



Charging policy – from September 2025

Invoicing

From September 2025, most of our nursery children will be eligible for 15 or 30 hours of government funded childcare per week. Where children are not funded or attend for more hours than their government funding covers, parents will be charged at our normal rate of £70.00 per day or £50 per half day.

You will receive your invoice which will be worked out over the year and divided into monthly payments. Invoices will cover the entire year and will be itemised to provide clear and transparent information concerning any charges as agreed in the childcare contract. It will also allow you to see that any funding entitlement is received free of charge and understand additional fees that have been applied. Nursery payments are made to be made in advance from the first day you start and paid each month.

Invoices should be paid by bank transfer; this will be on your invoice. If this is not possible, please speak to Amy Kinsella to discuss alternative methods of payment.

If you work, you may be able to save 20% on your fees by signing up to the Government's Tax-Free Childcare scheme, or up to 85% if you are on universal credit. You can find out more information here www.childcarechoices.gov.uk . We also accept employer childcare vouchers, please speak to Amy for further information.

Funded places

Eastfield Day Nursery is listed with Liverpool City Council as a provider offering the Early Education funding entitlement from 9 months, 2, 3 and 4 year-olds, and has agreed to meet the requirements of the Early Education and Childcare Statutory Guidance, Operational Guidance and Local Authority Funding Agreement.

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, meals, or consumables.

Funding can be claimed during our operational hours, Monday to Friday 7.30 am to 5.45 pm, the 30 hours is based on 3 full 10-hour days, if you are after less days or want to spread your funding out, we can offer the 'stretch' option over the year, if available. The entitlement place is offered free. We have set days, that cannot be swapped around, unless confirmed by management. Parents will not be charged a 'top-up' fee to recoup any difference between the amount received from the Local Authority and the current hourly rate. We do not charge

registration or admin fees or ask for a deposit. To secure your place we will need all enrolment/declaration forms completed and given back to the nursery all completed. All fees for funded places are paid directly to us by the council. Our usual fees will apply for additional hours and charges outside of any funded entitlement, and you will be responsible for paying these directly to the nursery.

- The 15 hours per week funding equates to 570 hours in total over the academic year
- The 30 hours per week funding equates to 1140 hours in total over the academic year
- You can use a maximum of 15 or 30 funded hours per week (whichever you qualify for)
- If your child attends nursery for more than your 15 or 30 funded hours per week, we will charge you directly for these additional hours
- The funding can be split between a maximum of two providers per day
- Completion of a Local Authority parent/carer funding claim form is mandatory to be able to claim government funding, and this will be provided by the setting each term

15 hours funding for low-income families

Some two year olds are eligible for 15 hours of funded childcare per week, you can see if you qualify by using the online eligibility checker www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-extra-support Alternatively, you may receive an eligibility code from the council by post. We will ask for your eligibility code, and you will also need to complete a Local Authority parent/carer funding claim form for us/parent declaration form..

15/30 hours funding for working families

Parents wishing to use the funding for working families must apply online at www.childcarechoices.gov.uk Once you have applied online, HMRC will issue you with an eligibility code if you meet the criteria. We will ask for your eligibility code, and you will also need to complete a Local Authority parent/carer funding claim form for us.

IMPORTANT: The DfE has confirmed that parents must obtain their eligibility code before the start of the term that they wish to use the funding for working families. Parents that receive a code after the term start date will not be able to access the funded hours until the following term.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application. You may wish to discuss this further with our SENDCO, Emma Corbett. Please refer to the SEND/Inclusion

Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Want to use your government funding for working families from September?	Apply by 31st August at the very latest
Want to use your government funding for working families from January?	Apply by 31st December at the very latest
Want to use your government funding for working families from April?	Apply by 31st March at the very latest

We highly recommend applying for your working family's eligibility code well in advance and not leaving it to the deadline dates above! Please note eligibility needs to be reconfirmed every 3 months, failing to do this funding may stop! Funding may also be lost due to poor attendance.

To be eligible for the government funding for working families, parents must meet the following criteria:

- Work: Parents must work at least 16 hours per week.
- Income: Parents must not earn more than £100,000.
- Child Age: The child must be at least 9 months old.
- Eligibility Check: Parents must confirm their eligibility every three months to keep their funding code valid.
- Additional Support: Families receiving additional support, such as income support or benefits, may qualify for the 15 hours free childcare scheme.

For more detailed information on eligibility and how to apply, parents can visit the official government website or contact the relevant helpline.

OUR OPT IN/OUT CHARGEABLE EXTRAS

Providers offering Early Education and Childcare can charge for the following when families are accessing a funded place for 3 years olds.

- Optional Services and Activities
- Food Consumables
- Non-Food Consumables

Generally, it is expected that most families will opt to pay these chargeable extras, so that their child(ren) will receive

- other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework
- snacks and consumables prepared or supplied by the nursery

These fees, together with the funded hours/session and any additional non-funded hours/sessions will be agreed initially as part of our registration process and included in your childcare contract.

Unless there are exceptional circumstances, your childcare contract can only be reviewed termly for chargeable extras and reducing hours/sessions.

Changes to your childcare contract must be requested in writing 4 weeks before the start of the new claim period to avoid incorrect fees being charged. You can opt in/out on registration forms.

