Caister
Primary Federation

Early Years Charging Policy

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

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

• Additional hours

Additional hours including those not funded by the local authority will be charged at the current hourly rate.

The current session rates are –

2 year olds:

Morning session £15.00
Lunchtime session £7.50
Afternoon session £15.00
Full day session £35.00

3 year olds:

Morning session £14.00
Lunchtime session £7.00
Afternoon session £14.00
Full day session £33.00

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

• Cost of meals and snacks

Meals and snacks will be charged at £2.70 per day

If you are unable to pay these charges, please speak with the Nursery Administrator / School Secretary to discuss the alternative options available.

The alternative options include –

• Families to supply a packed lunch and snacks
• Families to supply toiletries and personal care products
• Where criteria are met, attending fully funded sessions between 8am and 4pm/5.30pm

Other charges –

• Late Collection

– This fee will be charged when children are not collected on time at the end of their session.

Depending on the time of pick up:

Until 4pm - £4.50
4pm to 5.30pm £5.50
Until 5.30pm - £8.50

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the nursery administrator / school secretary. 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. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in September. Families will be given at least 4 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the nursery administrator / school secretary.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remain current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

We do not take a deposit to secure a nursery place.

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The entitlement place 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.

We do not take a registration free once a childcare place has been offered.

All families will be issued an invoice half termly in advance unless the balance equals zero. The payment term is within 14 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Caister
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Early Years Admissions Policy

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed –

Caister Infant School with Nursery

- Mon – max hours = 9.75 hours
- Tues – max hours = 9.75 hours
- Wed – max hours = 9.75 hours
- Thur – max hours = 9.75 hours
- Fri – max hours = 9.75 hours

Hemsby & Rollesby Primary School with Nursery

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• Mon – max hours = 6.5 hours
• Tues – max hours = 6.5 hours
• Wed – max hours = 6.5 hours
• Thur – max hours = 6.5 hours
• Fri – max hours = 6.5 hours

If you are unable to pay our charges, please speak with the nursery administrator / school secretary to discuss the alternative options available.

Funding can be claimed during our lunch period.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on the Caister Primary Federation website.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will –

• follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

• monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review

• provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

• utilise the SEN inclusion fund and Disability Access Fund to deliver effective support

• publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Date	Section	Details of Change
24/10/25	Page 2	Meals and snacks will be charged at £2.70 per day (from £2.65) Depending on the time of pick up: Until 4pm - £4.50 (£4) 4pm to 5.30pm £5.50 (added) Until 5.30pm - £10 (£8.50)
24/10/25	Page 4	Caister Infant School with Nursery • Mon – max hours = 9.75 hours • Tues – max hours = 9.75 hours • Wed – max hours = 9.75 hours • Thur – max hours = 9.75 hours • Fri – max hours = 9.75 hours (from 9.50 hours)