

## Charging Policy – Nicola Gannon Childminding

Childminder Name: Nicola Gannon

Ofsted Registration Number: 318783

DfE Number: 628234

### **Effective from 1st September 2025**

This Charging Policy forms part of the Childcare contract and should be read together with the parents/carers and childminder, Nicola Gannon.

Fees will be discussed with parents during initial contractual discussions and will be set out in the 'Contract' between Nicola Gannon and person with parental responsibility.

### **Setting Opening Times**

Monday: 7:30am – 5:30pm

Tuesday: 7:30am – 5:30pm

Wednesday: 7:30am – 5:30pm

Thursday: 7:30am – 5:30pm

Friday: 7:30am – 4:30pm

I request a minimum daily session rate of 7.5 hours.

The Childminding setting is open for 47 weeks of the year. I take 5 weeks holiday per year. My holidays are typically taken: 2 weeks at Christmas, 1 week at Easter and 2 weeks in the Summer. Parents are given at least 6 months notice of my holidays. There is no charge when I am on holiday or if I am unavailable due to sickness. No overnight care is available.

### **Hourly Rate** - £6.50 per hour

This is the charge for hours that exceed the government funded 'Free Childcare and Education for Under Fives', Example: if a child is eligible to 30 hours of 'Free Childcare and Education for under fives' per week, and the child attends the setting for 34 hours per week, then 4 hours will be charged for at £6.50 per hour.

### **Invoicing and Payment**

All parents will receive a detailed childcare invoice a week before childcare fees are due. Parents who are using Early Years Funding – will receive a detailed monthly breakdown of how the funded hours are going to be used (previously agreed) and any additional hours that may be being used and are to be charged for.

Any payments that may be due should be paid by the first Monday of each month - one month in advance. Payments can be made by bank transfer, through Tax Free Childcare or a childcare voucher provider.

### **Free Childcare and Education for under fives**

I offer funded spaces for:

- Under 2's – Eligibility code needed
- 2 year old's – Eligibility code needed
- 2 years old's in receipt of additional funding – No eligibility code needed, I will confirm eligibility
- 15 hours Universal 3 to 4 years old's – No eligibility code needed, I will confirm eligibility.
- 30 hours 3 to 4 year old's – Eligibility code needed.

Funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The funding is available for **38 weeks** of the year **during school term time only**. However, under the 'Stretched' Funding Scheme it is possible to stretch the 15 or 30 hours across the 47 weeks that my setting is open, meaning that the same amount of funded hours would be received, but there would be fewer hours available each week, for a longer period of time.

Parents can use from 7.5 hours – to a maximum of 10 hours daily (up to their entitlement of hours). The amount of hours that parents request to use daily will be agreed between childminder and parents and these hours will be written in the contract. These hours are 'set' and cannot not be used flexibly from week to week. E.g. if a parent asks for their child to attend from 8am – 5pm, then 9 hours will be used, even if parents drop off later or collect earlier than the previously agreed contracted times.

### **How do you apply for 'Free Childcare and education for under fives'?**

- You need to apply through the online childcare service at: [www.beststartinlife.gov.uk/eligibility-checker](http://www.beststartinlife.gov.uk/eligibility-checker) or call 0300 123 4097.
- You will need to set up a Government Gateway account which might take some time, so do this as early as possible.
- You will get a working families' childcare code which you must give to your provider before the start of your child's eligible term.
- For working parent entitlements, you **MUST** reconfirm your eligibility (childcare code) every 3 months via the Government Gateway. If you **do not reconfirm** on time, there is a 'grace period' however, if you do not reconfirm before the grace period ends, **your child will lose their funded hours**.



- If you cannot access the internet, you can ring the Childcare Service on 0300 123 4097.

I have an up to date '**Free Early Years Childcare Ollie Brochure**' which will inform you of everything you need to know about 'Free Childcare and Education for under fives', which I will share with you.

### **What happens when Parents receive their child's eligibility code?**

When parents inform me that they have received their child's eligibility code, and that they would like to take a funded place in my setting, I will give them an 'Annex A, Parent declaration Form' to be completed and returned to me. This form asks parents to provide personal information such as name, address, date of birth, National Insurance number etc, child's information and eligibility code and the amount of weekly hours that parents want me to claim for their child. (I will keep this form in your child's confidential file which is stored in a locked filing cabinet).

