

Charging policy

The majority of our nursery children will be eligible for 15 or 30 hours of government funded childcare per week. Where children are not funded or attend for more hours than their government funding covers, parents will be charged at our normal rate of £8.50 per hour.

All invoices are generated on the 27th of each month and must be paid by the 7th of the following month.

Invoices will cover the entire month and will be itemised to provide clear and transparent information concerning any charges as agreed in the childcare contract.

It will also allow you to see that any funding entitlement is received free of charge and understand additional fees that have been applied.

Nursery payments are made in advance.

Invoices should be paid by bank transfer to

Sammy Bear Daycare Ltd If this is not possible, please speak to Katie to discuss alternative methods of payment.

If you work, you may be able to save 20% on your fees by signing up to the Government's Tax-Free Childcare scheme, or up to 85% if you are on universal credit. You can find out more information here www.childcarechoices.gov.uk. We also accept employer childcare vouchers, please speak to Katie for further information.

Funded places Sammy Bear Daycare Ltd is listed with Newcastle City Council as a provider offering the Early Education funding entitlement for 2-, 3- and 4-year-olds, and has agreed to meet the requirements of the Early Education and Childcare Statutory Guidance, Operational Guidance and Local Authority Funding Agreement. 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 place limitations on when government funding can be used at our setting, for example, by only allowing it to be used during certain sessions, or at restricted times. To keep things easier and cheaper for our parents, funding can be claimed during all our operational hours, i.e. 8:00am to 5:00pm, Monday to Friday.

The entitlement place is offered free. Parents will not be charged a 'top-up' fee to recoup any difference between the amount received from the Local Authority and the current hourly rate. To keep things easier and cheaper for our parents, we do not charge registration or admin fees or ask for a deposit. All fees for funded places are paid directly to us by the council. Our usual fees will apply for additional hours and charges outside of any funded entitlement, and you will be responsible for paying these directly to the nursery. Childcare funding in the UK is changing, this is how it will affect our nursery families. From the age of two some families may receive a letter through the post for 15 hours per week, the families then take this to a provider, the provider in question then checks the details on the LA Wizard.

From the term after the child's 3rd birthday 15 funded hours per week for all children. From September 2025 30 funded hours per week for working families 15 universal funded hours per week for all children All other children pay the setting hourly rate Government funding facts 30 funded hours per week for working families

- The 15 hours per week funding equates to 570 hours in total over the academic year
- The 30 hours per week funding equates to 1140 hours in total over the academic year
- You can use a maximum of 15 or 30 funded hours per week (whichever you qualify for)
- If your child attends nursery for more than your 15 or 30 funded hours per week, we will charge you directly for these additional hours
- The funding can be split between a maximum of two providers per day, and three in total
- Completion of a Local Authority parent/carer funding claim form is mandatory to be able to claim government funding, and this will be provided by the setting each term 15 hours funding for low-income families Some two year olds are eligible for 15 hours of funded childcare per week, you can see if you qualify by using the online eligibility checker on the 'Best start' website by inputting your details. Alternatively, you may receive an eligibility code from the council by post. We will ask for your eligibility code, and you will also need to complete a Local Authority parent/carer funding claim form for us.

Parents wishing to use the funding for working families must apply online at www.beststartinlife.gov.uk . Once you have applied online, HMRC will issue you with an eligibility code if you meet the criteria. We will ask for your eligibility code, and you will also need to complete a Local Authority parent/carer funding claim form for us. IMPORTANT: The DfE has confirmed that parents must obtain their eligibility code before the start of the term that they wish to use the funding for working families. Parents that receive a code after the term start date will not be able to access the funded hours until the following term. If you want to use your government funding for working families from September? Apply by 31st August at the very latest Want to use your government funding for working families from January? Apply by 31st December at the very latest Want to use your government funding for working families from April? Apply by 31st March at the very latest We highly recommend applying for your working family's eligibility code well in advance and not leaving it to the deadline dates above!

The eligibility criteria for claiming the government funding for working families is as follows:

- You, and any partner you live with, must each expect to earn per week (on average) at least the equivalent of 16 hours at the National Minimum or Living Wage. From April 2025 this is £195.36 per week
- If you, or your partner are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You can't get 30 hours of funded childcare if either you, or your partner expect to earn £100,000 or more per year. Please note, eligibility is based on income earned, not number of hours worked. OUR CHARGEABLE EXTRAS Providers offering Early Education and Childcare can charge for the following when families are accessing a funded place.

