

Written by: Alice Mcpherson

Date: May 2026

I am self-employed and set my own terms and conditions, including fees. It is important that you read through my Fees Policy and understand exactly what is expected of you. I have a strict no pay = no play policy and if fees are not paid on the due date, I will immediately suspend childcare and, if necessary, take legal action against you to recover fees. Note that legal action might affect your credit rating in the future.

Retainer, deposit and settling-in

Deposit - you pay £75 as a deposit to reserve your child's place for an agreed date in the future. The deposit holds your child's space. If you cancel the requested place or do not arrive to take up your child's space, you will lose your deposit.

The deposit will be held until your final month's invoice and the amount will be deducted from your total which will be shown on the invoice, unless outstanding fees are due.

Settling in sessions - settling in sessions are an important part of your child's transition into my care. I offer these sessions with just the child attending as I feel this is an easier transition. The sessions are 1 x 1 hour settle, and 1 x 2 hour settle OR if we feel your child is not ready, we will keep going with as many settling in sessions as you and your child need extending the time as you or we feel is necessary, invoiced at my normal hourly rate, in advance.

Before the settling in sessions start, you must complete the required paperwork including a parent-provider contract, permissions and statutory information required for your child. If you do not complete the documentation and pay your fees, I cannot offer you childcare.

Settling in period - when your child starts in my care, I offer a 2 week / 4 week settling in period depending on the number of sessions the child attends. If they are full time, it will be 2 weeks if they are part time, it will be 4 weeks.

Please confirm the days and hours you would like to book for your child so I can raise an invoice. *All booked hours are payable at my normal hourly rate (see below) in advance.*

I reserve the right to extend the settling in period if I am concerned your child is failing to settle.

Contracts can be terminated at any time during the settling in period by either party without prejudice.

If I end the contract during the settling in period, any money paid for sessions your child did not attend will be refunded by the last working day of the contract. If an advance payment has been paid by Tax Free Childcare, I am required to refund Tax Free Childcare.

Any overtime or additional money owed will become *immediately payable or will be deducted from any deposit or money owed if appropriate.*

If you end the contract during the settling in period, full payment for the sessions booked will be retained by me, because the sessions have been provided for the sole use of your child.

Fees payable

- **Minimum days** - I am happy to offer part-time hours, and I try to be as flexible as possible. However, to deliver the Early Years Foundation Stage (EYFS) for children aged from birth to 5, I require your child to attend for a minimum of 2 days a week.
- **Hourly fee:** I charge £8.50ph.

Notes:

- Fees do not include your child's nappies (or pullups), wipes, outings, activities or food.
- Booked sessions are reserved for your child's sole use. This means that I am unable to care for another child on the contracted sessions that your child is due to attend. For this reason, I charge full fees if your child is dropped off late or collected early and I do not swap days or hours around.
- The attendance register is a statutory document which must be completed at the beginning and end of each session. The register will show the exact time each child arrives at and leaves the setting (or is dropped off / collected elsewhere by arrangement) and can be consulted at any mutually agreed time in case of a query over hours.

Additional childcare charges

- Early drop off fee 8:30am-9:00am - £8:50 - Tuesday, Wednesday or Friday's
- Late collection fee 17:00-17:30 - £8.50 - Monday, Tuesday, Thursday's
- Unsociable hours fee - £16 per hour for childcare before 8:30am and after 17:30pm (if offered).
- Booked overtime - £8.00ph | non-booked overtime - £16ph

- Late payment fee - if you are late paying your invoice, I will suspend your child's care immediately and you will be charged £5 every day, to a maximum of 5 working days, after which time I will terminate your contract and take action to recover the fees owed.
- Outings - entrance fees and related expenses are charged at cost - Notice will be given for these events.

Holidays and illnesses

- **Provider holiday** - no charge.
- **Provider occasional days off** - no charge.
- **Your holiday** - Full fee is charged.
- **Your occasional days off** - full fee is charged.
- **Provider illness** - no charge for childminder but half fee for childminders children.
- **Your child's illness** - full fee charged.
- **Bank holidays** - I do not work bank holidays, so this is no charge.
- **Setting staff development days** - We close, so this is no charge.

