

Stockton Wood Primary School

Charging Policy for Nursery Extended Hours Provision

1. Introduction

This policy sets out how Stockton Wood Primary School charges for childcare delivered outside the universal and extended funded early education entitlements (15 and 30 hours). It complies with:

- Early Education and Childcare Statutory Guidance for Local Authorities (2024)
- EYFS Statutory Framework (2024)
- Local Authority Provider Agreement for Liverpool

Our aim is to apply charges fairly, transparently, and in a way that supports parental choice and access to high-quality early years provision.

2. Funded Hours and Free Entitlement

In line with statutory guidance:

- 15 and 30 funded hours are free at the point of delivery.
- Parents will not be charged:
    - Top-up fees for funded hours
    - Fees as a condition of taking funded hours
    - For the enrolment, registration, or administration linked to funded places

Any charges outlined in this policy apply only to additional hours, consumables, or optional extras that fall outside funded entitlement.

3. Extended Hours Provision

Extended hours provision includes:

- Care beyond the child's funded entitlement
- Non-funded sessions (e.g., early drop-off, late pick-up)
- Wraparound hours

These sessions are optional and subject to availability.

4. Charges

4.1 Hourly Rate

The fee for additional 15 hours per week if not entitled to funded extended hours is £15.00 per day.

The fee for extended half an hour Nursery supervision (2.50 – 3.20pm) is £2.50 per day.

Rates reflect Local Authority guidance.

4.2 Meals

Parents must provide their own packed lunch.

4.3 Optional Extras

Optional extras may include:

- Outings or trips
- Extra-curricular clubs
- Specialist sessions (e.g., music, sports, Forest School)

These are not required to access a funded place. Parents will only be charged where participation is optional.

5. Invoicing and Payment

5.1 Payment Methods

Payment must be made via Arbor MIS. Accepted payment methods include:

- Credit/Debit Card
- Childcare vouchers
- Tax-Free Childcare

5.2 Payment Terms

- Payment is due within 14 days.
- Persistent non-payment may result in:
    - Withdrawal of extended hours
    - Suspension of the child's place in line with LA guidance

6. Absences, Cancellations and Changes

6.1 Parent Absences

- Missed or cancelled paid sessions (holidays, sickness) are charged in full as staffing ratios are planned in advance.

6.2 Nursery Closures

If the setting must close unexpectedly (weather, emergency, staffing ratios):

- Fees for paid extended hours will be credited or refunded.
- Funded hour attendance will not be charged or deducted from entitlement.

6.3 Changing Hours

Permanent changes to extended hours require 4 weeks' written notice.
Requests are subject to availability and staffing.

7. Notice Period

Withdrawing from extended hours or leaving the nursery entirely requires 4 weeks' written notice.
Any outstanding fees must be settled by the final day.

8. Annual Review

This policy is reviewed annually or sooner if:

- Government funding rates change
- Local Authority guidance is updated
- The EYFS statutory framework is revised

9. Contact Information

For queries relating to fees or this policy, please contact:
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