



Fees Policy and Procedures

	0 – 4 years	4 – 16 years
AM	£23.00	£6.00 per hour
PM	£23.00	£6.00 per hour
FULL DAY	£45.00	£48.00 (holiday club)
EXTRA HOURS	£5.00	£6.00 per hour
Cooked Dinner @ 5pm	£2.50	£2.50

- ✓ Full day hours are 8am till 6pm (includes 2 snacks a cold lunch)
- ✓ Half day hours are 8am till 1pm or 1pm till 6pm (includes 1 snack)
- ✓ All fees will be rounded up to the nearest hour.
- ✓ School drop off (8.30am - 9.30am) and collection (2:30pm - 3:30pm) will be charged £6.00 per hour. Dinner is an additional £2.50 if required and served at 5pm.
- ✓ A deposit of 1 week's fees is required when registering your child. This cost is deducted from your first invoice or refunded depending on the arrangements agreed. However, this is not refundable should your child not commence their placement with Honey Pot Childminding.
- ✓ An FE (Free Entitlement) place will require 3 weeks deposit. This will be returned once the headcount form is accepted; if you chose to go to another setting during this time the deposit will not be refunded.
- ✓ Fees are to be paid monthly and in advance, there is no refund for child absence e.g. sickness, day off, etc.
- ✓ All contracted hours must be paid in full regardless of attendance.
- ✓ Full fees will still apply for annual holidays taken by the parent/carer in order to keep a place open for your child.
- ✓ There is no fee charged when Honey Pot Childminding is closed (for our holidays), time off due to illness or training courses.
- ✓ Charges for late collection of your child is £5.00 per every 15 minute block.
- ✓ You can book in advance extra hours for your child and this will be charged in the following month's invoice.
- ✓ If a contracted day falls on a Bank Holiday you will not be charged as we are not open.

- ✓ If your child is collected earlier than the contracted time the full fee still applies.
- ✓ Late drop off does not constitute late collection.
- ✓ Fees must be paid by the stated date on your invoice.
- ✓ Payments not made by 2 days after the designated date will be issued a reminder letter and you will be given a further 2 days (including weekends) to make payment. If payment is not received by the 4th day (also including weekends) then a surcharge of £10 per day will be made for payments not received during this time and your child's place will be suspended.
- ✓ After 10 days (including weekends) without payment your child's place will be terminated and the full debt passed to a debt collection agency.
- ✓ Any fees incurred by Honey Pot Childminding from the banks due to late payment will be payable by you.
- ✓ Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees.
- ✓ Payments are to made via bank transfer only to the account specified on the invoice. We do not accept cash or cheque.

Signature: