

Childminder Charging Hours Policy

Last updated: 10/12/2025

Childminder name: Sharon Beveridge

sharonbeeschildminding@gmail.com

1. Purpose of this Policy

This policy explains how fees, contracted hours, additional hours, and absences are charged within my childcare setting. It ensures transparency for parents/carers and consistency in the administration of fees.

2. Contracted Hours

Contracted hours are the agreed hours of childcare stated in the childcare contract.

Fees are charged based on the contracted hours, not attendance.

Any changes to contracted hours must be agreed in writing with at least 4 weeks notice.

3. Hourly Rate

My standard hourly rate is £6.00 per child, per hour.

The hourly rate includes: All consumables, activities ie crafts etc.

Nappy's wipes, nappy sack and nappy cream to be supplied by parent/guardian or carer

Normal daytime care 8am-18:00

Planned activities and resources- included

Additional fees (e.g., meals, trips) will be stated separately in the contract.

4. Minimum Sessions -3 hours Daily Charges 8-16:00 (8hour day) £45.00

Minimum booking requirement: 3 hours per day /5 days per week (if applicable).

5. Early Drop-Offs and Late Pick-Ups, care outside contracted hours will be charged at £8 per hour, rounded up to the nearest 15/30 minutes.

Repeated late collections may incur an additional late fee of £0.00

6. Additional or Ad-Hoc Hours, additional hours are subject to availability.

Additional hours are charged at £6 per hour and must be booked and confirmed in advance.

Ad-hoc sessions must be paid for in advance (or specify alternative terms).

7. Absence, Illness, and Holidays

Child Absence (illness or holidays): Chargeable at usual rate.

Full fees apply for all contracted hours when the child is absent.

No refunds or reductions are given for missed sessions.

Childminder Holidays:

I provide 4 weeks notice for planned holidays.

Charges during my holidays: No charge

Childminder Illness/Emergency Closure. No fees are charged if I am unable to provide care due to illness or emergency closure.

8. Bank Holidays -Care is not offered however if it's a special occasion or an emergency, subject to being available

Bank holiday rate: £10 per hour.

9. Funded Hours (if applicable)

I offer government-funded hours for eligible children (15/30 hours).

Funded hours cover childcare only; additional charges may apply for:

Meals: no additional charges

Snacks: no additional charges

Outings: chargeable if there's an admission entrance fee. Packed lunch supplied by parent/ guardian or carer.

Consumables: Parents to provide

10. Payment Terms

Fees are payable: monthly

Due date: End of calendar month

Payment methods accepted: Bank transfer via tiney app.

Late payments may incur a charge of £5 per week.

11. Termination of Contract

Either party may terminate the contract with 4 weeks' written notice.

Fees remain payable during the notice period based on contracted hours.

12. Review of Fees are reviewed annually (or specify alternative schedule).

Parents will be given at least 4 weeks notice of any changes.

Parent/Carer Agreement

I have read and understood the Charging Hours Policy.

I agree to the terms outlined above.

Parent/Carer signature: _____ Date: _____

Childminder signature:

Date: _____