Carol & Nik White

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***Admissions & Charging Policy***

As Ofsted registered Childminders we are restricted to the number and ages of children that we can care for at any one time. These details are on our Ofsted Registration Certificates which are displayed during our minding hours.

We are registered to care for:

***Six children under the age of five, of which no more than two maybe under the age of twelve months.***

Our normal hourly rate is £4.50 per hour. For any unsocial hours (Before 8.00am or after 6.00pm) this rate rises to £6.75 per hour. If we look after any children before or after school only then our hourly rate will be £5.00 per hour.

We are happy to take on any baby/child within our registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability, however we would like to make the following statements:

We are happy to take on children with additional needs providing we feel that we can provide them with the care they need. If your child has additional needs please discuss them with us first as we would not want to raise your expectations.

All children will be welcomed into our home and we will encourage the other children in our care to support us with this. We will request a four-week settling in period on our contract, so if you, your child or ourselves are not happy with the arrangement then it can be terminated easily. When taking on additional children we must take into consideration the children already in our care who are happy and settled.

***Government Early Education Entitlements***

We do offer the Government’s free early education entitlement of 15 hours for 3 & 4 years olds (and eligible 2 year olds) and we also offer the additional 15 hour entitlement offered to eligible working parents. Places are allocated on a ‘first come, first served’ basis; in the event of more than one child requiring a funded space when there are not enough spaces available then the space will be allocated to the child that has been with us for the longest time. We offer these funded sessions during term time only in the following way:

***15 Hours Entitlement***

The 15 hour entitlement may only be accessed across 2 sessions of 7.5 hours each. Any additional hours that are required will be charged at our normal hourly rate.

***30 Hours Entitlement***

The 30 hour entitlement may only be accessed across either 3 sessions of 10 hours each or 4 sessions of 7.5 hours each. Any additional hours will be charged at our normal hourly rate.

In respect to the Early Years Funding for 3 & 4 years olds (and eligible 2 year olds) our hourly rate will match the level of funding provided by Suffolk County Council and we will not charge any type of ‘top-up’ fee.

Parents utilising the 30 hour entitlement are responsible for checking their eligibility for funding before the start of each term. If an eligibility code is not received by us before the deadline (Headcount Day) then full payment will be due at our normal hourly rate.

For children that use their contracted hours during term time but do *not* attend during the school holidays (term time only contract) we reserve the right to charge a retainer fee to secure the space for the following term at a rate equivalent to 50% for the total contracted hours.

If you have any concerns or questions regarding our admissions and charging policy please do not hesitate to contact us.