



FUNDING

Frequently Asked Questions



Funding - Frequently asked questions

What funding is available?

Entitlement	Child's age	Eligibility	What you can receive
Working parents entitlement	From the term after they turn 9 months until they start school	For working parents - explained on the following government website: Click here to see if you're eligible for funded childcare if you're working	30 hours per week over 38 weeks of the year. Can be combined with the universal entitlement for 3- and 4-year-olds* to make up 30 hours.
Universal entitlement for 3- and 4-year-olds	From the term after they turn 3-years old through to starting school	All 3- and 4-year-old's are eligible	15 hours per week over 38 weeks of the year. Can be combined with the working parents entitlement to make up 30 hours.

How do I apply for the working parents entitlement?

You apply online here on <https://www.gov.uk/apply-free-childcare-if-youre-working>

You are only able to claim the entitlements from the term after they become the relevant age because this gives local authorities and us enough time to prepare. If you're not working when your child turns the relevant age for the working parent entitlement, you may have to wait until the term after you start working to be eligible.

When will I find out if I am eligible?

When you apply you may find out if you're eligible straight away, but it can take longer if you need to provide further information. Once your application has been approved, you'll get a code for funded childcare to give to us.

What happens once I receive my code?

You'll need to provide us with your unique code, along with your National Insurance Number and your child's date of birth and we will check and validate the code.

When we have confirmed your eligibility, we will give you a Parental Declaration from the Local Authority and a contract from us outlining exactly what you have booked and your monthly fee for additional hours and additional services charge. We must have these documents returned to us before your child's first funded session. You must reconfirm your code every 3 months via your HMRC childcare account.

How do I apply for universal entitlement for 3 & 4 year olds?

You are automatically eligible for the universal 15 hours, you do not need to do anything to apply for these hours, we will do this on your behalf and will give you a parental declaration from the Local Authority and a contract from us outlining exactly what you have booked and your monthly your fee for additional hours and additional services charge. We must have these documents returned to us before your child's first funded session. If you are eligible for the 30 hours offer for working parents, you need to apply www.childcarechoices.gov.uk and provide us with your eligibility code.

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When should I apply for the working parent entitlement funding?

You can apply for 30 hours of funded childcare from when your child is 23 weeks old.

When your child turns 9 months old*:	When they can get those hours from:	Suggested application date:
1st September and 31st December	Term starting on or after 1st January	1st October – 30th November (deadline 31st December)
1st January and 31st March	Term starting on or after 1st April	1st January – 28th February (Deadline 31 March)
1st April – 31st August	Term starting on or after 1st September	1st June – 31st July (Deadline 31st August)

** or 3 years old if eligible for universal funding - no application needs to be made for this funding*

You are only able to claim the entitlements from the term after they become the relevant age. If you're not working when your child turns the relevant age for the working parent entitlement, you may have to wait until the term after you start working to be eligible.

If you do not apply by the deadline (working parent entitlement funding only), you will not be able to take up your entitlements in that term. It's important to remember that codes need to be reconfirmed every three months - if you miss the deadline your entitlement will stop and you will be liable for paying the full fees.

If your circumstances change and you become eligible for working parents entitlement after your child has turned 9 months+, you can apply at any time and your funding will start from the term after you get your code.

How does The Little Lane Nursery administer these hours?

Funding is paid during school term times only (38 weeks per year). The maximum allowance of hours for the academic year (September to July) is 570 for the 15 hour offer (universal 3 & 4 year old funding) and 1140 for the working parent entitlement 30 hours offer. As an all year round nursery provider, we stretch these hours so that you will receive some funded hours every week with the exception 1 week which is charged at our standard rate (funding applied 51 weeks of the year). The number of funded hours per week will be less for those children who start with us or become eligible at any time other than September (children that become eligible for the terms starting in January and April) which is why there are 3 tables of fees (this will reset to the full quota of funding from the proceeding September).

What happens if my circumstances change and I am no longer eligible working parent entitlement funding?

If your circumstances change and you are no longer entitled to this funding, please let us know as soon as possible as this will have an impact on your ability to access funding and you will be responsible for paying for full nursery fees if we are unable to access the funding.

If I'm eligible for Universal Credit can I get the new working parent entitlements?

Yes, if you meet the eligibility criteria. Whilst you cannot claim Universal Credit and Tax-Free Childcare at the same time, those on Universal Credit will still be able to claim the working parents entitlement, as long as they meet the eligibility criteria. This will not affect your ability to claim Universal Credit. If you are taking up additional childcare (on top of your 30 hours entitlement), you can claim Universal Credit Childcare, which can support you with up to 85% of the cost of additional childcare you pay for outside your entitlement to 30 hours. Please see the Universal Credit childcare costs page for more information.