- Food Consumables (If any families opt out, they are more than welcome to provide Sammy Bear Daycare Ltd a healthy packed lunch with snacks in)
- Snacks and consumables prepared or supplied by the nursery These fees, together with the funded hours/session and any additional non-funded hours/sessions will be agreed initially as part of our registration process and included in your childcare contract. Unless there are

exceptional circumstances, your childcare contract can only be varied termly for chargeable extras and reducing hours/sessions. Changes to your childcare contract must be requested in writing 4 weeks before

1 - Optional Services and Activities: • Use of the setting's sun hats, wellies and wet weather gear • Baking resources • Seasonal/celebration resources and activities (Mother's Day, Father's Day, Christmas, Halloween, Holi, Red Nose Day, Children in Need, Pancake Day, World Book Day etc.) • Tapestry learning journey access • Children's Christmas parties • Children's graduation parties • Graduation photographs • Christmas art and craft packs • School leaver's nativity performance • In-house speech and language classes • Face to face parents' evenings • Nappy disposal. (No charge)

2 - Non-Food Consumables: • Baby wipes • Face tissues • Nappy sacks – for wet play accidents and toileting accidents • Suncream • Foam non-alcohol hand sanitiser • Disposable gloves • Disposable aprons 3 - Food Consumables – snack: • Standard AM and PM daily snack of fruit and raw vegetables • Seasonal/celebration snack e.g. pancakes, fortune cookies, prawn crackers • Party food snack e.g. VE day, Christmas parties, Royal weddings Charges: 1 - Optional Services and Activities Standard 2 - Non-Food Consumables £2.00 per session £2.00 per session (No Charge)

3 - Food Consumables - £3.50 per session

Breakfast: • A selection of no added sugar breakfast cereals, no added sugar toast, no added sugar jams. (£0.50 per session)

Snack: Fruit snack – No charge

Lunch: Variety of healthy nutritious meals such as Cottage pie, Meat/vegetable dinner, Lasagne, Fish pie etc with a dessert provided too. (£2.50 per session)

Light snack/Tea Crumpets, bakery produce, fruits and veg etc (£0.50)

- Food Consumables - 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 where attendance is anticipated as part of your agreed childcare contract. Where it is necessary for the nursery to supply any individual item listed, the full fee will be charged.

ADDITIONAL INFORMATION Optional Services and Activities We are required to deliver the standard funded entitlements consistently, so that all children within a setting 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 these 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, and therefore invitations and opportunities to participate will not be extended to families who have opted out. Parents will also need to provide their child with welly boots, a sun hat, nappy wipes, water bottle and fully waterproof wet weather suit which can be stored on their individual pegs. Families are responsible for ensuring that their child arrives at nursery with a sufficient supply of these items so that we can provide for your child's individual care needs.

Food Consumables – snack Where families opt to supply these items instead, snack must be brought to nursery every day when your child is accessing their funded entitlement because there is not capacity to store any items at nursery permanently. You must supply an item of snack for each morning and afternoon session from the following selection: banana, apple, pear or orange. Items of snack must be whole and not peeled or portioned. Items of snack provided must be handed directly to a member of staff at the start of your child's session.

Food Consumables – breakfast Where families opt to supply these items instead, breakfast must be brought to nursery every day. Breakfast items provided must be handed directly to the staff at the start of your child's session to be checked. Please refer to our Food and Nutrition Policy.

Important information We reserve the right to make an additional charge for late collection. The charge for this will be £15 per session. Fees are due on time and the payment dates will be clearly stated on your invoice. We will contact you with a reminder if fees are late. If, after 2 weeks of this reminder the invoice has still not been settled, we reserve the right to stop providing childcare. If, after 4 weeks the debt has still not been cleared, we reserve the right to take court action and cancel your nursery space with immediate effect.

Late payments will be charged at £5 per day on sums remaining due and outstanding. We reserve the right to review our policies, procedures, and fees. Where we plan to make changes, at least 4 weeks' notice will be given. If you would like to discuss any changes, please speak to Katie. If your child is funded, we can claim their funding short-term, for illness, appointments, days off for family plans, and holidays. If you pay for your child's place and they are absent for any reason, their place must still be paid for by you in full. Whether you are funded, or pay for your space, families wishing to terminate their childcare contract, or reduce their contracted hours, must provide a minimum of 4 weeks' written.

If the nursery wishes to terminate the childcare contract, reduce a child's contracted hours, or change a child's contracted sessions, we will also give 4 weeks written notice. Please note, we do reserve the right to terminate the contract with immediate effect under certain circumstances, such as unacceptable behaviour from parents/carers. If you pay for your child's space, the full notice period of 4 weeks will need to be paid for in full, whether your child attends nursery during this time, or not. Where a funded 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. 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. Although families can request in writing to increase their contracted hours or change their session days/times, please note that Sammy Bear Daycare Ltd is not obligated to accommodate such requests. There are several reasons why these changes may not be offered to families, such as sessions being full. Where a time lapse has occurred between completing joining forms and a child's start date, families should check that the information shared about funding and fees remains current.