

Appendix – Nursery Charging Policy

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, or additional services.

The following fees apply when families claim a funded entitlement as part of childcare arrangement

- Additional hours

Additional hours including those not funded by the local authority will be charged at the current hourly rate.

The current session rates are –

£17.50 per 3 hour session

Additional services

- 15-minute additional charge - (08:30 to 08:45) &/or (14:45-15:00).
A charge of £1.50 will be applied for the first 15 minutes &/or the final 15 minutes of a session if required. These charges cover care outside funded hours and are not included in government funded entitlement if all funded hours are being used. If your child is eligible for 30 hours of funded childcare and is not using the full entitlement, we reserve the right to claim up to 6.5 hours per full day attended. This will need to be clearly indicated on the completion of the funding claim form each term. Additional 15-minute charges will be invoiced and payable via Scopay (communication & payment portal).
- Charges for additional services such as trips will be agreed in advance with families.
- Cost of meals and snacks – fresh fruit and milk drink are supplied free of charge. Due to the session times it is unlikely that children will require a meal. Families must provide a packed lunch for their child attending during lunch.
- Consumable Charge – Our settings do have a very limited supply of consumables but we recommend families do provide their own, for instance toiletries and personal care products.

If you are unable to pay these charges, please speak with the Headteacher to discuss the alternative options available.

Other charges –

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with The Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services or consumables.

The entitlement place is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. There is no deposit charge, retainer fee, or registration fee.

All families will be issued an invoice half termly in arrears unless the balance equals zero. The payment term is within 10 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.