AYLSHAM LEARNING FEDERATION

CHARGING POLICY
JOHN BEAR'S NURSERY

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Ratified by the Governors' Business, Management and Finance Committee on: 18.11.2025

Signed: .....

Chair

John Bear's Nursery supports the entitlement to free 15 hour early years provision for 2, 3 and 4 year olds. In addition we also offer the 30 hour free childcare to those families who meet the criteria. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

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

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.

The entitlement is offered free. Parents/carers will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

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

2 year olds

A child born in the period	**Will become eligible for a free place**
1st April to 31st August	1st September following the child's 2nd birthday (Autumn Term)
1st September to 31st December	1st January following the child's 2nd birthday (Spring Term)
1st January to 31st March	1st April following the child's 2nd birthday (Summer Term)

3 and 4 year olds

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

Policy Aims

- Ensure our charges are fair and affordable.
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- The government's free entitlement which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents/carers can easily identify on their invoice what charges are in relation to the additional hours from their free provision charges. The invoice will be itemized to provide clear and transparent information concerning the charge. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied.
- Parents/carers are not required to purchase additional hours in order to access the free provision. However, they are able to do so if they wish and session availability is there.

Nursery Sessions

If your child is not entitled to funding or wishes to attend additional sessions (up to 50 weeks per year), our fees are shown below:

Session and time	2 year old session costs (From Sept 24)	3 year old session costs
Session 1 – 7.30 am to 9.00 am	£12.00	£10.00
Session 2 – 9.00 am to 12.00 pm	£24.00	£20.00
Session 3 – 12.00 pm to 3.00 pm	£24.00	£20.00
Session 4 – 3.00 pm to 4.30 pm	£12.00	£10.00
Session 5 – 4.30 pm to 6.00 pm	£12.00	£10.00
Whole day (maximum of 10 hours)	£60.00	£55.00

Chargeable Extras

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
- meals, 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 **varied termly** for chargeable extras and reducing hours/sessions.

Changes to your childcare contract must be requested in writing 6 weeks before the start of the new claim period to avoid incorrect fees being charged.

Claim Period Start Dates:

- 1 April
- 1 September
- 1 January

Please note: Terminating your contract must also be given in writing at least 6 weeks prior to your child's last date of attendance. Fees remain chargeable during this notice period.

Food Consumables

The voluntary additional charges below apply to all nursery users regardless of whether you are taking advantage of the 15/30 hours free entitlement.

Breakfast and activities	£1 per day
Session 2 snack and activities	75p per day
Session 3 snack and activities	75p per day
After school snack and activities	75p per day
Snack tea	£1.50 per day

There are no charges for lunch, families must provide a packed lunch for their child attending during lunch.

ADDITIONAL INFORMATION

Optional Services and Activities

We are required to deliver the funded entitlements consistently, so that all children within a setting accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all early years providers in England and sets out the standards that must be met to ensure that children learn and develop well and are kept healthy and safe.

Our optional services and activities are not directly related or necessary for the effective delivery of the EYFS statutory framework. Invitations and opportunities to participate will not be extended to families who have opted out.

Food Consumables (All Food Brought in from Home)

Please refer to our Food and Nutrition Policy where families have opted to provide their child's food whilst at nursery.

Our policy is in line with the EYFS nutrition guidance issued by the Department for Education to ensure meals, snacks and drinks provided to children are healthy, balanced and nutritious.

Our policy in brief for packed lunches and food brought in from home:

1. We are committed to following the Early Years Foundation Stage Nutrition Guidance to ensure meals, snacks and drinks provided to children are healthy, balanced and nutritious.

2. Your child's individual dietary requirements including preferences, food allergies and any special health requirements will be collected as part of our registration process.

3. Where appropriate, a risk assessment will be completed, and we will work with you to adopt an individual dietary plan for your child.

