



Additional Service Charge

What is included within your additional services charge?

The additional service charge allows us to provide the high quality service that we want to provide and that our families have come to expect. The funding we receive from the government is and has always been based on the following statement from the DfE: "Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services".

The additional services charge is currently £52 per week for children in receipt of 30 hours of funding (or £48 per week if attending between 15-20 hours per week) and £27 per week for children in receipt of 15 hours of funding (or £24 if attending 10 hours a week or less). The additional services charge relates to the number of funded hours accessed as opposed to the number of days or sessions attended per week. The additional services charge is a fixed fee for everything that we provide over and above the EYFS (Early Years Foundation Stage) requirements.

Our additional services charge includes the following:

- All meals and snacks
- Subsidised forest school sessions
- Care package* (this includes provision of formula milk, nappies, wetwipes, nappy cream, sunscreen, liquid paracetamol, antihistamine)
- 'Family' daily nursery updates about your child's day via your app (not development tracking)
- Special celebration days including the family fun day, graduation parties etc

* We will provide the following brands as part of our care package, if you wish to use another brand then please feel free to provide your own (this will not change the weekly additional services charge):

- 'Good Baby nappies' from Gompels
- 'Good Baby Biodegradable Wet Wipes' from Gompels
- 'Aptamil' - standard milk (no specialist variations)
- 'Sudocrem' - nappy cream
- 'Calpol' - liquid paracetamol
- 'Piriton' - antihistamine
- 'Gompels SPF 50 Sun Cream' - sunscreen

What if I do not wish to pay the additional services charge?

If you do not wish to pay the additional service charge, we will require a declaration opting out of our additional services charge and agreeing to our 'Unable or Unwilling to Pay Policy' (attached to the back of this document).

The law says I do not have to agree to extra hours or additional services to get my funded hours?

That's right, delivery of these hours is legislated for in the Statutory Guidance and we are not allowed to make it conditional that you buy extra hours or services in order to get your funded hours, it also clarifies that we do not have to offer funded hours. Our decision to offer stretched funding and include a voluntary additional services charge as standard has been explained above but we make all parent aware that this is our policy and other settings may deliver these hours differently to us.

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Breakdown of Additional Services Charge

Government funding is intended to cover the cost of flexible, high quality education, it is not intended to cover the costs of the things that we as a full day care provider include as part of our provision, we apply an additional services charge of £52 per week for those accessing 30 hours of funding (or £48 per week if attending 20 hours per week) and £27 per week for those accessing 15 hours of funding (or £24 per week if attending 10 hours per week).

Meals and snacks charges include the cost of ordering, storing, preparing, serving and disposing of them.

Item	Fee (per day)
Breakfast	£1.85
Snack	£0.90
Lunch	£6.75
High Tea	£3.95
Forest School Session	£11.00 (excludes £8 transport cost)
Care Package (includes nappies, wetwipes, nappy cream, sunscreen, liquid paracetamol, antihistamine, milk)	£3.75
Special celebration days contribution (for example family fun day, graduation parties etc)	£0.45
'Famly' daily nursery updates (not developmental tracking)	£2.50

Examples of additional service costs:

30 hours funding delivered over 3 or more days per week (8am - 4pm x 2 days and 10am - 4.30pm x 1 day)
2 x Breakfast = £3.70
4 x Snacks = £3.60
3 x Lunch = £20.25
3 x High Tea = £11.85
1 x Forest School session = £11 (excludes £8 transport costs)
3 x Care package = £11.25
3 x Special celebration days contribution = £1.35
3 Daily 'Famly' updates = £7.50
TOTAL: £70.50 per week (we charge £52 per week)

30 hours funding delivered over 2 full days* (8am - 6pm)
2 x Breakfast = £3.70
4 x Snacks = £3.60
2 x Lunch = £13.50
2 x High Tea = £7.90
1 x Forest School session = £11 (excludes £8 transport costs)
2 x Care package = £7.50
2 x Special celebration days contribution = £0.90
2 Daily 'Famly' updates = £5
TOTAL: £53.10 per week (we charge £48 per week)



Breakdown of Additional Services Charge (continued)

Examples of additional service costs:

15 hours funding delivered over 2 days per week or more (10am - 4pm and 10am - 3pm)
4 x Snacks = £3.60
2 x Lunch = £13.50
1 x High Tea = £3.95
1 x Forest School Session = £11 (excludes £8 transport costs)
2 x Care package = £7.50
2 x Special celebration days contribution = £0.90
2 x Daily 'Family' updates = £5
TOTAL = £45.45 per week (we charge £27 per week)

Children attending 3 or more days per week may do additional forest sessions.

Children eligible for 30 hours who attend 2 days per week may not use their full allocation of funded hours at Little Lane, we will notify families of the number of hours they will have left which can be taken at another setting.

