

St Michael's Nursery

Policy for Chargeable Extras



Our setting is open 08.00-18.00 Monday to Friday, all year round.

We are closed on Bank Holidays and the Christmas period from Christmas Eve until New Year. We do not charge for any period of nursery closure.

In the event of an unplanned closure, such as adverse weather or extra Bank Holidays, we will endeavour to offer an alternative session.

At registration, families book their sessions which are reserved for attendance for their child's time at nursery.

Our places are limited, subject to EYFS requirements, based on floorspace and child:staff ratios. Parents must adhere to their booked times to ensure our nursery remains within numbers at all times.

We offer a choice of sessions, all subject to availability, as follows:

Morning 8am to 1pm

Afternoon 1pm to 6pm

School day 8.45 am to 4.15 pm

Full day 8am to 6pm

Early Years Entitlement Funding

We offer funding term-time and/or stretched. Your weekly entitlement will be available for 15/30 hours a week term time, or 11/22 hours stretched. Families can access this in the following way:

Funded hours will be shown clearly on your invoice along with charges for any additional hours booked.

A maximum of 10 funded hours per day can be claimed.

Your child is expected to attend for their booked sessions and parents must inform the nursery of absence and reasons for this.

Holiday dates can be given in advance and with a month's notice, discount can be applied to your child's 'full week' for any paid for sessions. This is for up to three 'full weeks' per year, January to December.

Funded hours are claimed as usual when a child is off sick or taking a family holiday (as explained in the Parental Declaration Form).

Families are able to split their funding between settings, not exceeding the 15/30 or 11/22 hours total per week across all settings. Names of other settings must be shared by families, and settings communicate with each other to ensure funded hours are not overclaimed.

Additional Hours / Sessions

Hours that exceed the weekly funding entitlement will be charged at an hourly rate as follows:

Age of child	Hourly rate charges
Age 3 & 4	£11.70
Age 2	£11.70
Under 2's	£11.70

Additional sessions are available at fixed prices as follows:

Age of child	Morning session 8am – 1pm	Afternoon Session 1pm – 6pm	School Day 845am – 415pm	Full Day 8am – 6pm	Full Week Mon-Fri 8am to 6pm
Under 2s Ladybirds & Butterflies	47.85	45.75	70.75	88.50	390.00
	Includes breakfast & lunch, consumables and activities	Includes tea, consumables and activities	Includes breakfast, lunch and tea, consumables and activities	Includes breakfast, lunch and tea, consumables and activities	Includes breakfast, lunch and tea, consumables and activities
2-year olds Dragonflies	47.85	44.75	70.75	82.25	360.00
	Includes morning snack & lunch, consumables and activities	Includes tea consumables and activities	Includes morning snack, lunch and tea, consumables and activities	Includes morning snack, lunch and tea, consumables and activities	Includes morning snack, lunch and tea, consumables and activities
3 & 4-year olds Kindergarten	44.75	44.75	62.50	72.80	315.00
	Includes morning snack & lunch, consumables and activities	Includes tea, consumables and activities	Includes morning snack, lunch and tea, consumables and activities	Includes morning snack, lunch and tea, consumables and activities	Includes morning snack, lunch and tea, consumables and activities

The funded rate is for **childcare only** and does not cover any additional costs in our setting.

When completing the Parental Declaration for Funding, parents are asked to select from the following

- To select for fully funded sessions, we have a meal, consumable and activity charge, which is shown on your invoice and families are in agreement to pay this.
- Or to select they are unable/unwilling to pay an extra charge with an option to discuss other options.
- Or to select to book an extra three hours per week (or more) in addition to funded hours, at which point we waive any extra costs.