4. All staff who prepare and handle food have received training in food hygiene which is updated every three years.

5. Fresh tap water is always available and accessible.

6. A balanced and healthy snack is offered to children attending the following sessions
    a. morning
    b. afternoon

7. A balanced and healthy meal is available to children attending the following sessions
    a. breakfast
    b. afternoon / after school

   Please refer to our meal planner.

8. Families supplying their child's meals and snacks **must**
    a. refer to the list of items which **cannot** be provided
       Our list ensures suitable and practical food products are supplied which promote healthy eating and avoids cross-contamination or risk to children with dietary requirements.
    b. apply the 'four-hour rule' for items that must be kept cool
    c. avoid using single use plastic such as cling film, sandwich bags and packaging

9. It is not possible to refrigerate or reheat food brought in from home. All food must be suitably packed (waste free) in a clearly named insulated lunch bag, prepared to minimise any choking risk and ready for your child to consume.

10. It is not possible to opt to supply either meals **or** snacks (except for packed lunch). Where families opt to supply their own, all food must be provided for your child attendance at each session.

11. If food is not supplied as agreed, the food consumable fee will be charged in full.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 6 weeks' notice in writing to the Nursery Manager/Headteacher. 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. Where a 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 (contract).

Our fees are reviewed annually in July. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Nursery Manager/Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

If you are unable to pay these charges, please speak to the Nursery Manager to discuss alternative options available.

Payment

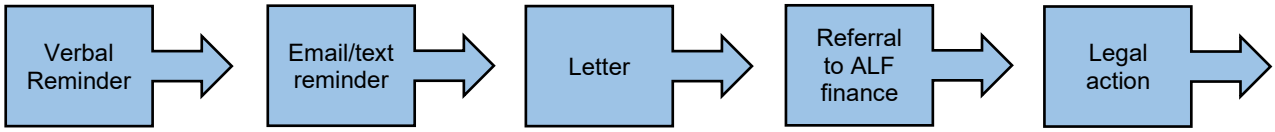
All families will be issued an invoice on a termly basis. The payment term is 50% on receipt of invoice and remaining balance within 6 weeks of invoice.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Payment details and terms are shown clearly on the invoice. Payment is via BACS, cash or cheque.

Overdue payments

Where payment of an invoice has not been received by the terms set, these steps will be taken:



We will always work with you to understand why you have not been able to pay an invoice. A payment plan can be arranged to ensure that debts are cleared as soon as reasonably possible.

When an invoice has not been payed within payment terms and your child is accessing non-funded sessions, these sessions will be halted until payment is received in full.

Deposit

The deposit of £25 needs to be paid before any reservations are confirmed. For the return of nursery deposits, the notice period required is six weeks due to the financial commitment made and the time required to fill a vacant space; within the 6 week notice period the nursery reserves the right to retain the full deposit. Deposits are returned to funded-only children two weeks after they begin attending their booked sessions. Deposits for non- or part-funded children are applied to their account as a payment.

If a settling period has been attended at reduced cost and the decision is made not to begin your permanent sessions, the settling period will then be charged for. Part or full payment will be taken from the deposit fee already paid.

The deposit will not be returned where a place is no longer required.

Registration fee

The nursery charges a £10.00 registration fee once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement. On receipt of a registration fee, your child will be provided with a John Bear's Nursery book bag.

Retainer fee

The nursery reserves the right to apply a fee (100% contracted hours at current hourly rate) to keep a place open for a long period of absence.

Increase in fees

The nursery may increase fees and will give you written notice of any change at least six weeks in advance.

Trips

Charges for any trips undertaken at the nursery will be agreed in advance with families.

Late collection

An extra charge will be made for the late collection of a child.

If you collect your child more than 5 minutes late (calculated using office digital time) we will issue a polite reminder. For subsequent occasions, there will be an additional charge of £30 per late collection and a surcharge of £10 per 15 minutes after the first ½ hour, which includes the basic cost of keeping two senior staff members on site to care for a child “after hours”. Whilst we have a legal responsibility and a professional duty of care to ensure that, a child is looked after if a parent/carer is not on time to collect a child, the nursery must operate within legal ratios and limits.