



OAKFIELD
C.E. AIDED PRIMARY SCHOOL

Little Acorns' Nursery Charging Policy



Date of Approval:	19 th May 2025
Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	May 2026

Signed:

Chair of Governors

Signed:

Headteacher

Date: 19th May 2025

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	30.1.24	BH		Page 1: statement added From April 2024, we will also offer the extended entitlement of 15 hours free childcare for 2 year olds for working families who meet the criteria.
2	30.1.24	BH		Page 3 Hours of operation edited to reflect Admissions Policy HOURS OF OPERATION 07.45 - 08.45 Breakfast Club 08.45 - 11.45 Morning Session 11.45 - 14.45 Afternoon Session 14.45 - 17.30 Wraparound Care Addition of the word "solely": The provision of wraparound Care is not solely an early years' foundation stage provision
3	19.05.25	BH		Page 3 Change of wording re after school hours places in wrap around care for nursery children (highlighted). Additional hours are those over and above each child's free entitlement of fifteen hours (or 30 hours if applicable) per week. This will be discussed on a case by case basis. Space permitting, parents have the opportunity to book and pay for additional hours according to the charging schedule below: Additional paragraph to explain the new government funding from 9 months, however Little Acorns offers spaces from 2 years old. Updated link on page 6 Early years entitlements: local authority funding operational guide 2024 to 2025 (DfE) Early years entitlements: local authority funding operational guide 2024 to 2025 - GOV.UK

The aim of this policy is to set out what charges will be made for Nursery Services by Little Acorns Nursery at Oakfield CE Primary School.

Government funded nursery places

Little Acorns Nursery provides Early Years Education for children aged 2 to 4 years of age and supports the entitlement to free 15 hours early years education for 3 and 4 year olds. In addition, we also offer the 15 hours free child care for 2 year olds and the 30 hour free childcare for 3-4 year olds to those families who meet the criteria. We also offer the extended entitlement of 15 hours free childcare for 2 year olds for working families who meet the criteria. The government currently offers a variety of free nursery care places to pre-school age children, with the extended entitlement coming into force in September 2025 where working parents may be able to get free childcare for a child aged 9 months to 4 years old.

Parents can see the eligibility criteria at: [Early education and childcare \(applies from 1 April 2024\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/early-education-and-childcare)

If you are eligible for 15 hours free child care for 2 year olds, this is available from the term following the child's **second** birthday.

Universal free 15 hours (or 30 hours if eligible) care is available from the term following a child's **third** birthday up until they reach the compulsory school age, for every child, irrespective of background or family circumstances.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following child's 2 nd / 3rd Birthday (Autumn school term)
1st September to 31st December	1st January following child's 2 nd /3rd Birthday (Spring school term)
1st January to 31st March	1st April following child's 2 nd / 3rd Birthday (Summer school term)

Government funding does not cover the cost of meals, additional hours, consumables or further services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables. Please note unused 'free entitlement hours' for a child cannot be carried over to the next funding period.

EARLY YEARS PUPIL PREMIUM (EYPP) AND OTHER FUNDING

For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form. <https://www.gov.uk/get-extra-early-years-funding>. We aim to identify all children that may attract additional funding such as EYPP, Disability Access Funding and Special Educational Needs (SEND) and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. 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. Once the funding has been confirmed, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

CHARGING FOR ADDITIONAL HOURS AND SERVICES

Additional hours are those over and above each child's free entitlement of fifteen hours (or 30 hours if applicable) per week. This will be discussed on a case by case basis. Space permitting, parents have the opportunity to book and pay for additional hours according to the charging schedule below:

2-3 year olds	£5.50 per hour
3-4 year olds	£5 per hour

ADMISSIONS

The Admission Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

TRIAL SESSION

Should you wish to book for your child to have a trial session, please contact the school office 01983563732. The first morning nursery session is free but any further trial sessions you might wish to take will be chargeable if your child is not yet eligible for funding.

