



Admissions and Fees Policy

Rationale

I understand first-hand the importance of flexible as well as affordable childcare. I will always try to accommodate your family's needs, including extended hours, whenever I can. I operate an excellent service which is fair and competitively priced, offering a high quality, safe and stimulating environment for your child(ren).

It is my policy to ensure that parents are advised of the fees that I charge and what these fees include and exclude. I aim to make my setting accessible to children and families from the local community through open, fair and clearly communicated policies and procedures.

Provision

As an OFSTED registered childminder, I am restricted to the number and ages of children that I can care for at any one time. I am able to care for six children under the age of 8 years, three of which may be under 5 years old and one of these may be under 1 year old.

I am happy to take on any baby/child within my registered numbers, including those children who are entitled to EYE funding and will not discriminate against children or their families for reasons such as race, sex, religion or ability. If you decide that you would like your child to attend my childcare setting, and I am up to my numbers already, I am happy to consider employing an assistant to enable us to care for more children.

I currently have two children who attend Parc Eglos School, and so can potentially offer drop off and pick up from the school depending on my availability. (See the Session and Fees 2019 information for School Age Children: Wrap-around Care for further information)

Hellys Angels is open 45 weeks of the year (excluding Bank Holidays), and our fee year runs from September 1st to the 31st August. We close for 2 weeks over the Easter and Christmas holiday periods in line with Cornwall Council's School Holiday dates, and, for 3 weeks in August. We also close on the 8th May, for Helston Flora Day. Occasionally, I will need to close to attend CPD training. As a licensed Thrive Practitioner, I need to attend a day's annual training in order to maintain my license. I will give parents/carers plenty of notice so alternative childcare arrangements can be made, and parents/carers will not be charged.

Opening Hours

My opening hours are Monday to Friday, 7am-6pm.

I offer single sessions, full day care, or full-time weekly care sessions, as well as standard contracts (45 weeks) and Term Time Only contracts (38 weeks) to suit your needs:

Fees

I have different fees for different ages of children, (Under 3s and Over 3s) and for different types of contract (Standard and Term Time only). Please see below

Sessions and Fees 2019 for Under 3 years children

Standard Contract- (45 weeks of the year + 4 weeks Childminder holiday pay) 7am-6pm Monday to Friday

Session	Start	Finish	Includes	0-2years
Standard hourly rate: £5.00				
Full Day	08:00	17:00	Snacks and drinks	£45.00
Full Time Weekly Rate	08:00	17:00	Snacks and drinks	£225
Morning	08:00	12:30	Snacks and drinks	£25.00
Afternoon	13:00	17:00	Snacks and drinks	£25.00
Early Drop Off @ £8.00 per hour (by prior arrangement)	07:00	08:00	Snacks and drinks	£8.00
Later Pick Up @ £8.00 per hour (by prior arrangement)	17:00	18:00	Snacks and drinks	£8.00
Breakfast	07:00	08:15		£1.50
Lunch	12:00	13:00		£2.00
Dinner	16:30	17.30		£2.50

Bank Holidays

Closed

Full fees are charged for bank holidays in respect of both full and part-time children

Additional Fees

Trips/Visits to local attractions, music tuition, classes

Voluntary contribution

Sessions and Fees 2019 for Under 3 years children

Term Time Only Contract- (38 weeks of the year + 4 weeks Childminder's holiday pay) 7am-6pm Monday to Friday

Session	Start	Finish	Includes	0-2years
Standard hourly rate: £5.85				
Full Day	08:00	17:00	Snacks and drinks	£53.00
Full Time Weekly Rate	08:00	17:00	Snacks and drinks	£265
Morning	08:00	12:30	Snacks and drinks	£27.00
Afternoon	13:00	17:00	Snacks and drinks	£27.00
Early Drop Off @ £8.00 per hour (by prior arrangement)	07:00	08:00	Snacks and drinks	£8.00
Later Pick Up @ £8.00 per hour (by prior arrangement)	17:00	18:00	Snacks and drinks	£8.00
Breakfast	07:00	08:15		£1.50
Lunch	12:00	13:00		£2.00
Dinner	16:30	17:30		£2.50

