

Section 1 - Settings Details	
Ofsted Registration Number	EY259485
Setting Name	<b>TOTAL TOTS LANCASTER</b>
Address	Lancaster Business Park, Caton Road, Lancaster,
Postcode	LA1 3PE
Ofsted Registration Number	EY370970
Setting Name	<b>TOTAL TOTS BALMORAL</b>
Address	Balmoral Road Heysham, Morecambe,
Postcode	LA3 1HH
Ofsted Registration Number	EY466715
Setting Name	<b>TOTAL TOTS WESTGATE</b>
Address	Langridge Way, Morecambe,
Postcode	LA4 4XF

#### Section 2 – Description of Services Offered

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Opening days & times	7:30am - 5:30pm <b>(Late session available on request 5:30pm-6pm)</b>
Weeks open in year	Open 52 weeks, closed all bank holidays and Christmas Eve & New Years Eve (1/2-day closure 7:30am-12:30pm)
Term time only places	Offered yes limited number, or subject to availability, term following child's 2 <sup>nd</sup> birthday
Available sessions	Full Day Session 7 :30am – 5 :30pm Am Session (7 :30am -12 :30pm) Pm Session (12 :30pm -17 :30pm)
Age ranges	3 months – up to child starting school.
Notes:	Swim school (in partnership with 315 Stingray swim school) additional charges and registration applies.

Section 3 - Early Education Funding Offer & Delivery Patterns					
Options	Session times	Total funded hours per day	Days of the week available	Term time availability	Stretched Hours
Option 1	<b>07:30-17:30</b>	<b>09:00-16:55</b> 7 hours.55 mins	Mon-Fri	No	Yes
Option 2	<b>07:30-17:30</b>	07:30-17:30 10 hours	Mon-Fri <b>(maximum 2 days Attendance)</b>	No	Yes
Option 3	<b>07:30-17:30</b>	07:30-17:30 10 hours	Mon-Fri	<b>Yes</b>	No
Option 4	<b>07:30-12:30</b>	5 hours	Mon-Fri	<b>Yes</b>	No
Option 5	<b>12:30-17:30</b>	5 hours	Mon-Fri	<b>Yes</b>	No

Notes:	<ul style="list-style-type: none"> <li>• <b>(Option 1)</b> Funded hours will be applied to a maximum of <b>3 days per week (23.45 hours per week)</b>.</li> <li>• Any <b>remaining unfunded hours</b> on funded days will be charged at the <b>standard daily rate</b>.</li> <li>• <b>Funding entitlement cannot be changed mid-term</b>, as stretched hours are calculated across the full academic year.</li> <li>• A <b>non-consumables fee of £1.00 per funded hour</b> will apply to cover meals, snacks, wipes, sun cream, etc. (this list is not exhaustive).</li> <li>• <b>(Option 1)</b> No funding will be applied in <b>August</b>; full standard fees will be charged for the entire month.</li> <li>• Failure to <b>apply for or reconfirm</b> a working families code on time may result in <b>loss or delay of funding</b>. The nursery is <b>not responsible</b> for issuing reminders or confirming eligibility.</li> <li>• Any changes to <b>funded hours, sessions, or eligibility</b> may affect the current stretched agreement and may require a <b>revised agreement</b>.</li> <li>• <b>(Option 3, 4, 5)</b> During <b>non-term dates</b>, full daily fees will be charged for each contracted session.</li> <li>• The <b>stretched funding offer</b> is only available if your child is <b>NOT</b> accessing <b>hours at another setting</b>.</li> <li>• Parents are responsible for <b>maintaining their funding entitlements</b> by accessing their accounts every 12 weeks and familiarising themselves with all applicable limitations and restrictions.</li> <li>• If there is <b>any change in parental circumstances</b>—including but not limited to loss of employment, commencement of maternity leave, or exceeding the earnings threshold—standard nursery notice periods will still apply, and parents will be responsible for <b>any fee shortfalls</b> that arise.</li> </ul>
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Section 4 - Charges for Additional Hours		
Where families require additional hours over and above their daily funded entitlements, charges will be applied as follows:		
Chargeable Times	9 Months – 2 Years	2 Year Olds
Full Day	£78/Day pro-rata part funded/stretched	£72/Day pro-rata part funded/stretched
Session	£56/Day pro-rata part funded/stretched	£49/Day pro-rata part funded/stretched
5:30pm - 6:00pm (Late Session Extension)	£8	£8
Notes		

