



Fee Structure Guidance for Parents

Childminders are self-employed and responsible for deciding their own childminding fees. Childminders need to ensure that their fees cover all the associated costs of running their childminding business (heating, lighting, insurances, equipment, toys and activities, crafts, outings, cleaning products etc.) and provides them with an income for carrying out the job.

This document is designed to help you understand the fee structure they may have in place.

Some childminders charge one hourly rate across their childminding practice and others have varying rates dependent on the age of the child and the days and hours they attend e.g. hourly, daily or weekly rates.

Childminding fees should be clearly agreed and set out in a written contract signed by both parties.

PRE-SCHOOL CHILDREN

Some childminders offer a fee that includes meals, snacks and outings, and others charge a basic fee with extra charges for meals etc. Some childminders only charge in hours or half hours with odd minutes rounded up to the nearest half or full hour.

SCHOOL AGE CHILDREN

Before and after school - [including travelling time]

Part hours may be rounded up to half or full hours or a minimum fee may apply

Some childminders charge a reduced fee for full days during school holidays or on teacher training days if their hourly rate for school aged children is higher than the hourly rate for pre-school children. This may mean that school aged children are charged the pre-school rate during school holidays if they attend for the whole day.

ALL CHILDREN

Bank holidays and weekends

Double time

Christmas Day, Boxing Day and New Years Day

Treble time

Overtime i.e. hours additional to those agreed on contract

Authorised - standard fee
Unauthorised - double time

Unsociable hours i.e. before 8 a.m. and after 6 p.m.

Generally, time and a half

Occasional minding

Generally, time and a half

More than one child from the same family

Some childminders offer a reduction for siblings while others charge full for each child. If they offer a reduction, it will be only for when they care for 2 or more of your children at one time - if an older child starts school, then a younger child will be charged at full price, not the reduced price they may have been charged for when their older sibling was there too.

RECOMMENDED FEES FOR ABSENT CHILDREN

Childminder sick/ childminder holiday [when this does not coincide with parents holiday]	No fee
Parent sick/ child sick; occasional days off	Full fee
Parents annual holidays/Retainers for teachers and others with extended holidays	Normally charged when the space is available during holidays for the child. Either half fee or full fee is usual. Some childminders will provide term time only contracts - either because it suits them or because they may have another child who needs this space during school holidays.
Statutory Bank Holidays when the child would normally attend	Full fee

OTHER CHARGES TO CONSIDER

- Pre-booked places - A deposit may be charged to hold a vacancy that is normally taken off the first childminding fees. A non-refundable retainer may be charged whilst a place is held for a longer period.
- Settling in sessions- some childminders will provide these free of charge, others will charge and some will provide a certain number free with extra sessions being chargeable at their normal hourly rate.
- Pre-school, playgroup and nursery fees – to be paid for by parents if the childminder takes and collects the child
- If they provide Government funded 30 hours of childcare, this is to provide the education place only and childminders **can** charge for meals, snacks and other consumables such as nappies, sun cream, activities and trips that are provided within the free hours - but these must be voluntary charges for parents and if a parent is unwilling or unable to pay, it is the childminders responsibility to respond with options that may be suitable for the parent such as allowing them to supply their own or not bring the child when there is an trip planned that has a cost involved.
- If a childminder is 'on call' during the time a child attends another other setting, and cares for the child during holidays and training days, some will charge a fee while the child is attending the other setting as it is hard to fill the

term time space with another child.

- Returned cheques may incur an administration fee
- Late payment of fees may incur a charge. (please note that late payment fees cannot be retrieved through the small claims court)
- There may be an additional charge if the needs of a child would reduce the number of children cared for
- If the child is collected earlier than arranged, childminders may reserve the right to charge for the whole number of agreed hours
- Overnight minding fees (if provided) to be negotiated on an individual basis according to the needs of the child(ren)