



## **Charging Policy for Government Funded Hours**

### **Introduction**

This Charging Policy outlines how Government Funded Hours are delivered at The Children's Garden Nursery (TCG) and the charges that may apply for additional services not covered by, government funding. This policy supports our commitment to providing high-quality early years education and care while maintaining transparency and fairness for all families.

Government funding is provided to offer basic provision of EYFS to meet statutory requirements. Our aim is that all children receive a high quality provision.

The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all early years providers in England. This sets out the standards that must be met to ensure all children learn and develop well and are kept healthy and safe.

Our additional services (listed below, in the Funding Booklet and the Funding Contract) outlines how TCG provides Early Childhood Care and Education (ECEC) above the standard EYFS requirements. Opportunities to participate in these will not be extended to families who have opted out.

### **Government Funded Hours**

From 1st September 2025, TCG will offer the following funded hours in line with Government guidance:

- Children aged from 9 months of eligible working parents are entitled to up to 22 funded hours per week stretched over 51 weeks.
- All 3 and 4-year-olds are entitled to up to 22 funded hours per week, depending on eligibility, also stretched over 51 weeks.

Parents must check their eligibility via the appropriate Government portal and provide their eligibility code to the nursery.

## **Funding Contracts and Parent Declarations**

All families in receipt of any Government funding must:

- Complete and sign a TCG Funding Contract
- Complete and sign the Norfolk County Council Parent Declaration Form

Funding cannot be applied without both completed forms.

## **Funding Options at TCG**

### **Enhanced Package**

TCG goes **well** beyond the standard EYFS requirements. New Govt funding guidelines now require us to split these out for parents. Please refer to the funding booklet which forms part of this policy.

The Enhanced Package applies to the majority of funded places. It includes **every** aspect of provision at TCG and makes use of all of the funding available to your child. By choosing this comprehensive package parents opt-in to a daily combined charge for everything which is expressly **not** included in Government funding (please see point 2 below).

The Enhanced package offers:

1. Access to funded sessions on **any** two or three days per week. The package is a requirement for any family taking Tuesdays, Wednesdays or Thursdays, but can include a Monday or Friday as well.
2. Inclusion of all educational provision and activities over and above the standard EYFS - Additional Services & Activities: Forest School sessions, Woodland Walks, Gardening (including supplies), Cooking (including supplies), Small Group Art Atelier, Froebel Block area and specialist teaching, access to the Family App, Parent Workshops (eg toileting), musicians, baby yoga (subject to availability), Makaton signing
3. Age-appropriate consumables and hygiene items: Nappies, wipes, and nappy creams supplied by TCG as well as PPE such as gloves and aprons, bags for nappies and disposal, bags for wet clothes, suncream. Specialist education consumables such as clay, ink, charcoal, seasonal resources, single use Montessori consumables, firewood, napkins, tissues, laundering of flannels, tablecloths, spare clothes etc.
4. All meals and snacks: Breakfast, Lunch, High Tea and all snacks

**Note:** Parents opt in to these charges by choosing the Enhanced Package on the Funding Contract. This gives them the peace of mind that all aspects of care are covered and that their child will receive the full TCG experience.

A reasonable alternative is offered with the Fully Funded offer (Mon/Fri). Prospective parents should note that **other settings in the area may offer funded hours in a different way which may better suit their needs.** We are unable to offer fully funded places on any combination which includes a Tuesday, Wednesday or Thursday.

It is **not** possible to mix an Enhanced Package with the Fully Funded Option.

