



10.15 Charging Policy

Acle Pre-school operates for 38 weeks of the year, in line with the term dates on the Norfolk Schools Calendar.

Fees

Below is a table which shows the fees that we charge should your child not be funded by the government. We accept government funding for all hours in which we are open, including wraparound care (breakfast and after school club). Any additional hours to your funding we be charged at the rates set below;

From September 2025;

Sessions	Time	Cost
1. Breakfast Club	8:00 – 8:45	£6.40 (2 year olds) £5.25 (3-4 year olds)
2. Mornings	8:45 – 11:45	£22.50 (2 year olds) £17.50 (3-4 year olds)
3. Lunch (<i>Bring own packed lunch</i>)	11:45 – 12:45	£8.50 (2 year olds) £7.00 (3-4 year olds)
4. Afternoon	12:45 – 3:15	£18.75 (2 year olds) £14.60 (3-4 year olds)
5. All Day (<i>am, Lunch & pm</i>)	8:45 – 3:15	£49.75 (2 year olds) £39.10 (3-4 year olds)
6. After School Club	3:45 – 4:45	£8.50 (2 year olds) £7.00 (3-4 year olds)
	3:45 – 5:45 (including light dinner)	£15.50 (2 year olds) £11.50 (3-4 year olds)
7. Chargeable extras	Per session child attends	£1.50 per session split into 3 categories. £3.00 full day split into 3 categories.
8. Additional Costs Payable if your child is collected late to cover staffing costs.	Late Collection	£5 for the first 1-5 minutes and then £1 per minute thereafter.



From October 2025;

Sessions	Time	Cost
1. Breakfast Club	7:45 – 8:45	£8.50 (2 year olds) £7.00 (3-4 year olds)
2. Mornings	8:45 – 11:45	£22.50 (2 year olds) £17.50 (3-4 year olds)
3. Lunch (<i>Bring own packed lunch</i>)	11:45 – 12:45	£8.50 (2 year olds) £7.00 (3-4 year olds)
4. Afternoon	12:45 – 3:45	£22.50 (2 year olds) £17.50 (3-4 year olds)
5. All Day (<i>am, Lunch & pm</i>)	8:45 – 3:45	£53.50 (2 year olds) £42.00 (3-4 year olds)
6. After School Club	3:45 – 4:45	£8.50 (2 year olds) £7.00 (3-4 year olds)
	3:45 - 5:45 (including light dinner).	£15.50 (2 year olds) £11.50 (3-4 year olds)
7. Chargeable extras	Per session child attends	£1.50 per session split into 3 categories. £3.00 full day split into 3 categories.
8. Additional Costs Payable if your child is collected late to cover staffing costs.	Late Collection	£5 for the first 1-5 minutes and then £1 per minute thereafter.

Funding

2 year old funding:

15 hour early education funding - you may be eligible for 15 hours of early education funding for your 2 year old if you are on low income, in receipt of certain benefits, your child is look after by the local authority, adopted, in receipt of DLA (Disability Living Allowance) or have an EHCP (Education, Health Care Plan).

You will need to complete an eligibility check and sign up for a Norfolk Education Online (NEO) account and give your personal details, contact details, National Insurance Number, your child's details and documentary evidence. Visit norfolk.gov.uk for more information.



30 hour early education funding - you may be eligible for 30 hours of early education funding for your 2 year old if you are working parent/s, who individually earn more than £8,670 but less than £100,000 adjusted net income per year. For couples, the rules apply to both parents, so both must earn at least £8,670 and neither can earn more than £100,000. You can apply for this funding through the childcare choices website where they will issue you a code which we use to claim your funded hours. For children wishing to start during the term in which they have their second birthday, a funding code must have been applied for and obtained in the claim period prior to the second birthday.

3-4 YEAR OLD FUNDING:

Universal offer - All 3-4 year old's living in England are entitled to 570 funded hours of early education and childcare, over 3 claim periods each year. This is known as the Universal Offer and equates to 15 hours per week term time only.

30 hours funding for working parents: You may be entitled to 30 hours of funded childcare for 38 weeks of the year. You do not have to use the full 30 hours. You may share your child's care with other providers. Apply via the Childcare Choices website and you will receive a code which you will need to give to us so that we can claim for your child's entitlement. You can also call the HMRC Childcare Service helpline on 0300 123 4097.