Section 5 - Charges for Meals & Snacks		
Description	Unit	Unit Price
<p>Daily Meals and Snacks</p> <p><b>Breakfast</b> Served daily.</p> <p><b>Morning Snack</b> Fresh fruit, vegetables, breadsticks, and milk or water.</p> <p><b>Fresh Home-Cooked Lunch</b> Prepared in accordance with the <i>Early Years Foundation Stage Nutrition Guidance (May 2025)</i>.</p> <p><b>Afternoon Snack</b> Fresh fruit, vegetables, breadsticks, and milk or water.</p> <p><b>Tea</b> Examples include pizza, cold pasta dishes, and similar light options.</p> <p>For full details, please see our website. <a href="https://www.totaltots.co.uk/healthy-eating">https://www.totaltots.co.uk/healthy-eating</a></p>	Per Session/Per day	£0.80 per funded hour
<b>Notes</b>	<p>The nurseries have an on-site cook who prepare nutritious, balanced meals each day, following the <i>Early Years Foundation Stage Nutrition Guidance (May 2025)</i>. Our menus are thoughtfully planned to support children's growth, development, and healthy eating habits, offering a wide variety of fresh ingredients and seasonal options. We use locally sourced produce wherever possible, including fruit, vegetables, dairy, and meat supplied by a trusted local butcher.</p> <p>All nursery staff hold Food Hygiene Level 2 certification and have completed allergy and food-intolerance awareness training. This ensures that food is prepared, handled, and served safely and that children with allergies or dietary restrictions are fully supported. We operate a strict allergen management procedure, including clear labelling, separate preparation areas where required, and individualised plans for children with specific needs.</p> <p>We strive to accommodate all children's dietary, cultural, and religious requirements, providing suitable alternatives where necessary. Vegetarian, vegan, halal, and other specialised meals can be offered upon request, and parents are encouraged to discuss their child's individual needs with the nursery manager.</p> <p>Meals are served in a calm and sociable environment that encourages children to develop independence, make healthy choices, and enjoy positive mealtime experiences. Staff support children in practising good table manners, trying new foods, and recognising when they are hungry or full.</p> <p>We review our menus regularly to ensure variety and nutritional balance, and parents can access full menu details, allergen information, and seasonal updates via our website.</p> <p><a href="https://www.totaltots.co.uk/healthy-eating">https://www.totaltots.co.uk/healthy-eating</a></p>	

Section 6 - Charges for Non-Food Consumables		
Description	Unit	Unit Price
<p><b>Suncream &amp; Wipes:</b> Suncream is applied as needed to ensure children are protected during outdoor play.</p> <p><b>Wipes</b> are used for <b>hygiene purposes</b> throughout the day, and all products are chosen with sensitivity and skin safety in mind.</p> <p><b>Paediatric First Aid Training (Millie's Mark Accreditation):</b> All staff are trained in <b>Paediatric First Aid</b>, and the nursery proudly holds <b>Millie's Mark Accreditation</b>, demonstrating our commitment to the highest standards of safety and emergency preparedness.</p> <p><b>Outdoor Clothing:</b> To support daily outdoor learning in all weather, children are provided with appropriate clothing such as <b>waterproof trousers, jackets, and wellies</b>. This ensures they can safely explore and enjoy outdoor experiences year-round.</p> <p><b>Ad Hoc Specialist Trips and Activities:</b> Children regularly take part in enriching activities, including <b>local walks, community visits, and specialist trips</b>. We use <b>turtle buses/prams</b> for safe group travel, allowing children to explore their local environment under close supervision.</p>	Per Session/Per day	£0.20p per funded hour
<b>Notes</b>		

Section 7 - Charges for Extra Activities		
Description	Unit	Unit Price
		£0.00
<b>Notes</b>	<p>See website for further details</p> <p><a href="https://www.totaltots.co.uk/what-do-we-offer">https://www.totaltots.co.uk/what-do-we-offer</a></p>	

Section 8 – Opt-Out Policy & Reasonable Alternatives	
<b>Government Funding and Additional Charges</b> - Government funding is not intended to cover the cost of meals, consumables, additional hours, or additional services. As a result, charges will apply for items and provisions that fall outside the funded entitlement.	
Providing a high-quality Early Years Foundation Stage (EYFS) environment requires resources and staffing beyond the minimum statutory requirements. This includes high-quality care and education, a nutritious and well-balanced diet, enhanced learning resources, stimulating activities, and ongoing staff training that exceeds standard statutory expectations. These elements ensure children receive the best possible early years' experience.	

Total Tots Nursery must align with guidance promoting healthy, balanced, and nutritious meals. All food provided by the nursery is prepared in accordance with relevant legislation, food safety regulations, and EYFS nutrition guidelines.

**Support for Low-Income Families** - We aim to be inclusive and supportive of all families. Reasonable adjustments may be available for families on low incomes. Please contact your nursery manager to discuss options.

### Section 9 - Other Charges

Description	Unit	Unit Price
Registration fees	<i>(This clause does not apply to children accessing 15 or 30 hours of funded childcare on a Term-Time Only basis.)</i>	£50.00 (per child)
Late pick-up charges	Per 15 mins past 17:30pm	£10.00
Late invoice	Late payment after the 8 <sup>th</sup> Month.	£20.00

### Section 10 – Tax Free Childcare

*Visit our website for full guidance on how to apply for and confirm your child's funded place.*

<https://www.totaltots.co.uk/sessions-fees#ParentalAgreementContract>