

## **Charging policy**

Hi my name is Rachel also known as Childminding by Rachel on social media. I offer Childcare services for children aged 0 -5 years. Monday- Friday 7.30am until 6.00pm. I also offer local pick up and drop of wrap around care to regent farm first school. I currently operate on a Term time Only basis however I am available during some school holidays offering ADHOC/holiday access upon request and agreed in advance.

I offer funding hours for eligible candidates of both 15 and 30 hour entitlements per week. No more than 10 hours of funding to be allocated daily. Funding is allocated to 38 weeks of the year. Term time only contracts at 39 weeks of a year will have one allocated week where payment will be chargeable inline with Term time only contract agreement and parents will be told in advance when this week will be. Flexible options to split the cost over the term are available and will be clearly detailed in monthly invoices. Should you require more hours in addition to any funding hours or in the holidays. These will be charged at my standard rate of £5 per hour or broken down into 15 minute increments at £1.25 per 15 minutes. E.g additional hours of 1.5 will be charged at £7.50. Any additional hours must be paid for in advance.

Anyone who has asked for any additional hours to cover the holidays for none term time places will either have the option to pay for these days/ hours separately in advance or stretch the funding. Stretched funding will be done termly and agreed prior to term start date. Again detailed on invoices.

### **What's included within my childcare setting ?**

Whether you are funded or paying for additional hours all spaces are inclusive of wipes, suncreams, toddler groups, outings in the community. Nappies are to be provided by the parents/carers. Breakfast, if needed is provided. A morning/evening snack as well as a hot lunch is also provided. If you are leaving before 5pm then a light snack can be provided as well as for those who attend for wrap around care if collected from a school provision. Anyone attending after 5pm will be provided with a more substantial meal in the evening this can be either a hot meal or a cold meal selection of sandwiches/wraps/ pastries fruit etc. more information on meal options offered is detailed in my healthy eating policy.

### **Tax free/ Universal credit Childcare**

I am signed up and able to accept both payment via tax free childcare system and universal credit via my ofsted number. Invoices and receipts for universal credit payments will be provided to supply to UC after upfront childcare costs have been made. UC do not pay in advance for childcare therefore payment must be made first then claimed back. Tax free childcare details can be obtained by myself if you are eligible and you can pay me through their system for any additional fees. Any fees that have been incorrectly paid or over paid via the tax free system for example due to my sickness and owing fees back will have to be paid back via the system or agreed to be taken of the following months invoice.