



CHARGING POLICY

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Policy Statement

Snowys Nursery and Preschool provide high quality, affordable early years education and is accessible to all children and families within the local community. This policy aims to ensure that fees enable and reflect the safe and stimulating environment the setting provides for the children and the continued high standards and sustainability of the setting.

Session Fees

Our session fee for a child attending Snowys Nursery and Preschool is £19 per half day session (3 hours) for all sessions which are not covered by government funding.

Morning Session 8.45am-11.45am	Lunch 11.45am-12.15pm	Afternoon Session 12.15pm-3.15pm	Full Day 8.45am-3.15pm	Extended Hours Mon-Fri 8.30am
£19	£2.50	£19	£40.50	£3.00

The following fees apply when families claim a funded entitlement as part of childcare arrangement:

- Additional hours including those not funded will be charged at our current charges.
- All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.
- We do not charge a deposit.

We would like to remind you that if your child is absent due to illness or holiday their place still has to be paid for in full as we have set costs which need to be covered. If the setting has to close due to circumstances out of our control, such as extreme weather, staff sickness or damage to the building, full fees will be charged.

If you are experiencing financial difficulty, please speak to the Business Manager in confidence and a payment plan may be agreed (please note this is for exceptional circumstances, not a general rule). We look to support families the best we can and alternative options may be available.

Funded Early Years Education

Snowys Nursery and Preschool is listed with Norfolk County Council as a provider offering Early Education funding entitlement for 2, 3 and 4 year-olds.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare only. It is not intended to cover the cost of food, consumables, additional hours or additional services.

The Government funding entitlement is offered free. Parents 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. The funded entitlements will be delivered consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services or consumables.

Registration Fee

We charge a one-off £50.00 non-refundable registration fee once your child's place has been confirmed. The registration fee covers the administrative cost in setting up a child at the preschool

and includes a book bag for each child. A deposit will not be charged. This fee is however voluntary where families do not pay for any additional hours.

Consumables Charge

We will invoice a voluntary consumable charge for each session your child attends. Our consumables fee is charged at £2.25 per half day session (3 hours).

The consumables charge will cover items such as snacks, toiletries for nappy changing and toileting, non-essential PPE and sun cream. It also includes events, seasonal/celebration resources, baking resources, specialist activities such as music, yoga and sports classes and online learning journey access Tapestry.

We are required to deliver the funded entitlements consistently, so that all children within our 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, food or consumables.

The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all Early Year's 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.

Optional Services and Activities

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.

Where families opt to supply the items, sufficient supplies of these must be brought in every day when your child attends as there is not capacity to store any items at Snowys permanently. If items are not supplied as agreed, the consumable charge will be invoiced in full.

If you opt to bring your child's snacks, all food must be provided for your child's attendance at each session. You must refer to the list of items which cannot be provided to ensure suitable and practical food products are supplied which promote healthy eating and avoids cross-contamination or risk to children with dietary requirements. Please refer to our food and nutrition policy.

Please ensure you apply the 'four-hour rule' for items that must be kept cool. It is not possible for us to refrigerate or reheat food brought in from home therefore you must include an ice pack. All food must be suitably packed (waste free) in a clearly named insulated lunch bag, fully prepared to minimise any choking risk and ready for your child to consume. The snack item must be handed separately to a member of staff at drop off and must not be included in your child's lunchbox if attending lunch club.

Non-Food Consumables

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 we reserve the right to amend the list of consumables. All items must be labelled with your child's name; spare clothes including 3 pairs of underwear, 3 pairs of socks, 3 t-shirts, 3 trousers/leggings/skirt/dress and 3 jumpers, pack of nappies, tissues, pack of nappy sacks, wipes, cream, suncream, sunhat and non-essential PPE for personal care.

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

Charges for additional trips will be agreed in advance with families.

Please note that if you receive the Early Years Pupil Premium (EYPP) extra funding for your child, we will not charge the consumables fee for the funded sessions.

If you have difficulties in paying this charge, please contact the Business Manager as soon as possible to discuss alternative options available such as spreading the cost over the term or by supplying the consumable items. You need to let us know before the start of the term if you do not wish to pay the charge as you will be required to bring in a list of items to cover your child's consumables. Informing us at the end of the half term could incur a charge due to not providing your own consumables.

