

Orchard Early Years Fees and Funding Policy

Policy Statement



This policy explains how **nursery fees, government-funded childcare entitlements**, and **additional charges** operate at our setting. We are committed to delivering high-quality early education while ensuring transparency, fairness, and compliance with Department for Education (DfE) and Local Authority requirements. We provide funded early education places in line with statutory guidance and ensure that parents can access their child's funded hours.

1. Fee Structure

We offer three sessions across the week.

- Full day session – 7:30am – 6:00pm
- Morning session – 7:30am – 12:30pm
- Afternoon session – 1:00pm – 6:00pm

Sessions are charged at the following rates.

- Full day - £60
- Half day (Mornings and Afternoons) - £40

A fee of £5 per 10 minutes is charged for late pick-ups on all sessions.

Fees are reviewed on an annual basis and are subject to increase. A minimum notice of 1 month will be given of any fee increase.

2. Invoicing and Payment

Invoices are sent out electronically at the beginning of each month and are for the month ahead. All invoices are calculated on an annual basis (both full time and term time) to give a consistent monthly fee. The calculation for invoices is as follows.

Total weekly cost of sessions **X** 52 weeks (38 weeks for term time)

This figure is **divided by 12** to give a monthly fee.

Funded hours are deducted from the fees where eligible and a consumables charge is added.

Any extra sessions booked will be added to the subsequent months invoice.

Fees are due **10 days** after the invoice is issued and a £25 penalty charge is added to fees not paid in this time frame.

3. Government-Funded Childcare Entitlements (England)

We offer the following funded childcare places, subject to eligibility and availability:

a) Children Aged **9 Months to 2 Years**

- Eligible working parents can access **30 hours per week** of funded childcare.

b) **2-Year-Olds**

- Eligible families can access **30 hours per week** of funded childcare.

c) **3- and 4-Year-Olds**

- All children are entitled to **15 hours per week** (universal entitlement).
- Eligible working families may access an additional **15 hours per week**, totalling **30 hours**.

Funded hours are normally delivered over **38 weeks per year (term time)**. As a setting which is open all year, we spread all funded hours over **52 weeks of the year**.

4. What Funded Hours Include

Government funding is intended to cover: - The delivery of early education and care - Staffing and statutory ratios - Core learning resources and activities

Funded hours **do not include** additional services or items outside the core early education offer.

5. Fees for Additional Hours

Parents may purchase childcare hours **in addition to their funded entitlement**. These hours are charged at our published hourly rate and are set out clearly in our fee schedule.

6. Charges for Consumables and Extras

a) What Are Consumables and Extras?

Consumables and additional services **may** include but are not limited to: - Meals and snacks - Nappies, wipes, nappy sacks - Sun cream and toiletries - Special events or celebrations - Optional extra activities or visits

b) Justification for Charging

Government funding falls below the additional cost of consumables or additional services. Charging separately for these items allows us to: - Keep funded childcare hours genuinely free - Offer parents choice and flexibility - Maintain financial sustainability while delivering high-quality care

c) Voluntary Nature of Charges

All charges for consumables and extras are **voluntary**: - Parents are **not required** to pay for consumables to access funded hours.

7. Prohibited Charges

In line with government guidance: - We **do not charge top-up fees** to cover the difference between funding and our normal fees - We **do not make additional charges a condition** of accessing funded hours - We **do not require payment** for registration, administration, or booking funded hours

8. Transparency and Information for Parents

We ensure that: - All fees and optional charges are clearly itemised and explained in writing - Parents receive full information before taking up a place - Changes to fees or charges are communicated at least a month in advance

A full breakdown of fees and optional charges is available from the nursery office.

9. Eligibility and Codes

Parents are responsible for: - Applying for funded childcare through the Government's Childcare Service - Providing valid eligibility codes before funding can be applied - Reconfirming eligibility every three months, where required.

Failure to provide or reconfirm a valid code may result in fees being charged at the standard rate until funding is reinstated.

10. Review of Policy

This policy is reviewed annually or when government guidance changes to ensure continued compliance and best practice.

Policy reviewed: January 2026

Next review due: April 2026

Orchard
Early Years