

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.



10.15 Schedule of Fees

Schedule of fees

[Hourly/Weekly] rate(s):

Children aged 2 years	£14.85 per 3 hour session
Children aged 3 years or more	£14.85 per 3 hour session
Additional sessions above agreed hours	£14.85 per 3 hour session

Other charges:

- Early arrival/late collection fee of £10 per additional 15 minutes.
- Lunch Club 12 – 1pm £4.95
- Voluntary snack contribution 25p per session

This policy was adopted by



(name of provider)

On

_____ *(date)*

Date to be reviewed

_____ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