- We are required to show the Additional Services Charge total as an itemised product from January 2026 , set out below

Additional Services charge	Morning	Afternoon	School day/full day
All age-groups	£6.45 per session	£4.70 per session	£11.70 per session

The additional services calculation, Full Day/ School Day	Meals	Activities	Consumables	Full Day/School Day, additional services total
0-2 yrs	£4.20	£3.60	£3.90	£11.70
2 yrs	£4.50	£4.45	£2.75	£11.70
3 & 4 yrs	£4.85	£4.85	£2.00	£11.70

The additional services calculation, Morning Session	Meals & Snacks	Activities	Consumables	Morning, additional services total
0-2 yrs	£3.45	£1.00	£2.00	£6.45
2 yrs	£3.50	£1.50	£1.45	£6.45
3 & 4 yrs	£3.75	£2.00	£0.70	£6.45

The additional services calculation, Afternoon session	Meals	Activities	Consumables	Afternoon, additional, services total
0-2 yrs	£2.00	£0.70	£2.00	£4.70
2 yrs	£1.50	£2.20	£1.00	£4.70
3 & 4 yrs	£1.50	£2.50	£0.70	£4.70

What does the additional services charge cover?

1.Meals / Snack Charges

We offer a nutritional, home-made menu from our on-site kitchen, employing a dedicated chef. We support local suppliers to reduce our carbon footprint. Due to severe allergies in our setting, to prevent the risk of sharing allergens and with no storage for packed lunches, we are unable to take food from home.

Meals are as follows:

Under 2's (Ladybirds & Butterflies): Breakfast (before 9am), Lunch (12pm) and Cooked Tea (3.30pm)

2-year olds (Dragonflies): Morning snack (9am) (toast and fruit), Lunch (12pm), High Tea (3.30pm)

3 & 4 year olds (Kindergarten): Morning snack (9am), Lunch (12pm) and High Tea (3.30pm)

For fully funded families who are unwilling/unable to pay for additional services we are able to discuss further options.

2. and Consumables

The additional services charge also includes:

nappies	paracetamol/ antihistamine
wet wipes	suncream
nappy cream	

We provide children with their own bedding, which is laundered on site.

For parents who are unwilling/ unable to pay for additional services we are able to discuss further options.

3. and Additional Activities / Trips

In addition to or continuous provision of EYFS we have the following activities provided each week, building an enrichment programme for the children, these include:

Forest School,	Outdoor maths, science and phonics with Learning Journey,
Music & Movement sessions,	Mud-kitchen play in our Woodlands,
Hedgehogs Bakery,	Borrow a Book for Bedtime Library,
Storybears,	Eco-Heroes sessions,
Gardening Club,	Wild Hygge sessions.

For outdoor play for all children, we provide good quality waterproofs and wellies, which are laundered on site.

We plan walks and trips for the children, providing extra staff to ensure a safe ratio. Walks can include such places as the railway station, pet shops, Oaklands home for the elderly, markets, the library and the museum.

We invite visitors into the setting to give children knowledge of their wider world, such as emergency services, VR headsets from plastic free North Devon and also to bring new knowledge such as Djembe Drum workshops and other musicians.

We employ a Speech and Language Therapist to work closely with our team, spending time in each age-group supporting a rich language environment for all children in our care.

We employ a full time, supernumerary SENDCo to be available to support children at all ages and stages of development.

Please note that Football with the Ferdinand Collection is a chargeable and optional extra.

Other charges

We charge £150 registration fee for families who are booking paid hours/sessions. This is refunded on your child's first invoice. This fee holds your child's place until they join the nursery. The deposit is not refunded if you decide not to start your children at our setting.

We offer term time only places and stretched all-year places. We do not charge a school holiday retainer fee for term time places.

For families collecting their children later than their booked pick-up time, we charge £10 late fee Plus £10 per 15 minutes (or part thereof)

For late payment of paid fees, interest is added to your balance owing as written in our terms and conditions of registration.

Parents must keep their HMRC accounts updated. Should a child's funding expire and beyond the grace period, families will be charged for nursery sessions at the usual fees rate.

If you are in receipt of Universal Credit, you may get help with fees for Additional Hours/Sessions. Universal Credit will not contribute towards any Chargeable Extras.

If you are eligible for Tax-Free Childcare this can save you up to 20% on your fees for Additional Hours/Sessions and Chargeable Extras.

Visit

<https://www.beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support>
to see what help may be available for you.