For pre-school children

- Wrap around care - *Collection from Teddies Preschool only* £3 per pick up.
- £8.50ph with Tea at 4pm - £2.50

For school age children

After school care - £8:50ph from 15:15pm to 17:00pm collection and £8.00 if you want late to pick up. **Tea £2.50 at 4pm**

Food provision

Meals, snacks and drinks are *included / available at an extra fee:*

- Morning snack (around 9:45am) - £1.00
- Lunch - Hot meal and pudding (around 11.45pm) - £5.00
- Tea (around 4.00pm) - £2.50

If you do not wish to pay the additional food charges, please let me know and I will discuss this with you further. If you want to send your child's food, please see my safer food and healthy eating policy.

Please note: You would have to supply food that does not require reheating/cooking. This could be chilled foods, for example, yoghurts, sandwiches, cheese, fruits, vegetables, savoury foods. If you

provide foods that need cooking/reheating, or we feel your child does not have enough food we will offer your child the food we provide and will add to your next invoice for the cost - this also includes if the food you have provided doesn't meet healthy eating guidance which has been given to you. **We cannot re-heat children's food from home due to our food safety policy.**

Forced closure

When forced closure must happen - **all fees** for the child's session will be refunded on the following months' invoice.

This can be **out of my control** as I must never leave the assistants for more than 2 hours a day at home with the children due to being the childminder. If I know that I am going to be more than 2 hours, then I will message all parents to collect their children within 2 hours - If already at home I will leave the setting when I know my assistant/assistants will be in ratio. If they are not going to be in ratio, then I will stay until they are within ratio for the last children to be collected. If I am already out of the setting, then the time I left will be how long you would have left to collect your child. **E.g. if I had been out for 1 hour then you would need to collect your child within this time.**

The reasons for forced closure could be due to Ratio/Family health/illness/Covid/Government.

Please remember if your child was in a nursery/preschool then having 1 member of staff leave is not such an issue and children would not have to be collected as the whole setting wouldn't have to close.

Late collection fees

As a childminder I have a duty to care for the children and parents to ensure that collection of every young child is made at the agreed time or within normal childminding opening hours.

Late collection causes additional overhead and cost for the childminder due to having to pay a minimum of 2 staff members for their time and potentially unnecessary distress to a child.

Children remaining in our care after the agreed collection time or after normal opening hours must be supervised by a minimum of 2 members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent/carers control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with the childminder the arrangements for collection. Please note that a late stay fee will, still be chargeable as this again is due to paying staff for the over hours.

1-5 mins £10 and every 5 mins therefore after £10.

Payment information

Childcare fees are invoiced on or just after the 18th of every month for payment due by the 1st of the month.

Fees cover all contracted hours for the following month and any arrears payments for previous month for late fees or early arrival fees. Contracted hours are payable in full regardless of late arrivals, early collections, you or your child's illness, occasional days off and holidays etc.

Payment options - I accept Bank transfer (BACS), cash, childcare vouchers, tax free childcare payments, Care to Learn or a combination of these methods. I do not accept cheques.

Note that you are responsible for paying me - not Tax Credits, Care to Learn or voucher companies. If payments are late, it is your responsibility to ensure I receive my fees.

Please let me know if you are having problems paying your child's fees. I would rather work with you to resolve the issues than suspend or terminate your child's contract.

Contract termination

- Notice period - if you give notice, *4 weeks' notice payment* will be invoiced at the end of your contracted period. All fees must be paid in full before the contract is terminated.
- The contract termination period *does not include holiday days / weeks.*
- *The deposit will be refunded on your final invoice.*

Note - if any fees are outstanding, including any fees in lieu of notice, you will be acting in breach of contract. In such an instance I reserve the right to seek legal advice.

Document retention - fees information will be stored securely with HMRC documents for 6 years.

If you have any questions about this Fees Policy, please speak to me.

Signature:

Date: May 2026

A. Mcpherson

Policy reviewed date: fees are reviewed annually in March. You will be given 4 weeks' notice of changes to fees so you can adjust your payments.