



Discovery Crew Tinney Home Fees and Admissions Policy

Childminder name: **Claudia Ford-Please**

Phone number: **07817415880**

Email address: **discoverycrewcheltenham@outlook.com**

Thank you for choosing me as your preferred childcare provider. Please read this Admissions Policy carefully for information about this setting.

Offering

Age Range 12 months-school

Opening hours

Monday – Thursday 8am-6pm (10 hours per day)

Friday – 8am-9am School drop off only.

Term time only and closed bank holidays.

Admissions

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Siblings of children already attending
- Children requiring the greatest number of sessions or hours per week

Fees

Rates and fees are reviewed regularly. Any change in fees will be communicated with at least 30 days notice, and a new contract will be issued by tiney.

Registration Fee £59

A registration fee of £59 is payable directly to tiney when you sign your first contract. This is charged once per family, so it is not charged again for siblings, or subsequent contract changes.

Age 12 months – School start

Standard

Hourly rate: £7 (Private rates include snacks and activities)

Whole day 8am-6pm: £65

Dinner: £3 per day

Invoices

Invoices will be issued monthly in advance of care, with the due date being the last day of the month.

Weekly invoices can be issued weekly instead of monthly on request and will be issued in advance of care.

Invoices must be paid through the tiney app by any of the following methods: Credit or debit card, Tax-Free Childcare, Childcare Vouchers, or the Childcare Grant Payment Scheme (Student Finance). Please inform me if you intend to make payment by any other method and this can be discussed with tiney.



Discovery Crew Tiny Home Fees and Admissions Policy

Non Payment

Invoices are to be paid on time, in full by the due date, via the tiney app.

Failure to pay will result in care being put on hold until payment is received.

Please discuss with me if you have any issues or difficulties making payment.

Funded hours

I am registering with my Local Authority Gloucestershire to offer the free early education entitlement to eligible families, and claim the funding from my Local Authority to deliver the entitlement hours.

I offer the following entitlement streams:

- 30 hours per week Working Parent Entitlement for 12–23-month-olds.
- 30 hours per week Working Parent Entitlement for 2-year-olds.
- 15 hours per week Universal Entitlement for 3 & 4 year olds.

Working Parent Entitlement

As of September 2024, Working Parent Entitlement is offered to children from the 1st January, 1st April or 1st August **after** they turn 9 months old.

To access this entitlement, please provide proof of your child's date of birth (birth certificate or passport), eligibility information, and complete the parent declaration form. A contract will be issued by tiney outlining the hours of funding used, and any additional fees.

In the event that you are not entitled to the free hours due to not meeting the eligibility criteria, my standard fees will be charged for any hours accessed in the term.

This is for parents who are earning above minimum wage, and under £100k per year, per parent.

- Parents must apply by visiting <https://www.gov.uk/apply-free-childcare-if-youre-working> to get an eligibility Code (which is 11 digits long and usually starts 500... or 501...).
- It is the parents' responsibility to apply for the hours code before the fixed deadlines 31st March, 31st August and 31st December, and to reconfirm their codes every three months.
- Verification checks will be made on my Local Authority's Provider Portal, using the following data:
 - a. Your 11-digit 30 Hours Code
 - b. Your National Insurance Number
 - c. Your child's date of birth
 - d. Your written consent to check your eligibility.
- Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut off date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child turns three and cannot be used once the child has started at Reception in school.

Universal Entitlement for 3 & 4 year olds

This is offered to children from the 1st January, 1st April or 1st August **after** they turn 3 years old.



Discovery Crew Tinney Home Fees and Admissions Policy

To access this entitlement, please provide proof of your child's date of birth (birth certificate or passport) and complete the parent declaration form. A contract will be issued by tiney outlining the hours of funding used, and any additional fees.

In the event that you are not entitled to the free hours due to not meeting the eligibility criteria, my standard fees will be charged for any hours accessed in the term.

Operational Method for Funding Entitlement

Hours to be agreed between myself and parents and included in tiney contracts, based on current availability and within my operating hours.

Term time only entitlement. I offer the funding entitlement on a term time only basis, for a maximum of 38 weeks per year, following my Local Authority's term dates.

Additional information:

Entitlement hours cannot be accessed before 6am or after 8pm and cannot exceed more than 10 hours in one day.

It is possible to split the entitlement hours with another setting. If a child is accessing the entitlement at another setting this must be declared on the parent declaration form.

If a child does not attend an agreed entitlement session e.g. through sickness or holiday then the entitlement hours cannot be offered at another time.

In the event that you are not entitled to the free hours you have agreed to access at my setting (for example by not declaring hours at a different setting, or not renewing an eligibility codes) then you will be charged my standard hourly rate for any hours accessed in the term.

Persistent absence of more than 4 weeks may result in your entitlement being withdrawn.

A parent declaration form must be completed each term, to include all eligibility information and declare the funded hours that will be used that term.

Additional fees for placements using Funding Entitlement

Any hours that are requested in addition to the hours paid by the funding entitlement will be charged at my standard rates. This will be included in the tiney contract.

Food and Activity fees are optional, however parents will be required to provide all food necessary if they do not pay, and children where parents have not opted in cannot access additional activities and trips.

Chargeable Items	Daily Cost
Dinner	£3.00
Snacks	£2.00 (£1 half day)
Activities	£1.00 (50p half day)

Activity charges- Playgroup entrance, termly trips, Seasonal crafts (e.g. Mother's Day gift, Decorations, etc)

Late Collection Fees

£5 per 15 minutes



Discovery Crew Tinney Home Fees and Admissions Policy

Before and After School Provision

Monday – Thursday drop off and pick up, Friday drop off only

Pick up and drop off from Christ Church Primary School, Reception – Y6 only

AM drop off £5 per day

Drop off at 8am, walk to school

PM pick up and after school collection by 6pm £12.50 per day

School pick up, after school snack, playtime and optional craft, dinner served at 5pm.

Late Collection Fees

£5 per 15 minutes