Alternatively, there is a separate entitlement which means that parents of 2-year-olds who are already receiving some additional forms of support, such as Universal Credit, can receive 15 hours of early education. This is separate from the entitlement for working parents. All parents regardless of employment status, family circumstances, or income levels are eligible for the universal 15 hours for 3 and 4-year-olds.

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How often do I need to log into my childcare account?

You need to log into your childcare account every 3 months to reconfirm that your details are up to date and that you remain eligible for the childcare entitlements for working parents and/or Tax-Free Childcare.

You will receive reminders from the gov.uk account:

1. the first email reminder is sent 4 weeks before reconfirmation is due
2. a further reminder is sent 2 weeks before reconfirmation is due
3. a notification is sent on the deadline date of reconfirmation to notify you that your eligibility for funded childcare for working parents has stopped and asking you to confirm your details as soon as possible

These reminders will come from GOV.UK. Please remember to make sure that your details are up to date.

Can I have my funded hours whenever I want them?

All places are subject to our set sessions and occupancies we have statutory ratio and space requirements. We ask that your child attends a minimum of 2 days per week (this could be split into half days). There is no funding delivered in the week that we are closed between Christmas and New Year, this week is payable as part of your private fees, we spread the fees for this week across the year, between September-August, rather than making it wholly payable in December.

Can my child attend on a Term Time only basis?

Unfortunately not at the Little Lane Nursery, we are an all year round provider offering funding on a stretched only basis, the Local Authority seeks to secure funded places which can be taken flexibly in a variety of ways including a stretched offer so we have adopted this model. If you are looking for a term time only provision, we can give you the contact details of some local settings that offer this model.

Can I split my hours between different providers?

The law says you can split your funding across different providers but on no more than 2 settings per day, if your child will be attending another setting as well as us, we will work with the other setting to ensure the best possible experience for your child. You must let us know if your child will be attending another setting so we can work out how funding will be split and add the details onto your Parental Declaration. Failure to do so may result in you being charged at our standard fees in the case of an over claim of funded hours and your child's place may be withdrawn.

What does my child get in their funded hours?

Government funding pays for your child's time with us, it is not intended to pay for the things that as a full day care provider we provide such as: all meals, healthy snacks, care package (this includes the provision of formula milk, nappies, wet wipes, nappy cream, suncream, liquid paracetamol and antihistamine), extra activities, subsidised forest school sessions, daily nursery updates via our 'Famly' app (this is in addition to the online learning journey), special celebration days including our annual family fun day and graduations. In order that we can provide the same quality, fully inclusive provision, we apply an additional services charge. The additional service charge is £52 per week (or £48 per week if attending 15-20 hours per week) for those accessing the universal 15 funded hours the additional service charge is £27 (or £24 if attending 10 hours per week). If this is not what you are looking for then please refer to our 'Unwilling or Unable to Pay Policy' at this end of this document.

We offer our 3 and 4 year olds Forest School sessions every week with our fully qualified Forest School Practitioners, these sessions last for 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 of all the learning opportunities on offer. Forest school sessions cost £11, if transportation is required then we take 7 children and 2 adults in our mini bus at an additional cost of £8. per session. Forest school sessions are included in our additional service fee (the £11 forest school charge is included within the additional services charge, the session therefore only cost £8 per session). For parents who are unwilling or unable to pay the additional service charge, these sessions are charged at the cost of £19 per session if they wish their child to participate.

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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.

What is the non-funded week charge in the September funding fees calculation?

Funding is paid during school term times only (38 weeks per year). The maximum allowance of hours for the academic year (September to July) is 1140 for the 30 hour offer (or 570 for the universal 3 & 4 year old funding offer). As an all year round provider, we stretch these funded hours so that you will receive some funded hours every week (51 weeks of the year).

We are unable to offer any funding during weeks when we are closed, as our fees are calculated 52 weeks of the year (as per our terms and conditions), our non-funded week charge needs to be added manually to your invoice and this will be displayed as a 'Surcharge: Non Funded Week Charge'. Instead of adding this charge in one lump in December, we split this charge over 12 equal monthly payments between September and August. If your child leaves between September and November, we will refund any amounts paid. If your child leaves during any time between the January and August, any non-paid months will be added to your final invoice.

The non-funded week charge is only applied when a full quota of funding starts in September - any child accessing funding initially from the January or April term will not have this charge applied until the funding resets in the September.

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Can I use Childcare Vouchers, Tax Free Childcare or apply for Universal Credit alongside the 15/30 hours?