Bank Holidays	
Closed	Full fees are charged for bank holidays in respect of both full and part-time children

Additional Fees	
Trips/Visits to local attractions, music tuition, classes	Voluntary contribution

Sessions and Fees 2019 for Over 3 years children

Standard Contract- (45 weeks of the year + 4 weeks Childminder holiday pay) 7am-6pm Monday to Friday

Session	Start	Finish	Includes	0-2years
Standard hourly rate: £4.75				
Full Day	08:00	17:00	Snacks and drinks	£43.00
Full Time Weekly Rate	08:00	17:00	Snacks and drinks	£213
Morning	08:00	12:30	Snacks and drinks	£22.00
Afternoon	13:00	17:00	Snacks and drinks	£22.00
Early Drop Off @ £8.00 per hour (by prior arrangement)	07:00	08:00	Snacks and drinks	£8.00
Later Pick Up @ £8.00 per hour (by prior arrangement)	17:00	18:00	Snacks and drinks	£8.00
Breakfast	07:00	08:15		£1.50
Lunch	12:00	13:00		£2.00
Dinner	16:30	17:30		£2.50

Bank Holidays	
Closed	Full fees are charged for bank holidays in respect of both full and part-time children

Additional Fees	
Trips/Visits to local attractions, music tuition, classes	Voluntary contribution

Sessions and Fees 2019 for Over 3 years children

Term Time Only Contract- (38 weeks of the year + 4 weeks Childminder's holiday pay) 7am-6pm Monday to Friday

Session	Start	Finish	Includes	0-2years
Standard hourly rate: £5.55				
Full Day	08:00	17:00	Snacks and drinks	£50.00
Full Time Weekly Rate	08:00	17:00	Snacks and drinks	£249.75
Morning	08:00	12:30	Snacks and drinks	£25.00
Afternoon	13:00	17:00	Snacks and drinks	£25.00
Early Drop Off @ £8.00 per hour (by prior arrangement)	07:00	08:00	Snacks and drinks	£8.00
Later Pick Up @ £8.00 per hour (by prior arrangement)	17:00	18:00	Snacks and drinks	£8.00
Breakfast	07:00	08:15		£1.50
Lunch	12:00	13:00		£2.00
Dinner	16:30	17:30		£2.50

Bank Holidays	
Closed	Full fees are charged for bank holidays in respect of both full and part-time children
Additional Fees	
Trips/Visits to local attractions, music tuition, classes	Voluntary contribution

As stated, fees only include the costs of snacks and drinks and do not include meals. Parents/carers have the option to choose and pay for meals or provide their child(ren) with their own meals and/or packed lunches. Other items, such as formula milk, nappies, wipes, and sun cream are also not included and will need to be provided for by parents/carers.

Childcare and Early Education Entitlements

I offer the following: the universal entitlement for all 3- and 4-year-olds; the extended entitlement for eligible 3- and 4-year-olds with working parents; and the 2-year-old entitlement.

Families with 3 and 4-year-old children are entitled to 15 hours free childcare for 38 weeks (a total of 570 hours per year), as are some 2-year olds (subject to criteria).

Working families (subject to criteria) with 3 and 4-year-old children, are entitled to 30 hours free childcare for 38 weeks (a total of 1,140 hours per year). Check the government's Childcare Choices information page on <https://www.childcarechoices.gov.uk> for further information and to check your eligibility.

This funding is intended to cover the hours of service provided by the childminder and does not cover the cost of the optional meals provided and additional costs, such as trips, and classes for example.

