



Charging Policy

Current fees

Fees are currently £47 per full day (8am until 4pm) and £23/£24 per half day (8am until 12pm or 12pm until 4pm).

Late payment

Fees will be invoiced around the 20th of each month. Payment is due on or before the last day of each month. There will be a £15 per day late payment charge which will be added to your next invoice. Any part fees not paid will be subject to the same charge.

Review of fees

Fees will be subject to review every September. We will inform you of any increases on 1st July and should there be an increase this will come into effect on 1st September each year.

Late collection/early drop off

If your child is collected earlier than the contracted time, the full rate still applies. Late drop off does not constitute late collection.

Pre-arranged early drop off fees are at the discretion of the Directors, please inform us if you would like to discuss an early drop off.

We close at **4pm** and subject to availability may be able to find cover until 6pm. This can be pre-arranged and you will be invoiced separately by the childminder/nanny for this service.

Not included in fees

Nappies and nappy rash cream

Some outings with a cost more than £5-£10 per child. Parents will be notified of any additional costs for outings prior to the outing - these will be optional.

Fees not payable

We do not charge for our Christmas closure (2 weeks a year)

Fees payable – full rate

When your child(ren) takes holiday outside of the 2 weeks Christmas holiday. If your child is sick (see Sick Child policy)

Bank Holiday Mondays

If your child's session falls on a Bank Holiday Monday (or Friday at Easter) then you can swap that session for another one as long as it is within a 6 month period and subject to availability.

Original author and date created	Louise Adams, Director and Manager, January 2015
Date amended and author	Julia Knight, Director, May 2016
Next review date unless practices change and update required.	May 2017