Invoicing

Invoices will be issued half-termly and payment must be received by the payment date specified on the invoice to avoid any late payment charges. Invoices should be paid by bank transfer and details will be provided on the invoice.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It allows parents to see that the funded entitlement you are claiming is free of charge and understand the additional fees that have been applied.

We accept payment via the government's Tax-Free Childcare Scheme. For working families, including self-employed, and based on your income you could be eligible for up to £2,000 per child per year. For more information visit www.hmrc.gov.uk/taxcredits. We also accept employer childcare vouchers if there are no financial or administrative implications to Snowys. Please speak to our office for further information.

Late Invoice Payment

Late invoice payments are charged at £5 per day on sums remaining due and outstanding. We will remind you that a payment date is approaching. If you miss a payment date, a reminder will be sent and you will be charged the late payment fee of £5 per day until the invoice is paid. Invoices for late payment charges must be paid within 7 days. If after 7 days the invoice has still not been settled, we will stop providing childcare until the debt is cleared. If after a further 4 weeks the debt has still not been cleared, we may take court action to recover the debt.

Late Collection Charge

We politely request that parents collect their children punctually. We reserve the right to make an additional charge for late collection. There will be a £10 charge for every 10 minute period until such time your child is collected. Late collection invoices must be paid within 7 days. Please refer to our Uncollected Child policy.

Retainer Fee

A retainer fee will be charged where a parent/carer wishes to ensure your childcare arrangement is secured during a long absence when the setting would normally be open for business. Our session fees will be invoiced to cover the period of absence. In most cases, funded hours will not be claimed during this extended absence and without payment of the retainer fee, your child's place may not be secure.

Review of Fees

The funded hours and any additional non-funded hours will be agreed initially as part of our registration process and included in your childcare contract. Our fees are reviewed annually in April and families will be given at least 4 weeks' notice in writing to inform of any change and given the opportunity to discuss the options with our Business Manager.

Families will be informed of any changes to the funding and fees if different from the point of enquiry and your child's start date so that any applicable charges can be checked before the childcare contract is formalised. Our fees can be found on our website and we will provide you with a copy of the charging policy before your child starts.

Changes to your childcare contract must be requested in writing 4 weeks before the start of the new claim period to avoid incorrect fees being charged.

If you wish to terminate your childcare contract you must provide in writing at least 4 weeks prior to your child's last date of attendance. Fees remain chargeable during this notice period. 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.

Funding, Fees & Attendance

All families with children aged 3-4 years are entitled to 15 hours of funded childcare a week (for 38 weeks up to 570 hours per year) with registered childcare providers. Eligible working families of children aged 2-4 years are entitled to 30 hours a week (for 38 weeks up to 570 hours per year).

Some eligible families of 2-year-old children may also be entitled to 15 hours funded childcare a week (for 38 weeks up to 570 hours per year) if they receive some additional forms of government support.

To check if you are eligible, visit www.childcarechoices.gov.uk or contact our office for more information.

2 YEARS	3-4 YEARS
FAMILIES WITH ADDITIONAL SUPPORT	ALL PARENTS
15 hours funded childcare	15 hours funded childcare
WORKING FAMILIES	WORKING FAMILIES
30 hours of funded childcare	30 hours funded childcare

IMPORTANT: PLEASE ENSURE YOU APPLY FOR YOUR FUNDING CODE WITHIN THE TIMEFRAMES BELOW TO OBTAIN AHEAD OF YOUR CHILD'S START DATE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US.

When to apply for funding

A child born in the period	Eligible for a funded place	Recommended time to apply
1st September to 31st December	1st January (Spring term)	15th October to 30th November
1st January to 31st March	1st April (Summer term)	15th January to 28th February
1st April to 31st August	1st September (Autumn term)	15th June to 31st July

It is a parent's responsibility to reconfirm the eligibility code every three months with the Government. If you do not reconfirm your code, we will not be able to claim funding for your child and you will be charged our fees for your child's sessions.

Our charging and admission policies are included in the registration pack and available on our website.

Links to other Snowys Policies and Procedures

- Admissions Policy
- Data Protection Policy
- Uncollected Child Policy
- Food and Nutrition Policy

- [2 year old early education - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/2-year-old-early-education-schools)
- [3 and 4-year-olds early education - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/3-and-4-year-olds-early-education-schools)
- Government Childcare Schemes: [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare)
- Norfolk County Council Free Childcare and Learning: <https://www.norfolk.gov.uk/childrenand-families/childcare-and-early-learning/free-childcare-and-learning>