How you choose to use your funded place will depend on your personal circumstances and availability of the sessions. Funded places at Hellys Angels are available on a flexible basis and can be Term Time only or they can be factored into your existing childcare provision. For example, if you need your child to attend my setting for more than 15 or 30 hours a week, you can book sessions you require, and charges will be made for the hours over and above the funded place (i.e. the non-funded hours) at the standard setting rate. You may want to increase your attendance at the setting to take full advantage of the full entitlement

If parents/carers wish **only to use their Free Education Entitlement hours**, I can only offer this as a Term Time contract and within specific hours. Please see below:

The standard 15 hours must be used as 5 X three-hour sessions
The standard 30 hours must be used as 10 X three-hour sessions

Session	Start	Finish	Includes	Optional extras
3 & 4-Year-Old Funded Hours Only: Morning Session	09:30	12:30	Snacks and drinks	Lunch @ £2.00 Trips/Local Attractions/ Music Tuition/ Classes
3 & 4-Year-Old Funded Hours Only: Afternoon Session	12.30	15.30	Snacks and drinks	

I claim funding from the local authority for your child after having seen evidence to verify their date of birth at our initial meeting. Parents/carers will be required to fully complete a Parent Declaration Form in order for me to claim any funding and deliver the funded care. **It is the parent/carers responsibility to provide the correct information and documents, if the child’s legal documentation is not produced normal fees will be charged as I am unable to claim EYE funding without all the relevant documents.**

For more information on all entitlements, and to check eligibility criteria please visit www.childcarechoices.gov.uk.

Attendance during funded sessions

Please inform me of any reason your child is unable to attend. I am required to monitor your child’s attendance and inform the local authority if attendance falls below 90%.

If you take your child out of my setting during funded hours, then I am not required to provide alternative sessions.

Additional Charges during funded sessions:

Please note that if you are accessing one of the childcare and early years entitlements, that government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services. If you are only accessing funded hours, then these

charges are optional and are not a condition of accessing a free place. All additional charges will be itemised on your invoice. If you experience difficulties meeting the cost of these additional services, please come and speak to me.

Additional Services:

School Wrap-around Care for children attending Parc Eglos School

Sessions and Fees 2019

School Age Children: Wrap-Around Care (38 weeks of the year) 7am-8:45am, 3.15pm-5.30pm Monday to Friday

Session	Start	Finish	Includes	
Breakfast Club	07:45	08:45	Breakfast & School drop off to Parc Eglos School	£5.00
Afterschool Club	15.15	17.15	After School Collection from Parc Eglos School, Care, & Snack	£2 per half hour, or part there of
Afterschool Club	17.15	18:00		£4 flat rate
Breakfast & Afterschool Care	07:45 15:15	08:45 17:15	Breakfast & School drop off to Parc Eglos School After School Collection from Parc Eglos School, Care, Snack	£12
Tea/Dinner	16.30	17.30		£2.50

I can potentially offer drop off and pick up from the school depending on my availability and child ratios. Parents/carers are advised to contact me directly for a discussion.

Occasional Costs and Important Fees information:

There may be times that other fees are added to your monthly invoice. These may include:

Late collection fee: £2.50 per 15 minutes' late collection.

Early arrival/Late drop off fee (not contracted): £2.50 per 15 minutes.

Late payment fee: Your regular payment is due on the 1st of each Month. I will send out invoices on the 20th of each month. Late payment incurs a fee of £5 per day until debt has been paid off. (Please refer to the Late Payment Policy)

Administration Charges: In the event of late payment despite reminders being given, the following administration charges apply, on 5th Month £10.00 and 7th Month £30 (please refer to the Late Payment Policy).

Unsociable hours: My usual working hours are from 7am until 6pm. If you require care outside of these hours the fee will be £10per hour.

Special Trips, outings, classes etc.: Fees for special outings are variable depending on entrance charges. Any additional charges will be warned in advance and added to your next

invoice. If you do not wish for your child to participate in the outing, you will be required to make alternative arrangements for childcare that day. There will be no reduction in fees for the day of the outing.

