laura Gill.