

Once Upon A Time Daycare is committed to providing high-quality early years education and care in line with statutory guidance from the Department for Education and our Local Authority Provider Agreement.

We aim to ensure:

- Transparency in all fees and charges
- Compliance with Early Years Funding (EYF) regulations
- Clear distinction between funded provision and additional services
- Fair and sustainable fee structures
- Families are not required to purchase additional services to access funded entitlement

2. Annual Fee Review

The nursery conducts an annual fee review each April.

Fee adjustments are informed by:

- National Minimum and Living Wage increases
- Age-related wage band changes
- Apprenticeship wage changes
- Increases in food, utilities, consumables, and operational costs
- Investment in staffing, qualifications, and training
- Overall sustainability of high-quality provision

Families will be notified in writing of any fee changes in advance of implementation.

3. Early Years Funding

Early Years Funding (EYF) is a national scheme, administered by local authorities, offering funded childcare hours with an Ofsted-registered provider.

3.1 Funded Entitlement

Funded hours are provided **free at the point of delivery** and cover the **core EYFS educational provision only**. Funding does **not** cover:

- Meals, snacks, or formula milk (unless enhanced provision is purchased)
- Consumables (nappies, wipes, creams, sun cream)
- Enrichment activities, trips, or extracurricular sessions
- Enhanced provision beyond EYFS
- Digital learning platforms, security systems, or additional staffing

3.2 Eligibility

Children become eligible from the term after they reach the relevant age milestone:

- 1st January
- 1st April
- 1st September

Supported Two-Year-Old, Universal Three- and Four-Year-Old, and Working Families Funding are delivered in accordance with statutory guidance. Eligibility must be evidenced with the relevant documentation (birth certificate, passport, HMRC codes, local authority confirmation).

3.3 Required Documentation

- **Supported Two-Year-Old Funding:** child's birth certificate/passport + eligibility confirmation
- **Universal 3–4-Year-Old Funding:** child's birth certificate/passport
- **Working Families Funding:** child's birth certificate/passport, parent's full name, date of birth, eligibility code from HMRC, and national insurance number

4. Admissions & Allocation of Funded Places

4.1 Application Process

- Parents must complete a Parent Declaration Form each term.
- Applications are accepted for children turning 3 within the relevant academic year.
- Completed forms must be returned by the deadline to secure a place.

4.2 Allocation Criteria

Places are allocated based on:

1. Children already attending the nursery
2. Statutory priority criteria (e.g., children in care, siblings)
3. First come, first served

Oversubscription is managed fairly and transparently in line with operational capacity.

4.3 Funded Hours Options

- **Stretching Funded Hours (All Year-Round Contract):** spreads funded hours across 51 weeks which is 22 hours claimable per week.
- **Term-Time Only Sessions:** funded hours spread across 38 school weeks; additional sessions can be booked as paid wraparound, which means you can claim the full 30 hours per week in term time following the academic calendar of your nurseries location.

4.4 Maximum Parameters

- Funded childcare cannot exceed 10 hours per day
- Must be accessed between 8:00am–6:00pm
- Maximum of two childcare sites per day

Exceptions may be made at the nursery's discretion.

5. Booking Patterns & Use of Funding

- Parents must confirm booking patterns at the start of each term.
- Ad-hoc sessions outside confirmed booking patterns cannot claim funded hours.
- Eight weeks' notice required for changes to booking patterns.
- Local authorities may reclaim funding for child absences; parents are responsible for any resulting fees.

Stretch & Term-Time Calculations

- **15 hours/year funding:** 38 weeks term-time = 570 hours; stretched over 51 weeks = 11 hours/week
- **30 hours/year funding:** 38 weeks term-time = 1,140 hours; stretched over 51 weeks = 22 hours/week

6. Enriched Provision & Optional Services

6.1 Contract Types

Once Upon A Time Daycare offers **two types of contracts** for families accessing funded hours:

A. Enriched Provision Contract

- Families access their funded hours **and opt into the “Enriched Experience”**, which includes:
- Freshly prepared meals and snacks provided by our onsite chef adhering to the Early Years Nutrition guidance and our Healthy Early Years Policy
 - Formula milk
 - Nappies, wipes, creams, sun cream
 - Enrichment activities and trips
 - Extra-curricular sessions tailored to children's development
 - Themed events and celebrations (e.g., graduation, Mother's/Father's Day, Christmas)
 - Full use of the Famly app for updates, photos, and messaging
 - Soft play access
 - Enhanced security (CCTV and fingerprint entry)
 - Staff training and higher qualifications

- Funded hours are applied to the invoice, with an **hourly charge of £3.30 per funded hour** for the enriched provision.
- This contract is only available within the **standard booking patterns**:
 - 8:00am – 1:00pm (AM session)
 - 1:00pm – 6:00pm (PM session)
 - 9:00am – 4:00pm (Prime session)
 - 8:00am – 6:00pm (Full day)
- Any hours **within or additional to these sessions** will be charged at the **normal hourly rate** (as detailed on the current fee sheet).
- Packed lunches may be provided by families, provided they comply with the nursery's **Healthy Early Years Policy**.