Funding forms are required to be completed in advance of each term, for ALL funding types. These will be distributed by Acle Pre-school with a deadline date. Failure to complete this form will result in you being charged the full rate of our fee's, as outlined above, due to us not being able to make your funding claim without the completed form. Should you have any issues or questions relating to the funding form please do speak with a member of staff.

Invoicing

Our invoices are issued via Tapestry and you will receive this via email direct from Tapestry. Payment plans can be arranged if requested.

Invoices will be broken down into daily charges, showing each day your child is due to attend Acle Pre-school in that term, how many hours of that day are funded and the charge (if any) for any additional hours that day. It will also breakdown the consumables charges into daily amounts, these are detailed further below.



Funded children's hours can only be changed at the beginning of each term and any additional sessions you may require mid term will be charged at our normal rate.

Payment should be made in full within 30 days of the issue of the invoice. Payment plans can be put in place to make payment manageable to families.

Chargable extras for families accessing a funding entitlement

Acle Pre-school charges a small consumables fee for each session, that is broken down into 3 areas. These areas are detailed below, and cover a wide array on extras that we offer, the lists are not extensive. This fee covers the cost of the additional things you and your child will receive, over and above what the government funding pays for basic childcare, during your time at Acle Pre-school. Generally it is expected that most families will opt to pay these chargeable extras, so that their children will receive other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework, alongside snacks and consumables prepared and supplied by Acle Pre-school.

These fees, together with the funded hours and any additional non funded hours, will be agreed at your initial care plan meeting and included within the signed charging policy agreement.

Unless there are exceptional circumstances, chargeable extras can only be varied termly, along with a change in hours attending. Any changes you are wishing to make need to be done so in writing, 4 weeks before the start of the new claim period to avoid incorrect fees being charged.

Claim period start dates; 1st April, 1st September, 1st January.

Please note: Terminating your contract must also be given in writing at least 4 weeks prior to your child's last date of attendance. Fees remain chargeable during this notice period.

Our chargeable extras for families accessing a funding entitlement

Optional services and activities;

These services and activities are not expected to be provided as part of the EYFS. Acle Pre-school prides itself on the things that it can offer over and above other settings. We are always keen to get the children involved and aware of their local community, making regular visits to different businesses and establishments within the village, as well as them coming to us. We like to expose the children to a variety of activities, from outside bodies, that will deepen the children's understanding of the world and spark interest and passion for all sorts of things from a very young



age. We pride ourselves on going above and beyond to allow the children to express themselves and find the things that they enjoy, while having fun and spending time with others, in a safe and secure environment. Our staff attend regular training sessions to enhance their knowledge on new and exciting ways to deliver activities to the children.

- Additional classes;
 - Music sessions
 - Dance/Yoga
 - Animal encounters
 - Physical activity classes and workshops
 - Outdoor experiences
 - Character visits
- Enhanced small group activities;
 - Visits to the forest
 - Seasonal and Celebratory crafting
 - Gardening including supplies
 - Cooking including ingredients
 - Outdoor adventures eg, off site walks into the community
 - Guest visitors
- Parent/Carer events;
 - Parents evenings
 - Transition evenings
 - Open days
 - Arranging regular trips for parents/carers to attend with their children
 - Graduation ceremonies for school leavers
 - End of term parties and gifts
- Premium access to the online learning journal Tapestry, this will include fortnightly photographs of your child partaking in various activities within their time at pre-school, as well as special occasions and wow moments. This will also allow you to share special moments from home, along with a full PDF journal at the end of your time at Acle Pre-school, which can be printed into a book or saved to a computer for you to have a memoir of your child's journey within Acle Pre-school.

Non – food consumables;

At Acle Pre-school we like to treat all our children equally, and no child is made to feel different to others. In order to help achieve this, we provide several non – food consumables that all children will have access to as and when they need them. The only things we ask you to provide outside of this is nappies and nappy cream.