Yes, you can, see www.childcare.gov.uk for more information on help with childcare costs.

Do you charge a registration fee or deposit?

Our registration fee of £100 and a deposit of £150 is required to guarantee your child's place with us, the deposit is deducted from your last invoice before your child leaves us, as long as you have given us our required one months' notice and your account is up to date. In line with our Local Authority Provider Agreement, a deposit can be charged even if you are accessing hours over your funded hours entitlement.

What if you do not have my preferred hours available?

You are welcome to join our waiting list or we will offer the places we have, and you can change to your preferred sessions as soon as they become available.

Why have you given a price for 1 day or 1.5 days per week when your minimum is 2 days?

On occasion, due to capacity, we have not had two days available, therefore a family may have started on a lower number of sessions with a view of increasing to 2 days when it becomes available.

When do nursery fees need to be paid?

All nursery fees must be received into our account by the 7th of each month. We accept payment via our Family software direct debit facility, via your Tax Free Childcare Account or voucher payments. For those that wish to pay by bank transfer, a £5 charge will be applied as these payment are not automatically reconciled on our system. Any payment received after 7th of the month will have an automatic £25 late payment charge applied to your account.

For those parent(s)/carer(s) pay via their Tax Free Childcare account, it takes on average 48 working hours between adding funds and the funds becoming available in your account in order to pay us, therefore this will need to be factored in when setting up the payment.

What if my child is ill or we go on holiday?

Occasional, short term absence such as illness or a family holiday is no problem at all. Where extended absences occur for medical reasons, or visiting family, the Local Authority of any absence or more than 2 weeks that we have not been notified of so we ask that you always notify us if your child will be absent. Your usual fees will still be charged to keep your child's place open.

What about in exceptional circumstances?

We always strive to be as flexible and family friendly as we can be, we will always consider exceptional circumstances and temporarily adjust our policies to help where we can, please speak to us for more information.

How long do you retain my information?

The Local Authority place up on us the responsibility of checking original copies of documentation to confirm a child has reached the eligible age for early years, we do this by asking to see your child's Birth Certificate or Passport, we may retain paper or digital copy of this, which will be stored securely, in accordance with data protection and privacy requirements and securely disposed of 2 years after your child has left us or when there is no longer a good reason to keep it. It is part of our agreement with the Local Authority that we retain a copy of your Parental Declaration and make it available to them on request. Little Lane Nursery is registered with the Information Commissioners Office ZA138313 (for our Stamford nursery) and ZA440217 (for our Easton on the Hill nursery).

Where can I get more information?

You can visit www.childcarechoices.gov.uk or speak to us.

What if I want to change my childcare provider?

You can change provider subject to giving us one calendar months' notice, in cases where notice is not given, we will claim 4 weeks' worth of funding as a notice period unless there are exceptional circumstances.

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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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Invoices via Famly

Our invoices via Famly, show the number of funded hours that you have applied to your invoice and that these hours are provided free of charge. Our invoices show our additional services charge and any non-funded week charge. There is a link at the bottom of the invoice to confirm what the additional services charge and non-funded week charge is.

Invoice		
Invoice No.	10904	
Invoice Date	18 August 2025	
Due Date	7 September 2025	
Description	Hours	Total Price
		Monthly total price
1 September 2025 - 30 September 2025		
Weekly sessions		
Mon: All Day Session	10h 0m	
Tue: All Day Session	10h 0m	
Wed: All Day Session	10h 0m	
Hours attended		
	30h 0m	
Weekly funded hours	22h 21m	£0.00
Hours to pay	7h 39m	
Monthly cost		£282.84
Other weekly items		
1 x Additional Services Charge (30hrs Model) (£52.00)		£221.00
Monthly cost		£221.00
Surcharge: Non Funded Week Charge		£21.75
What is the Additional Service Charge? - https://lrp.cdn-website.com/10efae5c/files/uploaded/Additional_Service_Charge.pdf What is the Non-Funded Week Charge? - https://lrp.cdn-website.com/10efae5c/files/uploaded/Non-Funded_Week_Charge.pdf		
Invoice Total		£525.59
Debit Brought Forward		£0.00
Payment Due		£525.59

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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. 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*'.

*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 charges. If parent(s)/carer(s) are unable or unwilling to pay our additional services charges, they are responsible for bringing everything that their child will need during their sessions, this will include:

- All meals (including formula milk)/ 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, including some that are prescribed autoinjector adrenalin prescriptions (for example 'Epipen'), 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 (Hazard Analysis Critical Control Point) 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. All packaging and uneaten food will be returned home at the end of the day.

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 length ways. 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 our 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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