



Childminder Sickness/Annual leave

Childminder Sickness

Policy Statement

I recognise that as a working parent, you require reliable and consistent childcare. As a self-employed childminder, I provide a flexible service and am committed to maintaining a dependable, consistent and high-quality provision for all children in my care.

Procedures (how I will put the statement into practice)

I will continue to work when experiencing minor ailments, such as a common cold. However, I will not work if I am affected by sickness, diarrhoea, or any highly contagious illness. Likewise, I will not accept any child who is displaying these symptoms or other infectious conditions. This is to minimise the spread of illness and to ensure I am able to provide a high standard of care for all children.

If I am unable to work due to illness, I will notify parents and carers as soon as possible. Should a member of my household be unwell, I will inform you and advise whether I am able to continue working safely.

In line with the Terms and Conditions, no charges will apply for any days I am unable to work due to illness. Any payments already made will be credited to your next invoice.

Annual Leave / Holidays

Policy Statement

The Flower Cottage operates a flexible annual leave and closure policy to reflect the nature of self-employment, alongside family and business commitments. Planned closures, including holidays, training days, and any unforeseen circumstances, are communicated via our Google Calendar, which parents and carers are expected to check regularly to remain informed.

Closures will be added to the calendar at the earliest possible opportunity and shared directly with families. Additional reminders will also be provided via WhatsApp and social media to support clear and timely communication. While a full annual schedule of closures was previously provided in advance, this is no longer feasible due to limitations with forward booking availability, family arrangements, and the need to secure appropriate care for our dogs.

I am mindful and considerate when planning time off throughout the year; however, it is also important that I take appropriate breaks to rest and reset in order to maintain my health, wellbeing, and the high standard of care provided to all children.

We remain committed to providing as much notice as possible to allow families to make alternative childcare arrangements. The number and timing of closure days may vary each year. Any funded hours affected by closures will always be made up. Further information regarding fees, paid sessions, and closures can be found in the Terms and Conditions within the Welcome Booklet.



As a self-employed setting, operating days and availability are determined by The Flower Cottage and may vary in line with business needs, family commitments, and wellbeing considerations.

Procedures (how I will put the statement into practice)

Notice of Time Off

A minimum of two weeks' notice must be given by both parties where childcare is not required or cannot be provided due to holidays or planned events. Wherever possible, I will aim to provide more than the minimum notice to support families in making alternative arrangements. Requests for additional or alternative days outside of usual arrangements may always be accommodated but I will always try my best.

Cancellations

If parents or carers cancel their planned time off after notice has been given, I am not obligated to provide childcare during that period, as alternative arrangements or personal commitments may already be in place.

If I cancel planned time off, I may offer the childcare space; however, families are under no obligation to accept if other arrangements have already been made.

Childcare is provided based on agreed arrangements and availability, and additional sessions or changes are not guaranteed.

Unplanned Events

In the event of unforeseen circumstances, such as appointments or emergencies where two weeks' notice cannot be given, both parties are expected to communicate as soon as possible to ensure minimal disruption.

Communication of Closures

All planned and unplanned closures will be recorded on the Google Calendar at the earliest opportunity. Parents and carers are expected to check this regularly on The Flower Cottage website <https://www.theflowercottage.uk/closures>

Reminders and updates will also be shared via WhatsApp and social media to ensure clear, consistent, and timely communication.

Operating days and closures are set in line with the needs of the setting and will be communicated clearly to ensure transparency for all families.

Fees

If your child is absent without the required notice, full fees will be charged for the booked session, in line with the Terms and Conditions.

Where at least two weeks' notice is given for a planned holiday, a 50% fee reduction will apply for the period of absence.

If I am unable to provide care due to an unavoidable appointment or event, no charges will apply.

If I am absent due to illness or holiday, no fees will be charged and any payments made will be credited to your next invoice.

A minimum of two weeks' notice will be provided for planned closures wherever possible, with every effort made to give as much notice as possible. This approach



ensures I can balance providing a reliable service with maintaining my own wellbeing, allowing me to continue offering high-quality care.

Funded Hours

Any funded hours affected by closures will always be made up. Parents and carers will be given sufficient notice, along with reminders, to support planning.

Please ensure you have read and understood the Childminder Sickness and Annual Leave Policy.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

THE FLOWER COTTAGE