- Wipes



- Nappy bags
- Suncream (Gompels SPF 30 or higher)
- Non-essential PPE for personal care

Food consumables;

During your child's day at Acle Pre-school they will be offered 2 opportunities for a healthy snack, one in the morning and one in the afternoon. We provide many options to the children and will often allow them to choose what they would like to have. Examples of these could be, fruit, vegetables, salad, crackers, breadstick, rice cakes, yoghurt. During times of celebration, such as Lunar New Year and when doing a relatable story to food, we provide specific specialist food, such as noodles, pancakes and unusual foods for taste testing. We acknowledge that when children are sat together eating the same foods around the table, they are more willing to try new foods and in turn this gives them the opportunity to eat a broad variety of foods.

- Snack twice a day

Our fees for chargeable extras per session (half day);

Optional Services and Activities	50p
Non – Food Consumables	50p
Food Consumables	50p

These fees will be charged where a family has opted in as part of their childcare contract.

Families who opt out of the payment will need to cover the cost of any item Acle Pre-school has had to supply to their child in order to provide the basic care needs of the child, in full. By opting out, children's participation within the optional extras will be limited.

The ability to switch between opting in or opting out of these charges can only be done termly, and not part way through. If you are unable to pay for, or wish to amend you contract, please speak with Hannah C or Hannah W to discuss the alternative options.

It is not possible to select items from each list for your child to participate or for you to supply, fees are applied in full (all 3 charges) where attendance is anticipated as part of your agreed childcare contract.



Additional information

- Optional Services and Activities

We are required to deliver the funded entitlements consistently, so that all children within Acle Pre-school 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 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.

- Non – food consumables

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

ALL the listed items must be packed in a rucksack (or similar) which is clearly labelled with your child's full name. **It is not possible to select certain items to supply.**

Families are responsible for checking that their child arrives at nursery with sufficient supplies 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 Drink policy where families have opted to provide their child's snack while at pre-school.

Our policy is in line with the EYFS nutrition guidance issued by the Department for Education to ensure that snacks and drinks provided to children are healthy, balanced and nutritious.

Our policy in brief for packed lunches and food brought from home (including snacks);

1, We are committed to following the Early Years Foundation Stage Nutrition Guidance to ensure snacks and drinks provided to the 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 both morning and afternoon sessions.
- 7, A light dinner is available to children who attend after school club until 5:45.
- 8, Families supplying their child's meals and snack **must**;
 - Refer to the list of items which can 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)
 - Apply the four hour rule for items that must be kept cool
 - Avoid using single use plastic such as cling film, sandwich bags and packaging
- 9, It is not possible to re-heat food brought in from home. All food must be suitably packed (waste free) in a clearly named insulated lunch bag, prepared to minimise choking risk and ready for your child to consume.
- 10, If snacks are not supplied as agreed, the food consumable fee will be charged in full.

Deposit

A deposit of £25 will be charged upon application of a place at Acle Pre-school. This should be paid via paypal or bank transfer alongside the submission of a child's application form. Children cannot start at Acle Pre-school or go on the waiting list, without pre payment of the £25 deposit. For funded only children, the fee will be returned at the beginning of the term following their start date via Tapestry. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full via Tapestry in your final term at Acle Pre-school.

The deposit will not be returned where a place is no longer required.

Registration fee

A registration fee of £25 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement and compulsory to those who are non funded.

This policy was adopted by

Acle Pre School

(name of provider)

On

August 2025

(date)



Date to be reviewed

August 2026 (date)

Signed on behalf of the provider

Name of signatory

Andrew Davies

Role of signatory (e.g. chair, director or owner) Chair

Signed by the Setting Manager

Name of signatory

Hannah Catchpole

Date:

14.08.25



Charging policy agreement

Together with Acle Pre-school, I agree that my child will be attending the following sessions per week;

	Hours	Number of sessions	Funded hours	Non-funded hours	Chargeable fees	Consumables charge
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

☐ I acknowledge the receipt of Acle Pre-school's charging policy and agree to the conditions written within it.

☐ I agree with the calculations above as a weekly charge for my child attending Acle Pre-school.

My child is receiving government funding, therefore, I am willing to pay the one off voluntary registration fee of £25 which will be invoiced with my deposit. **Yes No** (please circle)

☐ I agree to pay the chargeable extras which are detailed within the charging policy.

Name _____

Signature _____

Date _____

☐ Opting out of chargeable extras - by opting out of the chargeable extras I understand that my child will not receive or be able to participate in the optional services and activities/food consumables/non-food consumables provided by Acle Pre-school.