

Charging and Fee Policy

This Charging and Fee Policy explains how childcare fees and Government funded hours are applied within my setting. It sets out what parents can expect in terms of opening hours, funded entitlement, additional paid hours, invoicing and notice periods. It also outlines what parents need to provide and any optional chargeable extras that may be required.

The purpose of this policy is to ensure full transparency, fairness, and consistency for all families, in line with Newcastle City Council guidance and national Early Years funding requirements effective from January 2026.

1. Opening Hours & Weeks Open

- Open Tuesday–Thursday, 7:30am–5:30pm.
- Open 48 weeks per year.

2. Government Funded Hours

- I accept up to 30 Government funded hours per week for working parents for eligible children aged 9 months to 4 years.
- Government funded hours for working parents start once a valid code is supplied and verified.
- If a working parent fails to confirm or reconfirm eligibility, funded hours may stop and the chargeable hourly rate will apply.
- Some 2-year-olds may be eligible for 15-hour funding per week (TT). If you are in receipt of additional support, please speak to me to confirm eligibility.
- 3 to 4-year-olds are automatically entitled to 15-hour funding per week (TT) the term after they turn 3 years old. No code is needed, please speak to me to confirm eligibility.

3. No Registration or Mandatory Fees

- No registration fees or deposits are charged for children accessing Government funded hours.

4. Additional Hours

- Parents may purchase hours beyond funded entitlement.
- Current additional hours rate: £9.00 per hour.

- I do not currently charge a late pickup fee.

5. What Parents Must Provide

Parents must supply:

- All meals and snacks
- Nappies and wipes
- Sun cream
- Any other consumables their child may need

No consumable or meal charges are added by the setting.

6. Optional Chargeable Extras

- Entrance fees for outings (e.g., soft play, playgroups).
- This will be discussed with the parent upon starting.

7. Contract Expectations

- Parents must sign a childcare contract before starting, this is to confirm hours, fees, and expectations.

8. Notice Period

- Minimum 6 weeks' written notice required from either party.

9. Invoicing

Monthly invoices will clearly show:

- Funded hours
- Additional paid hours
- Optional chargeable extras

10. Policy Review

- This policy, and the fees outlined within, are subject to change and will be reviewed every 12 months or earlier where required.

Policy Owner: Kate Panagakis	Last Reviewed: 26th November 2025
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