



CHRIS'S CHILDCARE CENTRE

POLICIES AND PROCEDURES

We are a small business and set our own terms and conditions, including fees. It is important that you read through my Fees Policy carefully and understand what we would like from you.

If fees are not paid, I am within my rights to immediately terminate care and take legal action to recover fees.

SETTLING IN SESSIONS: Settling in sessions are an important part of your child's transition into my care. I offer 2 x 1hour sessions free of charge.

If we feel your child needs extra settling in sessions, you can ask for extra short sessions while they settle in. These will be charged at the normally hourly rate £7.00.

SETTLING IN PERIOD: I offer a four-week settling in period. Please confirm the days and hours you would like to book for your child. I reserve the right to extend the settling period if I am concerned your child is failing to settle.

Contracts can be terminated at any time during the settling period by either party without prejudice. If I end the contract during this period any monies owed must be paid within two (2) days.

If you end the contract, full payment for the sessions booked will be retained as the sessions have been provided for the sole use of your child.

FEES PAYABLE: Hourly fee £7.00. not including food. I charge by the Quarter hour.

CALCULATING FEES: Fees are rounded up to the quarter hour. For example –

If a child is booked to attend from 9 am to 5.30 pm 9 ½ hours will be charged.

If a child is booked to attend from 9 am to 5.30 pm but the parent arrives at 5.10 pm 9.25 will be charged.

The attendance register, which must be completed at the beginning and end of each session, will show the exact time each child arrives and leaves the premises and can be consulted at any mutually agreed time in case of a query over hours.

ADDITIONAL CHARGES:

1. Provider holiday £ - no charge
2. Provider illness £ - no charge
3. Before and after school £7.00 an hour,
4. Wrap around care £7.00 an hour.
5. Child holiday £ - no charge if 2 weeks' notice given. Full fee if no notice given.
6. Parent occasional days off £ - full fee.
7. Bank holiday £ - No charge we are not open.



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POLICIES AND PROCEDURES

8. Collection / drop off
£7.00 an hour.
9. Outings £ - no charge for routine outings; a contribution towards entrance costs will be requested for special outings.

FOOD PROVISION: Toast and cereal provided in the morning, before 9am. I do not provide baby milk or weaning meals.

Parents are asked to supply all meals. Snack 10 am. Dinner 12.00 pm. Snack 2 pm. Tea 4 pm.

OTHER FEES INFORMATION: I am registered with my Local Authority to offer the funded sessions for 9 months 2-, 3-, and 4-year-olds.

TERM TIME ONLY: We offer term time only, no charge for time away.

HOLIDAY PROVISION: £ - no charge if 2 weeks' notice given.

PAYMENTS: Fees are invoiced on the last day of each month. For payment within 3 days, all payments are in arrears. Please remember that the hours charged are the hours held by you for your child's sole use. Contracted hours are payable regardless of late arrivals, early collections, you or your child's illness, occasional days off etc.

PAYMENT OPTIONS: I accept Bank transfer (BACS), Cash, vouchers, or a combination of both. Please remember you are responsible for paying me – not Tax Credits, Care to Learn etc.

PROBLEMS PAYING FEES: Please let me know as quickly as possible if you are having problems paying your child's fee. I would much rather work with you to resolve the issues than have to cause a child upset and trauma by terminating their contract.

HELP WITH FEES: Tax credits might pay a percentage of your childcare costs, depending on your joint family income. Advice can be found here – www.gov.uk/help-with-childcare-costs/approved-childcare. If you need help with claiming Tax Credits or other benefits, please let me know.

CONTRACT TERMINATION: All fees must be paid in full before the contract is terminated. Contract termination must be given in writing. A minimum of 4 weeks, notice by either party. The termination period does not include holiday days / weeks. The termination period is chargeable at the normal rate. If any fees are outstanding, you will be acting in breach of contract. In such an instance I reserve the right to seek legal advice.

FEES REVIEW: Fees are reviewed annually in January.



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POLICIES AND PROCEDURES

Please remember! Booked sessions are reserved for your child's sole use. This means that I am unable to care for another child on the days session that your child is due to attend. This also means that I charge full fees if the child is dropped off late or collected early. I charge full fees for all booked sessions.

If you have any questions about my fees policy do not hesitate to discuss them with me.

Policy to be reviewed 31/01/2025

03/04/2026