

**The following wording is offered as guidance only.**

Your setting is unique and if you plan to use any that is suggested, please adapt to suit your offer to families. This includes adding / removing any items not offered as part of the chargeable extra lists.

Your Charging Policy must clearly articulate compliance to the Statutory Guidance in relation to fees families are charged when accessing a funded place.

**When deciding the items which form part of a chargeable extra, please consider how you will manage participation if a child’s pattern of attendance is not Monday to Friday, and products which are not consumed by a child.**

**CHARGEABLE EXTRAS FOR FAMILIES ACCESSING A FUNDING ENTITLEMENT**

Providers offering Early Education and Childcare can charge for the following when families are accessing a funded place.

* Optional Services and Activities
* Food Consumables
* Non-Food Consumables

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 X 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 X weeks prior to your child’s last date of attendance. Fees remain chargeable during this notice period.

**OUR CHARGEABLE EXTRAS**

**Optional Services and Activities:**

**These services and activities are not expected to be provided as part of the EYFS.**

Add unique selling point.

* Additional classes:
	+ Add your classes if applicable
* Enhanced small group activities:
	+ Add your activities if applicable
* Parent / Carer Events:
	+ Add your events if applicable
* Premium access to the online learning journal

**Non-Food Consumables:**

Add unique selling point.

* Nappies
* Wipes\*
* Cream\*
* Suncream\*
* Non-essential PPE for personal care

\* these items must be labelled with your child’s name

**Food Consumables:**

Add unique selling point.

* Hot Meals
* Snacks

**Our Fees for Chargeable Extras**

|  |  |  |
| --- | --- | --- |
|  | **Option 1** | **Option 2** |
| **Optional Services and Activities** | £ | £ |
| **Non-Food Consumables** | £ | £ |
| **Food Consumables** | £ | £ |

* Option 1:

This will be charged where a family has opted in as part of the childcare contract

* Option 2:

This will be charged where a family has opted out as part of their childcare contract but decide to participate after the claim period start date or it has been necessary to supply an item.

The ability to switch options or re-arrange these chargeable extras is termly.

If you are unable to pay for or wish to amend your contract, please speak with X to discuss the alternative options available.

**It is not possible to select items from each list for your child to participate or for you to supply,** fees are applied in fullwhere attendance is anticipated as part of your agreed childcare contract.

Where it is necessary for the nursery to supply any individual item listed, the full fee will be charged.

**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 notdirectly 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.

* **Non-Food Consumables**

Where families opt to supply the listed items instead, sufficient supplies of these must be brought to nursery **every day** when your child is accessing their funded entitlement because there is not capacity to store any items at nursery permanently.

**All** the listed items must be packed in a string bag (or similar) which is clearly labelled with your child’s full name. **It is not possible to select certain items to supply,** and the items marked \* must also be labelled with your child’s name.

Families are responsible for checking that their child arrives at nursery with a sufficient supply of these items so that we can provide for your child’s individual care needs.

* **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
7. morning
8. afternoon
9. A balanced and healthy meal is available to children attending the following sessions
10. breakfast
11. lunch
12. afternoon / after school

Please refer to our meal planner.

1. Families supplying their child’s meals and snacks **must**
2. 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.

1. apply the ‘four-hour rule’ for items that must be kept cool
2. avoid using single use plastic such as cling film, sandwich bags and packaging
3. 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.
4. It is not possible to opt to supply either meals **or** snacks. Where families opt to supply their own, all food must be provided for your child attendance at each session.
5. If food is not supplied as agreed, the food consumable fee will be charged in full.