**Admission & Fees Policy**

My usual Childminding services are available **Monday - Friday 8am - 6pm.**

I do not work **Bank Holidays** or **Public Holidays (Christmas, New Year etc)**

Care is offered as Full and Part Time care (Full or half day), before and after school, term-time only. (*At present I am unable to provide Flexicare or shift patterns.)*

Fees and Charges

Fees are to be strictly **paid monthly in advance** on the 1st of every month.

Payments are accepted using the following methods; Cash, Bank transfers or standing orders. Any vouchers/work schemes must be discussed beforehand. Unfortunately I am unable to accept Cheques.

**Deposit:** If you would like to hold a space open for your child a non refundable retainer fee of 2 weeks will be charged prior to the commencement of your contract. This is then deductible from your first months invoice. Once days and hours have been agreed, contracts and permission forms will need to be signed. Two short free of charge settling-in sessions are offered before your child starts.

One months notice must be given by each party when the contract is cancelled. Childcare arrangements will be made with parents or other childcare providers in the event that I cannot provide care for special circumstances.

**Before School - £3.50 per hour**

**After School - £6 per hour**

**Half Day Rate (5 hours or less) - £22**

**Basic Daily Rate (8am - 6pm) - £30**

**Weekly Rate (Over 26 hours) - £150**

 **Charges for absence due to:**

Sickness (Childminder/Family): No Charge

Childminder's Holiday: No Charge (2 Weeks entitled Holiday period)

**Late Payment Fee:**£5 per day

**Late Pickup Fee:**£5 for every 15 mins late without prior permission from Star Tykes. (Please see Dropping off/Collection Policy for further information.)

**We operate a 3 strike policy and repeated late payments may be grounds for termination without notice.**