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Unable or Unwilling to Pay Policy

Our standard offer is to stretch funding across 51* weeks a year and an additional services charge for everything not covered by funding as the Department for Education state that 'Government funding is intended to deliver 15 or 30 hours a week* of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.' (DfE 2024).

** Funding is paid during school term times only which is 38 weeks per year, as a full daycare provider we stretch this funding over 51 weeks per year that we are open.*

Providers must set their own policy for parent(s)/carer(s) who are unable or unwilling to pay additional service fees. If parent(s)/carer(s) are unable or unwilling to pay our additional services fee, they are responsible for bringing everything that their child will need during their sessions, this will include:

- All meals / snacks needed to the session (please see below)
- All nappies, wipes, nappy cream needed
- A named bottle of sun cream
- Payment and anything needed for adhoc trips/additional activities if they wish their child to participate (for example, forest school, see details below)

Due to some of our children having food allergies, we ask that no products containing nuts are brought into the nursery. In the case where we have a child with a serious allergy, we will let parent(s)/carer(s) know which allergen/s must be avoided and ask that food containing the allergen(s) are not brought into nursery on the day(s) the child is in attendance (we will not identify the child, we will simply advise of the allergen(s)). This will naturally vary from time to time as new children start or new allergens are identified.

We ask that foods are provided in their original packaging as far as possible so that we can check for allergens. If the original packaging is not available, we will require a written list of the allergens within the prepared food to be provided with each snack and meal (a list of allergens can be found at <https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance>).

Following advice from our Environment Health Team, we are unable to heat any foods that have been brought in from home (or serve any pre-heated food stored in an insulated container), as we can not complete the required HACCP paperwork on the supply, preparation and storage of the food before it arrives at nursery. Unfortunately, this will mean that a child will only eat cold prepared food during their day at nursery.

The Food Standards Agency state that chilled foods can only be out of the fridge for a maximum of 4 hours (this is within a chilled lunch box or other insulated storage containers) before they must be thrown away, we do not have the facilities to store lunch boxes or other insulated storage containers in our fridges, so we ask that parent(s)/carer(s) bring in their child's snack and lunch when their child is brought to nursery and for the parent(s)/carer(s) to return to nursery with their child's snack and tea between 12-1pm so that food is not out of the fridge for more than 4 hours before being eaten (<https://www.food.gov.uk>).

As part of our healthy eating policy, we ask that parent(s)/carer(s) do not put chocolate, biscuits, sweets or crisps in lunchboxes and to avoid choking hazards, for example grapes, cherry tomatoes or other foods MUST be cut into quarters and lengthways. In addition, any foods containing stones, such as cherries or peaches, MUST have the stones removed.

Parent(s)/Carer(s) are advised that opting out of the additional services charge that their child will be eating a different meals to their peers and will be unable to have a hot cooked meal during their day at nursery.

We provide a nursery supply of liquid paracetamol (Calpol) and antihistamine (Piriton - only to be administered to child aged over 12 months and in an emergency situation only) as part of additional services charge, for those parent(s)/carer(s) who are unable or unwilling to pay for our additional services charge. In the event that your child requires liquid paracetamol or antihistamine, we will contact the parent(s)/carer(s) to bring their own supply and administer. We are unable to keep a bottle of liquid paracetamol or antihistamine provided by parent(s)/carer(s). The exception to this would be in an emergency situation where antihistamine may be used as essential first aid, we will administer this as long as we have parental consent or if advised to do so by an ambulance dispatcher.

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Unable or Unwilling to Pay Policy (Continued)

We offer our 3 and 4 year old's forest school sessions every week, these sessions last almost a full day and are a fantastic learning opportunity for our children as they learn how to risk assess their environment, how to challenge themselves whilst remaining safe, about the natural world and how to care for living things and how we use our senses to explore. To facilitate these sessions we reduce our ratio from 1:8 to 1:4 in order to ensure safety and make the most the learning opportunities on offer. Forest school sessions cost £11, if transportation is required then we take 7 children and 2 adults in our minibus at an additional cost of £8 per session. Forest school sessions are subsidised in our additional services charge (parent(s)/carers will only need to pay the transport cost of £8, saving £11 per session), for those parent(s)/carer(s) unable or unwilling to pay the additional services charge will be charged the full £19 per session if they wish their child to participate.

Parent(s)/carer(s) who are unable or unwilling to pay the additional services charge will be offered the opportunity to pay for their child to attend any additional nursery activities, parties or special celebrations held throughout the year.

In order to ensure there is no confusion over who is responsible for providing what on which day and so that each child gets a consistent experience, parent(s)/carer(s) who are unable or unwilling to pay our additional services charge are responsible for providing everything for all their child's time with us, there will be no reduction in our fees for additional hours due to this.

We reserve the right to charge parent(s)/carer(s) for any items which their child needs that are not supplied, these charges will be equal to our additional services charge. If parent(s)/carer(s) persistently fail to provide everything their child needs or to pay our additional services charge, we will contact our Local Authority for advice.

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