

Fees and Admissions policy

Aim

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

Contact Details for Little Lizzies

Lorna Ford- Ofsted Registration Number: EY537306

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Provision

Registration Ratios

As outlined in the 2017 EYFS framework, we are restricted to the number and ages of children that we may care for at any one time. As part of our Ofsted registrations we are able to care for 12 children under the age of 15 years, 6 of which may be under 5 years old and 2 of these may be under 1 year old.

Childcare age range:

Little Lizzies provides childcare for children 0-5 years (pre-school).

Children's attendance at other settings:

We do not drop off or collect from any other childcare or school setting.

Opening hours

Parents will be given a copy of our annual working hours. These are set to coincide with Suffolk County Council school term dates. We offer holiday childcare for one week during the Easter holiday and three weeks over the school summer holiday. We do not provide childcare over half-term holidays or bank holidays

Information and dates of childcare availability during school holiday periods are available upon request and will be given to parents at the start of the school year in September.

The setting is not registered for overnight childcare.

Our setting is open at these times:

- Monday-Friday 8.00 am – 5.30 pm.

Opening hours during the Coronavirus pandemic: You will be informed of changes to our usual working hours due to the enhanced cleaning needed at the setting.

Attendance during sessions

Please inform us of any reason your child is unable to attend. We are required to take an attendance register each day.

Fees

Hourly rate £6.00

Daily rate £57.00

Siblings Hourly rate applies

Early Education Funding Scheme additional charges

Meals:

Tea £2.00

These will be invoiced and payment to be received by the first contracted day each week.

Additional charges for all

PPE (personal protective equipment)- Contribution to the increased usage and cost of PPE needed per week - £5.00 per child/month

We make additional charges for certain offsite activities play sessions and children's clubs which are payable on the day (in a named envelope).

Outings- Contribution to costs and children's own spending money will be requested.

Occasional charges

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

Late collection fee: £3.00 per 15 minutes late collection.

Unsocial hours: Our usual working hours are from 8.00 am until 5.30pm. We are not registered to work outside these hours.

Late payment fee:

Late payment fee is 10 % of weekly contracted hours. If late payment invoice is not paid within 7 days a further 5% of total owed will be added for each subsequent 7 day period total fees are due.

We reserve the right to terminate your childcare contract if payment is delayed beyond 14 days. Payment of fees owed will still be required.

Additional hours:

If you require pre-arranged childcare outside of your contracted hours the fee will be £6.00 per hour (subject to availability).

Payment

Fees should be paid in advance and are due weekly on the day of the week that your contracted hours begin.

Preferred modes of payments are cash, cheque, BACS etc.

Coronavirus (Covid-19) update: In light of current situation preferred payment is through bank transfer.

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

Early Education Funding for 3 and 4 year olds and eligible 2 year olds

For eligibility details contact: Suffolk County Council Early Years and Childcare Services

www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents

Retainer Fee

If we are able to offer a reserved place for your child;

- We will charge 25 % of weekly contracted hours per week until child attends the setting. This is payable on a weekly basis once contract is completed and start date agreed.

- Without payment of the retainer fee we can not guarantee a place for your child at any time in the future. The retainer fee is not a credit against future fees and as such is non-refundable.

Holidays and unplanned absences

We do not charge fees for school holiday periods or bank holidays when we are not open.

Normal fees apply if parents take holidays outside of setting holiday periods.

For further information for childminder or children's absences see our: Illness and Infectious Diseases Policy, Adverse Weather Policy and Accident, Incident and Emergency Policy.

Fees payable during Coronavirus (Covid-19) pandemic and any other such national emergencies (refer to Addendum to Pacey Registered Childminding Contract):

- When Little Lizzies is open your child's contracted hours are available and full fees will be applied.
- In the event of your child or another child displaying symptoms of Covid-19 and you are asked to collect your child, full fees will still apply for that day.
- If we are open but you decide to keep your child at home whilst we await the test result of another child who is self-isolating, full fees will still apply.
- If your child is not attending the setting due to sickness including Covid-19 full fees still apply (as per normal contract).
- For other children, in the event of the whole setting having to self-isolate for 14 days due to a child or the childminders testing positive for Covid-19 we will ask you to confirm you are happy to pay a voluntary payment of 50% of your contracted fees.
- If the childminders or any members of their household are contacted by Test and Trace to self-isolate and subsequently need to self-isolate for 14 days or until negative test results are confirmed, fees will not be required to be paid.
- If children living at setting are sent home from school to self-isolate whilst another child in their school/nursery is displaying symptoms of Covid-19 and awaiting Covid-19 test results parents will be informed. Little Lizzies will remain open and full fees will apply. If parents choose to keep their child at home full fees will apply. If the

child at school test positive and the childminders and/or members of the household are advised to self-isolate for 14 days resulting in the setting having to close for this period, no fees will be required to be paid.

- Where the registered childminders is forced to closed for reasons beyond the childminders control, parents/guardians will be asked to sign an addendum to their childminding contract/s agreeing that during the period of closure, they will pay a retainer fee of 50% of weekly contracted hours in order to retain their child’s place at the setting.

This section to be signed by all parties and will form part of your contract with Little Lizzies.

I confirm that I have read and agree to the terms contained within this policy. Parents name Parents signature Date	
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Childminder’s name Childminder’s signature	Lorna Ford
Date	26-6-2020
Childminder’s name Childminder’s signature	David Ford
Date	26-6-2020

Date policy was written	June 2018 (updated 26-6-20)
This policy is due for review on the following date	26-6-21

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