Payment of Fees

All fees are charged calendar monthly in advance.

Payment day- 1st of the Month through BACS.

Invoices- Invoices will be sent to parents/carers on the 20th of each month electronically and a paper copy attached to the parent notice board.

Calculation of fees:

For Standard Contracts-The monthly amount is the weekly amount multiplied by 49 (the number of weeks the nursery is open plus 4 weeks Childminder's holiday pay) and then divided by 12. Fees are charged for all Bank Holidays, missed sessions due to child illness or in the event of the childcare setting being closed due to circumstances beyond our control such as adverse weather, power failure or fire. One month's written notice must be given for any child leaving the nursery or reducing sessions.

For Term-Time Contracts-The monthly amount is the weekly amount multiplied by 42 (the number of weeks the nursery is open plus 4 weeks Childminder's holiday pay) and then divided by 12. Fees are charged for all Bank Holidays, missed sessions due to child illness or in the event of the childcare setting being closed due to circumstances beyond our control such as adverse weather, power failure or fire. One month's written notice must be given for any child leaving the nursery or reducing sessions.

School Age Children: Wrap-around Care - The monthly amount is the weekly amount multiplied by 38 (the number of weeks the nursery is open)

Term-Time Free Education Entitlement Only Contracts- no monthly billing unless paying for additional costs such as food, visits, and classes etc

I accept payment via most childcare vouchers. Please check with me as to whether I accept the vouchers provided by your workplace. I am also registered with the Government's Tax-Free Childcare system.

Reviewing Fees

The hourly rate will be reviewed in September every year. The hourly rate may increase due to the running costs of the setting and to be able to continue to provide quality care for the children. You will be given at least 4 weeks' notice informing you of the change to fees in writing.

Holidays and unplanned absences

Childminder Holidays:

I take 4 weeks' holiday each year which is charged at 100% of the normal fee. I will always take my holiday during the periods the setting is closed, e.g. during the Easter and Christmas holiday periods or the 3 weeks in August. I will share my holiday dates in September, at the start of the fee-paying year.

Parents/Carers' Holidays

Parents/Carers can choose to fit their own holidays around these times, however, any holidays taken outside of these periods, then full fees are still payable.

Full fees still apply for the following:

- Sickness of Child/Parent/Carer preventing attendance
- Bank and/or Public Holidays
- Parents/Carers occasional days off
- Closure due to adverse weather conditions
- Closure due to power failure

No fees will be charged in the event of:

- Sickness of childminder
- Childminder's CPD/specialist training

Deposits

A refundable deposit equivalent to two weeks fees must be paid at the time of registration to reserve a place at Hellys Angels. This amount will be deducted from your final bill. If you decide not to take up the place, then the deposit will not be returned, as holding your child's place has meant turning away other families. If, for whatever reason, I cannot off the place as agreed, the deposit will be returned in full.

2 year old funding only: No deposit required

EEE grant 3&4 year old only: No deposit required

Retainers

A retainer fee will be charged if a place is to be kept open for your child. This fee will be 50% of normal fees depending upon your requirements. Retainer fees are normally held for a short period only depending on circumstances. Retainers are non-refundable should you choose not to take the place, nor are they deducted from the fee. This is because it 'Stops the childminder from offering a place to another child who may take it immediately' (PACEY handbook) meaning I lose potential income.

Ending the contract

Parents/carers are required to give at least four weeks notice, in writing, should you wish to terminate your contract. I am also required to give you the same period of notice. However, at my discretion, I reserve the right to terminate a placement without notice if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour or if nursery rules, procedures or policies are not followed or breached. Please refer to the Late Payment of Fees policy, and Behaviour Policy.

Full payment of fees will be due during the notice period. Any fees paid will not be refunded if the contract is ended without notice. Likewise, no fees will be due should I end your contract without notice (any fees paid would be refunded in this instance.)

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	