



## Charging Policy for Jellytots Pre-School

### 1. Policy Statement

Our setting is committed to providing high-quality early years education and childcare that is accessible and transparent. We comply with the Department for Education (DfE) statutory guidance to ensure that all funded entitlements are free at the point of delivery and that any additional charges are fair, voluntary, and clearly communicated.

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### 2. Funded Entitlements

- Eligible children can access **15 or 30 hours of funded childcare per week** for up to 38 weeks per year.
  - These hours must be **free of charge** to parents/carers.
  - Funded hours include:
    - Qualified staff delivering the Early Years Foundation Stage (EYFS)
    - Use of premises and learning resources
    - Basic consumables (e.g., water, tissues, craft materials)
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### 3. What We Can Charge For (Optional Extras)

Charges are **voluntary** and parents can opt out without losing their funded place:

- **Additional Hours** – Charged at our standard hourly rate of £7.00 per hour. Late Payment Charges of £5.00 per day may also be added.
  - **Consumables** – Such as nappies, wipes, sun cream (parents may supply their own).
  - **Deposits**- Deposits are not required to retain a place within the setting.
  - **Food/ Snack**- Breakfast snack is provided by Jellytots free of charge and parents are asked to provide a packed lunch.
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### 4. What We Cannot Charge For

In line with DfE guidance, we will **not** charge for:

- A “top-up” fee to cover the difference between funding and our usual rates
- Learning resources required for EYFS delivery

- Business costs (rent, utilities, staff wages)
  - Registration fees or non-refundable deposits as a condition of taking up a funded place
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## 5. Invoicing and Transparency

- All invoices will be **itemised**, showing:
    - Funded hours (£0)
    - Additional paid hours
  - Charges will be published within our welcome pack and also within Newcastle Support Directory.
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## 6. Payment Terms

- Payments for additional services are due **monthly**.
  - Accepted payment methods: Bank transfer, childcare vouchers, Tax-Free Childcare.
  - Late payment fee: £5.00 per day after the due date.
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## 7. Notice Period

- 4 Weeks written notice is required for changes to sessions or withdrawal from the setting.
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## 8. Equality and Inclusion

All children will receive the same quality of provision regardless of whether parents choose to pay for optional extras.

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## 9. Review

This policy will be reviewed annually or sooner if statutory guidance changes.