



# MELISSA'S CHILDCARE

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## FEES POLICY

We offer a blend of privately paid and government-funded childcare. This policy outlines our fees, charges, terms, and conditions.

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### FEES STRUCTURE

Hourly Rate:	<b>£8.50</b>
Daily Rate:	<b>£85.00</b> (based on a 10-hour day)
Wraparound Care:	<b>£30 per day</b>
Private Hours (Age 3+):	<b>£10.00 per hour + £5.00 per day for meals</b>

### REGISTRATION & DEPOSIT

A deposit of **£200** is required to secure your child's place.

- The deposit will be **applied to your first invoice**.
- If the invoice is less than £200, the remaining balance will be applied to future invoices until the full amount is used.

The deposit will only be **retained if the child does not start**.

If we are unable to offer a place for your child, the full deposit will be refunded

**Registration Fee: £30.00** (waived for children attending funded hours only)

### MINIMUM DAYS

To support the Early Years Foundation Stage (EYFS) and ensure consistency in your child's development, a **minimum of 2 days per week** attendance is required.

### CONTRACTED DAYS

Once booked, your child's days are reserved exclusively for them. Fees are charged regardless of attendance to maintain your child's place. This includes absences due to illness, holidays, or occasional days off.



## ADDITIONAL CHILDCARE CHARGES

**Settling-In Sessions:** One free 2-hour settling-in session is offered. Additional sessions: **£10.00 per hour**. All registration paperwork and deposit must be completed before settling-in begins. If the contract is terminated during the settling-in period, full fees for booked days will be retained, as those spaces were held for your child.

**Late Collection:** £7 per 15 minutes

**Late Payment:** £5 per working day (max 5 days) after which we will suspend your child's care immediately until fees are paid.

**Outings:** Paid per trip (usually £5-£10) Will be charged to parents with prior notice.

## HOLIDAYS & ABSENCE POLICY

**To ensure staff retention and continuity of care, contracted days remain chargeable in the following scenarios:**

<b>Circumstance</b>	<b>Fee Charged</b>
Your family's holiday	£85 per day
Your child's illness	£85 per day
Occasional days off (yours)	£85 per day
Bank Holidays	£85 per day ( <i>we are not open on bank holidays</i> )
<b>Provider's holiday</b>	£85 per day
<b>Provider illness/closure</b>	£85 per day

\*We take 5 weeks paid holidays per year.

**TERM TIME ONLY CHILDCARE** - Half the fees are charged during the school holiday weeks if your child attends term time only (not payable for funding only children). This fee is to reserve your child's place. If you wish to use the space, full fees at the normal daily rate will be payable.

**WRAPAROUND CARE WITH HOLIDAY CARE** - Full fees is charged for all contracted days during term time and holidays regardless of attendance. (*I do not offer wraparound care only*)

## HOLIDAY ONLY CHILDCARE

No holding fee will be charged during term time. Days will be charged at the normal daily rate, in advance. *Please book early to avoid disappointment.*

## FOOD PROVISION

We provide nutritious meals, snacks, and drinks. Parents may supply food from home if preferred, following healthy eating guidelines in line with EYFS.

- **Children aged 3+ (during funded hours):** Meal charge of £5.00 per day.



## FUNDED CHILDCARE

Government funding **only covers the cost of childcare**. Additional services (meals, nappies, wipes, activities) are not included and will incur additional charges. For full details, *please refer to our Funding Policy*.

Parents may opt to:

- Provide their own food (ideally aligning with the nursery menu for consistency)
- Supply nappies and wipes

Please contact us with any questions regarding eligibility, stretched funding, or our fee structure.

## PAYMENT TERMS

We operate on an annual invoicing system, with fees calculated for the full year and divided into 12 equal monthly payments for your convenience. This structure accounts for funding, planned closures and holidays throughout the year. *If you end your contract before the end of the year, the annual fee will be recalculated based on the actual attendance up to the departure date. Any overpayments or outstanding balances resulting from this adjustment will be invoiced accordingly.*

Invoices are issued monthly in advance, around the 24th of each month, and are due by the 1st of the following month.

Fees cover all contracted days for the upcoming month, regardless of attendance.

Payments accepted via: BACS, cash, childcare vouchers, or Tax-Free Childcare.

Parents are responsible for ensuring fees are paid in full and on time, regardless of payment method used.

### Having difficulty paying?

Please contact us promptly. We are happy to work with families to find a solution before care is disrupted.

## CONTRACT TERMINATION

- **4-week written notice** is required to end your child's contract
- All outstanding fees (including fees during the notice period) must be paid in full.
- The notice period includes any holidays or absences taken during this time.

Failure to pay fees or notice may be treated as a breach of contract, and we reserve the right to seek legal advice if necessary.

## REVIEW

Fees are reviewed annually. Families will be given **at least 4 weeks' notice** of any fee changes.

If you have any questions regarding this policy, your child's place, or funding eligibility, please don't hesitate to contact us.