When I have received the completed form I will be able log into 'The Wizard' to confirm your child's eligibility to funding. From then on, it is my responsibility to claim the agreed funded hours for your child. It is parent's responsibility to 'Reconfirm' their child's eligibility every 3 months and to inform me if they are no longer eligible to funding. Our contract will state how many funded hours are being used and how they are being used.

### **Consumables Charges**

The Government funding for 'Free Childcare and Education for under fives' is not intended to cover the cost additional hours or additional services like outings. Childcare Providers can charge for consumables such as extra activities and additional hours provided. However, these charges must be optional to parents.

I do not provide any meals or food for children and request that parents provide this for their child. I do not charge a consumable charge for 'Under 2's' or '2 year olds'.

It may be that I ask parent's of 3-4 year olds to pay an optional consumable charge to cover outings on occasions, e.g. the price of entrance to Soft play (currently £3.00). If parents do not want to pay this charge it may be that I could rearrange the trip to another day when their child is not attending or choose an outing with no charge).

### **Late Collection Charge**

A late collection fee of £3.00 for every 15 minutes will be charged if you collect your child later than the agreed collection time which will be stated in our contract. Minutes will be rounded up to the next 15 minutes.

If you collect your child later than my closing time (5:30pm) there will be a late fee of £15.00 per half hour (minimum of £15.00). This must be in emergency only and not a regular occurrence.

### **Absences**

Full charges apply for absences due to child illness, parent illness, occasional days off and child/parent holidays (that are taken outside of my holidays).

### **Late payment fee**

A fee of £15 will be charged if you do not settle your invoice within 2 weeks of the due date.

### **Unpaid fees**

If fees are unpaid the following procedure will take place:

- After 1 week a letter requesting payment of outstanding fees within 2 weeks of due date, will be given to parents.
- Should the fees remain unpaid, a second letter will be given to parents requesting the payment of outstanding fees, plus the late fee charge, to be made within 7 days.
- The 'Contract' will clearly state that non-payment of fees which have been outstanding for 30 days or for reoccurring late payment of fees, will mean that I will terminate the 'Contract'.
- Payment by cheque will not be considered as payment until the cheque has cleared.

### **Changing needs of parents**

Where possible I will be flexible to accommodate changing needs. If contracted hours need to be changed, either reduced or additional hours required, please contact me as soon as possible to discuss this. Four weeks' notice must be given to reduce contractual hours. For requests of additional hours, it must be considered that I am required to operate within ratio's (EYFS September 2025) and am unable to go over those numbers.

### **Closures due to my sickness or bank holidays**

I do not work bank holidays. Parents can request a movement of any lost Early Education funding to another day in the week/funding period. I will do my best to meet all requests within my operational capacity. However, it must be considered that I am required to operate within ratio's (EYFS September 2025) and am unable to go over those numbers.

### **Attendance**



Parents must ensure that Early Education Funding is used on a regular weekly basis. Funding may be withdrawn with regular non-attendance. Parents must notify me of all absences prior to the contracted arrival time. The reason will be recorded in the register. The provider agreement for Early Education Funding states I must inform the Early Years funding team of frequent poor attendance. I must have clear recorded evidence to demonstrate I have attempted to manage the situation including dates and times of contact with parents/carers, the names of those dealing with the issue with the actions and outcomes. I will receive the Early Education funding when parents fail to send their child and all due diligence has been made to manage the situation. There is no movement on lost days due to non-attendance.

The Early Years funding team will be informed immediately if your child is likely to have a prolonged absence due to illness (holiday). They will respond on a case-by-case basis.

### **Reservation Deposits**

If your child is going to take up a funded space in my setting within 1 month, there will be no deposit required. However, when I am requested to hold a place for a child for more than 1 month, a reservation deposit will be required to secure either a privately paid or funded place. The reservation deposit of £150.00 will be refunded against the first/subsequent invoices. If your invoice is fully covered by funding the deposit will be returned via BACs when your child starts at the setting. If your child does not start at the setting the deposit will not be returned.

### **Termination of the contract**

I reserve the right to terminate the contract immediately in the event of:

- a child's behaviour that endangers the safety of other children and adults around them,
- the unsuitable behaviour of parents
- non-payment of fees following the non-payment procedure.

In any other circumstances 4 weeks written notice can be given by either party.

This policy will be reviewed each year at the end of the tax year, with parents being notified of any adjustments in time for the start of the school Summer term beginning in April of that year. (If I have plans to increase my hourly charge I will inform parents of this in January of the year when I intend to make the increase).