



Childminder Sickness/Annual leave

Childminder Sickness

Policy Statement

I understand that as a working parent, you require a childminder who is reliable. I will endeavour to work on all the days that I am contracted to.

Procedures (how I will put the statement into practice)

I am willing to continue working when experiencing minor ailments, such as colds; however, I will not work if affected by sickness or diarrhoea, nor will I accept a child displaying these symptoms or any other highly contagious infections. Continuing to work under such circumstances may increase the risk of spreading germs and would prevent me from providing your child with the quality care they deserve.

Should I be unable to work due to illness, I will notify you promptly. If a member of my household is unwell, I will inform you of their condition and advise whether I am able to work. Consistent with the 'Terms and Conditions', you will not be charged for any days I am absent due to illness. If payment has already been made for those days, a refund will be issued on your next bill.

Annual leave/Holidays

Policy Statement

I generally take approximately five to six weeks of unpaid leave annually, including Bank Holidays. My typical holiday schedule includes one week in the early part of the year, two weeks during the summer, and one week later in the year. The business is closed on Christmas Day, Boxing Day, and New Year's Day.

Procedures (how I will put the statement into practice)

Notice of Time Off

Both parties must give at least 2 weeks' notice if childcare is not needed or cannot be provided due to holidays or other events.

Cancellations

If parents or carers decide to cancel their time off after having provided notice, I am not required to offer childcare during this period, as prior commitments may prevent me from doing so.

Should I choose to cancel my scheduled time off, I may make the childcare spaces available to parents or carers; however, they are under no obligation to accept if alternative arrangements have already been made.

Unplanned Events



If unforeseen circumstances arise, such as an appointment or last-minute event for which adequate notice cannot be provided by either party, prompt communication between both parties is required.

Whenever possible, I plan appointments outside of work hours. If that isn't doable, I'll arrange them at the start or end of the day (depending on availability) to cause minimal disruption. If I need to take part of the day off, you can either keep your child home for the whole day and make other childcare plans, or have them attend for the part of the day I'm present. Assistant Jo can supervise the children alone for up to 2 hours only.

Fees

If you take time off and do not require childcare, as indicated in the Terms and Conditions, you will be charged for your child's booked session regardless of attendance due to illness or holiday. However, if you notify us at least two weeks in advance regarding a planned holiday, you are eligible for a 50% deduction on your bill during the time off.

In circumstances where 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, you will not be charged and a refund will be applied to your next invoice. Holidays will be communicated with a minimum of two weeks' notice, and I will make every effort to inform you as early as possible to allow for alternative childcare arrangements.

Please ensure you have read and understand the Care, Learning and Play policy and procedure.

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

This policy and procedure has been developed 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.