Claim Period Start Dates:

- 1 April
- 1 September
- 1 January

Chargeable extras available:

1 - Optional Services and Activities:

- Use of the setting's sun hats and wet weather gear
- Baking resources
- Seasonal/celebration resources and activities (Mother's Day, Father's Day, Christmas, Halloween, Holi, Red Nose Day, Children in Need, Pancake Day, World Book Day etc.)
- Children's Christmas parties, Children's graduation parties, Graduation photographs
- Story sacks, Nursery bear, Dental sacks
- Funzone Kev, yoga, music classes, Funzone phonics, Makaton,

2 - Non-Food Consumables:

- Baby wipes
- Nappy cream
- Nappy sacks – for wet play accidents and toileting accidents
- Suncream
- Foam non-alcohol hand sanitiser
- Disposable gloves
- Bedding
- Disposable aprons
- Nappy disposal

3 - Food Consumables

- **Morning snack** - toast/crumpets/cereal/pancakes with cow's milk/oat milk/soya/lactose free all served with a portion of fruit
- **Lunch** - of hot home-cooked food, pasta/rice/potatoes/casseroles, side snack of wraps/garlic bread/naan/sourdough, and a dessert

- **Afternoon snack** - cheese crackers/sandwiches/homemade pizza, dairy-free alternatives, free-from snacks. Fruit and raw vegetables, dips,
- Seasonal/celebration snack e.g. pancakes, fortune cookies, prawn crackers
- Party food snack e.g. VE Day, Christmas parties, Royal weddings

There will be a daily charge of the daily rate for consumables, if any food/ consumables are not bought in or run out on the day.

If you do not want us to provide food for your child/children, you will need to send food (as detailed below) for each of the mealtimes your child attends. Please note the following:

- Storage – Food must be placed in an appropriate, named bag or box with a freshly-iced block, as we have limited storage.
- Contents – We will need you to provide a full contents list for every meal and snack due to this and other allergies in the setting.
- Allergies - We have a severe peanut and egg allergy in the setting – you must not send food made from or containing peanuts and eggs or any packaging that states food ‘may contain’ peanuts or egg to the setting.
- Portion – Food portion sizes should be link with DfE ‘healthy plate’ guidance. We will send uneaten food home so you can see how much your child has eaten.

<https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/nurtrition/a-healthy-plate>

- Contents – Every meal must include a combination of carbohydrates, protein, dairy, fruit and vegetables. We will let you know what the other children are eating, so you can align your menu with ours – we don’t want your child/children to feel left out.
- Cooking – We do not have facilities for cooking or heating up food from home, so meals must be eaten cold
- Preparation – Food must be ready for your child/children to eat. You must cut round food – for example, fruit must be cut into quarters to protect your child from choking.
- Drinks – DfE states that water and milk are the only appropriate drinks for early years children.
- Cleaning – We will send lunch boxes and packaging home at the end of each day.

Please note – if your child has a diagnosed food allergy or intolerance, eating disorder, a feeding tube or other health concerns, please let us know.

Important information

We reserve the right to make an additional charge for late collection. The charge for this will

be £15 per 15-minute period or part thereof.

Fees are due on time, and the payment dates will be clearly stated on your invoice. We will contact you with a reminder if fees are late. If, after 2 weeks of this reminder the invoice has still not been settled, we reserve the right to stop providing childcare. If, after 4 weeks the debt has still not been cleared; we reserve the right to take action and cancel your nursery space with immediate effect. Late payments will be charged at £5 per day on sums remaining due and outstanding.

We reserve the right to review our policies, procedures, and fees. Where we plan to make changes, at least eight weeks' notice will be given. If you would like to discuss any changes, please speak to Amy Kinsella.

If your child is funded, we can claim their funding short-term, for illness, appointments, days off for family plans, and holidays. If you pay for your child's place and they are absent for any reason, their place must still be paid for by you in full.

Whether you are funded, or pay for your space, families wishing to terminate their childcare contract, or reduce their contracted hours, or move to another setting, you must provide a minimum of four weeks' written notice to eastfield105@yahoo.co.uk

If the nursery wishes to terminate the childcare contract, reduce a child's contracted hours, or change a child's contracted sessions, we will also give four weeks written notice. Please note, we do reserve the right to terminate the contract with immediate effect under certain circumstances, such as unacceptable behaviour from parents/carers.

If you pay for your child's space, the full notice period of four weeks will need to be paid for in full, whether your child attends nursery during this time, or not. Where a funded child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.

Although families can request in writing to increase their contracted hours or change their session days/times, please note that Eastfield Day Nursery is not obligated to accommodate such requests. There are several reasons why these changes may not be offered to families, such as sessions being full.

Absences and closures

Fees for unfunded hours remain payable during periods of child absence, including illness or Family Holidays and all bank holidays are payable. Charges will not apply for unfunded hours if the nursery is closed due to exceptional circumstances beyond its control. Funded hours are subject to local authority guidance

Changes to Fees

The nursery reserves the right to review and amend charges. Parents will receive at least 8 weeks written notice of any changes. Fees are reviewed September each year.

Equalities and Inclusion

The nursery is committed to ensuring that charging arrangements do not discriminate against any child or family. Support and signposting regarding childcare funding and benefits will be provided where appropriate.

Complaints and Queries

Any questions or concerns regarding charges should be raised with Amy Kinsella in the first instance, in line with the nursery's Complaints Policy.

This policy will be reviewed annually or earlier if legislation or local authority guidance changes.

Date Approved: 1st September 2025

Review Date: 1st September 2026

Signed (Manager): Amy Kinsella