

My Fees Policy



I work as a registered childminder as I love caring for children and supporting their development, however it is my chosen career and business. Like you, I too have bills and expenses to meet each month and, therefore, require a regular income.

An invoice will be sent to you on the 25th of each month. All fees are due monthly on the **first** contracted day of care. Fees can be paid in any of the following ways: - by cheque, cash, online banking or childcare vouchers.

Please try to pay on time - I am running a business and your childcare and other parent's childcare will be at risk if I don't get paid on time. If fees are not paid on time, with no explanation from you, I may be forced to charge a late payment fee (see below)

Please be aware that you are paying for a space to be available for the hours and days specified in your contract and not for your child's actual attendance. If I am available to work on your contracted hours/days, then the fees will be payable.

Full fee is expected to be paid for Parent/child sickness/Holiday/Days off/ School closures during **TERM TIME ONLY**

No fee will be expected for Childminder sickness/holiday/occasional day off/Training during **TERM TIME ONLY**

Late Collection

I appreciate that there will be times when you are late due to unforeseen circumstances and I will of course continue to care for your child. A text is sufficient to let me know and give an estimated time of arrival. I hope you understand that additional charges may be applicable, that extra time is likely to include further drinks, snacks and use of resources.

Late Drop Off/Early Collection

It is no problem if you want to drop off later/collect earlier than your contracted hours. A text is sufficient to let me know and give an estimated time of arrival. However, you will still have to pay for your contracted hours.

Unauthorised overtime

My working day begins when my first child is contracted to arrive and finishes when my last child is contracted to leave.

Currently, my working hours during term time are: -

Monday	7-9am	3-6pm
Tuesday	7-9am	3-6pm
Wednesday	7-9am	3-6pm
Thursday	7-9am	3-6pm
Friday	7-9am	3-6pm

Outside the above times, it is my personal and family time. I would be grateful if you could please respect my personal/family time by not arriving early or collecting late. I appreciate there are times when you may need to drop off earlier or collect later and I would be grateful for as much warning as possible. If discussed in advance, I will do my best to accommodate your requirements. However, any unauthorised overtime will be charged at £2.50 for every 15 minutes.

Ad Hoc Additional Hours

I always strive to be flexible. If the space is available and I don't exceed the number of children I am registered to care for, I am happy to accommodate extra hours and/or days. Additional hours should be requested at least 48 hours in advance and, if agreed, these will be charged for even if the child is dropped off later and/or collected earlier as I will have planned my day around the agreed times.

Late Payment

If I have not received payment by 1st of the month, I will issue you with a polite reminder.

If I have still not received payment by the 7th day following the original invoice I reserve the right to make an additional charge, 'Late payment Fee', as per our contract of £5 per day until the invoice is paid in full.

If at this point I still have not received payment I reserve the right to cease minding your child with immediate effect and seek legal advice from the Morton Michel's solicitors, this may result in you being summoned to attend a hearing at County Court and if the judge finds in my favour you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are now struggling to make payments, please let me know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits.

Lucy Madge
March 2018