B. Fully Funded Contract

- Families can claim their funded hours **completely free of charge** within the standard session times:
 - 9:00am – 12:00pm (AM funded session)
 - 1:00pm – 4:00pm (PM funded session)
- **Additional extras** (meals, snacks, formula milk, care packages, enrichment sessions, soft play, etc.) are optional and must be booked **for the full term**.
- Charges for additional extras are clearly **itemised on the invoice**.
- Families are not required to purchase optional extras to access their funded hours.

6.2 Registration Fee and Funded Places

Families accepting a private childcare place or an Enriched Provision Contract are required to pay a registration fee of **£300** to secure their child's place. This comprises a **£150 refundable deposit**, which will be returned in accordance with the nursery's Deposit Policy and Terms and Conditions, and a **£150 non-refundable administration fee**, which covers the costs associated with processing the application, allocating and securing the nursery place, completing admissions and funding administration, setting up nursery management systems, and preparing the child's enrolment prior to their start date.

In line with the Department for Education's Early Education and Childcare statutory guidance, families accessing a **funded-only place** are **not required** to pay a registration fee or deposit as a condition of accessing their funded entitlement. The funded early education entitlement remains available free at the point of delivery, and no child will be denied access to their funded place because a registration fee has not been paid.

Where families choose to access additional private childcare, wraparound hours, or the optional Enriched Provision Contract, the standard registration fee and deposit arrangements will apply in accordance with the nursery's Admissions Policy and Terms and Conditions.

6.3 Voluntary Optional Services

Families may opt into additional services during funded or paid sessions. Up-to-date pricing for all optional services is detailed on the nursery's **current fee sheet**. Optional services may include (but are not limited to):

- Daily snacks

- Care package (nappies, wipes, creams, sun cream, additional Family updates)
- Enriched extracurricular activities
- Soft play access
- Freshly prepared meals by our onsite chef adhering to the Early Years Nutrition guidance and our Healthy Early Years Policy

Families should refer to the **current fee sheet** for the most accurate charges.

7. Wraparound & Additional Hours

- Breakfast (8–9am)
- Lunch (12–1pm)
- Tea (4–5pm)
- Additional hour (5–6pm, no meals)

Additional hours outside funded sessions are charged at the private hourly rate. Meals can be added following the fee sheet. If meals and snacks are being provided by the parent these must adhere to our Healthy Early years Policy. Failure to comply with this policy will result in nursery providing a healthy alternative with the charge of our meal price as per the fee sheet.

8.1 SEND Funding

Used to support children with special educational needs, including specialist resources, equipment, and staff support. Discussed with parents and professionals to ensure transparency.

8.2 Disability Access Funding (DAF)

- One-off annual payment for eligible children receiving DLA
- Used for reasonable adjustments, resources, and adaptations
- Remains with the nursery if child moves; not used for additional staffing

8.3 Early Years Pupil Premium (EYPP)

- Supports eligible children to improve developmental outcomes such as nursery trips, meals or extra curricular.
- Paid directly to the nursery by the local authority

8.4 Deprivation Funding

- Allocated to support children in receipt of EYF meeting local eligibility criteria
- Used to close attainment gaps across the nursery

9. Invoicing & Transparency

- Funded hours clearly shown on invoices
- Optional services separately itemised
- No hidden charges
- Families can provide their own snack for funded-only sessions

Invoices are issued in line with nursery payment terms.

10. Compliance Statement

- Funded hours delivered free at point of access
- Parents not required to purchase meals, consumables, or additional services
- Optional services voluntary and itemised
- Charges only for services additional to funded entitlement

11. Monitoring & Review

This policy is reviewed annually or sooner if:

- Government funding guidance changes
- Local authority agreements are updated
- Operational requirements change

This policy was adopted on	Signed on behalf of the nursery	Date for review
28/06/2025	Rebecca Street	28/06/2026
28/06/2026	Rebecca Street	28/06/2027