

Susan Fiddes Fees Policy December 2025

Delivering Early Years Funding – Parents will be able to access a free funded place at my setting. No charge for food, activities and outings. All parents have different requirements, and I will try to accommodate their requests.

Parents must supply their child's – nappies, wipes and sun cream.

Extra hours – If parents require extra hours outside the funded hours the charge is £5.50 per hour. No charge for food, activities and all outings.

All parents must supply their child's – nappies, wipes and sun cream.

Invoice

Invoices are emailed at the end of each month (25th) to cover the following month in advance. Funded will be listed clearly and any extra hours which have been signed for on your contract will be made clear and payment will be due within 7 working days.

Deposit

A deposit will be taken to hold your child's place and is only refundable if you take the place up on the agreed date and hours in the signed contract. A £100 deposit is required to hold your place by bank transfer and will be refunded the end of the first month.

Late fees

At the moment I don't have a late fee, as I find the traffic is a big part of parent's lateness. If this becomes a regular issue, I will be happy to change contracted pick-up time.

Contract

Contract's will be signed when both parties are happy with hours, times and days. Then arrangements can be made for you and your child to have a few settling in sessions (No charge). The contract can be terminated given 4 weeks notice by both parties.

Holidays / Sick days

If your child is off sick or on holiday the funding is not transferable.

If I'm off sick, I will offer alternative days. My holidays are planned a year in advance and taken outside of term time.

Working days – Tuesday Wednesday Thursday from 6.45-18.00. 46 weeks of the year.

With the best interest of the child, I do not offer one day a week childcare. It's a minimum of two days as it gives the child the opportunity to socialize with a different mix of children and helps with settling in. Also, the children are given different opportunities with outings and experiences, and I don't want any child to miss out.

Funding

9 month – start the term after they turn 9 months. You can apply when your child is 23 weeks old. (Through the best Start in life website). Working parents who meet the criteria will be given a code. Your funded code will be confirmed by myself and then all paperwork / contract's will be put in place for agreed start date. Funding is 30 hours a week term time or stretched over the year with fewer hours per week. Then agreed settling in sessions will be planned for you and your child to visit (No charge).

2 year olds – You can apply close to the date of your child's 2nd birthday. You could be eligible to 15 hours per week (term time) or stretched over the year with fewer hours of free early education childcare (even if you don't meet the criteria for 30 hours funding). Eligibility will be checked by myself. If your child is eligible, they will start the term after their 2nd birthday. When hours, dates and times are agreed, all checks, paperwork and contracts will be signed. Then agreed settling in sessions will be planned for you and child to visit. (No charge).

All 3-4 year olds - Are entitled to at least 15 hours per week (term time or stretched over the year with fewer hours). Which will start the term after their 3rd birthday (no code needed). Some parents are entitled to 30 hours a week (term time) or 1140 hours over the year. Working parents who have checked they meet the criteria will be given a code. Once I have confirmed your code and all hours, dates and times have been agreed then all paperwork and

contracts will be signed. Then agreed settling in sessions will be planned with you and your child (no charge).

You must re- confirm (every 3 months) eligibility for your working parent funded hours. It's parents' responsibility to re-confirm on the government site.

If this is not done on time, the funding is withdrawn, and the council may reclaim the amount they paid. In that situation, I would need to pass those charges on to you. This council rate can be higher than my normal hourly fee, so the invoice will match their rate.