HOURS OF OPERATION

07.45 - 08.45 Breakfast Club

08.45 - 11.45 Morning Session

11.45 - 14.45 Afternoon Session

14.45 - 17.30 Wraparound Care

*The provision of wraparound Care is not solely an early years' foundation stage provision; it is for children up to the age of 11 years. All applications for Wraparound Care will be considered on an individual basis at the Headteacher's discretion.

LUNCH

Children accessing Nursery for a full day will be required to provide their own packed lunch or pay for school dinner. School dinners are currently charged at £2.87, but could be subject to change according to the contractor's charges.

SNACKS

Nursery children receive a free funded portion of fruit during each morning and afternoon session.

VOLUNTARY CONTRIBUTIONS

Nursery will run a small number of trips and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. This donation should be made via ParentMail. No invoice will be raised for this donation. No child will be excluded if a contribution is not received, however plans may have to be altered or cancelled if sufficient contributions are not received.

PAYMENT TERMS

- All parents/carers need to complete the Early Years Parent/Carer Contract and Little Acorns Registration Form and return it prior to the child starting at the nursery.
- Sessions are to be booked in advance in collaboration with the Nursery Manager.

- Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.
- An invoice will be issued, even if only funded hours are taken up and the balance is zero. If additional hours are to be charged the invoice will make a clear distinction between funded hours and additional hours.
- Payments must be made online and must be made monthly in advance for any additional hours booked over and above the 15/30 hours per week free entitlement, within 7 days of the 1st of each month.
- Payment for hours over and above contracted hours is to be made one month in arrears, and must be received within 7 calendar days from the 1st of each month.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform the nursery and arrange a regular payment plan.
- Change of hours – one month's notice must be given in writing if you wish to request to alter your child's hours at the setting.
- A notice period of one month is required in writing, to terminate parent/carer contracts; fees will be liable in lieu of notice.

Late payment of fees

- When late payments exceed seven days, a reminder will be given. Notice will be given with this reminder that late payments exceeding 14 calendar days will result in your child being eligible for funded hours only, where applicable.
- A second reminder will be sent after 14 days if payment has not been received. You will be advised that as per previous notice given, the attendance of your child at the setting is limited to funded hours only until such time as the late payment has been settled.
- Failure to make payment within twenty-one calendar days, will result in a submission to the small claims court.
- In the event of family financial hardship, please ask to speak to the School Business Manager or Assistant Head teacher regarding a payment plan.

Late collection of children fees

- Parents/carers are expected to drop off and collect their children on time according to their booked times. Early drop-offs and late collections exceeding ten minutes may incur a charge of £15 to cover the staff costs as staff numbers need to be sufficient to maintain the required staff-to-child ratio. If the late pick-up exceeds 1 hour, then the additional charge will be £15 per subsequent part or whole hour. Late pick-ups less than ten minutes will be charged at the usual hourly rate.

Non-attendance/long term absence

- Non-attendance of booked sessions will not be refunded in any circumstance – staffing levels and other costs still have to be met.
- Charges in the event of long-term absence will be subject to discretion of the School.
- If absence is prolonged, places cannot be held and must be re-applied for on return. If absence is for medical reasons, fees can be waived for a reasonable length of time. Governors will consider any cases on individual basis.

Unavoidable closure

- In extreme situations when the setting must close and where staff salaries are still being paid, we regret that fees must still be charged, and are grateful for your understanding.

- However, in certain circumstances, substituting hours at a later stage where staff are already employed (i.e. at no extra cost to the setting) may be considered by the Governors on a case-by-case basis.

Payment Methods accepted

- Direct debit /bank transfer
- Tax Free Childcare <https://www.gov.uk/tax-free-childcare>
- ParentMail

This policy has been written with regard to the DFE Guidance:

Early years entitlements: local authority funding operational guide 2024 to 2025 (DfE) [Early years entitlements: local authority funding operational guide 2024 to 2025 - GOV.UK](#)

This policy will be reviewed annually by the governing body when charges may be reviewed. Any increases in fees will be communicated to you with one month's notice.