### **Fully Funded Option**

TCG offers a Fully Funded Option, **available on Mondays and Fridays only**, which:

- **Excludes** meals, snacks, consumables, and all additional services or activities listed above - although these can be opted into. If not opted into prior to the start of a new funding term none of these additional services will be offered.
- Requires the child to be collected for lunch or for alternative arrangements to be made with TCG regarding meals and snacks - please see our Packed Lunch policy. Please come and speak to the Manager or Nursery Admin if you would like to discuss opting out of meals and snacks so that a mutually acceptable alternative can be agreed
- Is only available subject to space and eligibility

Parents must opt into this option by ticking the relevant box on the Funding Contract and explicitly choosing whether to opt-in or out of the following:

- All meals and snacks: Breakfast, Lunch, High Tea and all snacks
- Non-food consumables: Nappies, wipes, and nappy creams supplied by TCG as well as bags, PPE and disposal, such as gloves and aprons, bags for nappies and disposal, bags for wet clothes, sunscreen. Specialist education consumables over and above EYFS such as clay, ink, charcoal, seasonal resources, single use Montessori consumables, firewood, napkins, tissues, laundering of flannels, tablecloths, spare clothes etc.
- Additional Services and Activities (including but not limited to) Forest School sessions, Woodland Walks, Gardening (including supplies), Cooking (including supplies), Small Group Art Atelier with artist, Froebel Block area, access to the Family App, Parent Workshops (eg toileting), music specialists, baby yoga, Makaton signing.

**Opting out of Additional services & Activities on a Fully Funded Offer means parents will not have access to the Family app and the activities above will NOT be offered to their child.**

## Charges

TCG's standard fees were last reviewed in April 2025 and there will be no fee increases until April 2026.

### New Session Packages

- New session structures have been created from September 2025 to align with Government funding for children aged 9 months to 2 years.
- Parents on the Enhanced 3-day option could see savings of approximately £6,000 per year compared to standard full-paying places.

## Non-Food Consumables: This is more than just Nappies, Wipes, and Creams

From September 2025, TCG will supply Nappies, wipes, and nappy creams as well as nappy bags, PPE and disposal, such as gloves and aprons, bags for nappies and disposal, bags for wet clothes, suncream. This charge also covers specialist education consumables over and above EYFS such as clay, ink, charcoal, seasonal resources, single use Montessori consumables (eg lentils), firewood, napkins, tissues, laundering of flannels, tablecloths, spare clothes etc.

All these above are included in:

- The daily consumables charge for funded hours
- Our standard fees for non-funded hours

Parents on a Fully Funded place (Mon/Fri) can opt out of the Consumable Charge by supplying the following:

**0-2 Years:** Nappies, wipes, and nappy creams as well as nappy bags, PPE such as gloves and aprons, bags for nappies and disposal, bags for wet clothes, tissues, suncream and clay\* (\*this can be provided monthly). Also soiled nappies will be returned at the end of the day for disposal at home.

Sufficient supplies must be brought to nursery **every day** of attendance because there is not the capacity to store items permanently. All the listed items must be packed in a bag labelled with your child's name.

**It is not possible to select certain items to supply and not others.** Families are responsible for checking that your child arrives at nursery with a sufficient supply of these items so we can provide for your child's individual care needs. Where it is necessary for TCG to supply any individual item listed then the full daily consumable fee will be charged.

**3-4 Years:** bags for wet clothes, tissues, PPE such as gloves and aprons, napkins (daily). On a monthly basis as directed by staff to ensure your child can utilise the following: clay, ink, charcoal, seasonal resources, single use Montessori consumables (eg lentils), 4 x firewood logs. Sufficient supplies must be brought to nursery **every day/month** of attendance because there is not the capacity to store items permanently. All the listed items must be packed in a bag labelled with your child's name.

**It is not possible to select certain items to supply and not others.** Families are responsible for checking that your child arrives at nursery with a sufficient supply of these items so we can provide for your child's individual care needs. Where it is necessary for TCG to supply any individual item listed then the full daily consumable fee will be charged.

## **Invoicing and Payment**

- Charges for meals, consumables, and the optional additional services will be clearly itemised on monthly Famly invoices
- Once funding forms are returned, TCG will update sessions in Famly to reflect any changes
- Parents will then be able to view their updated costs within the Famly app

## **Changes to choices and opt-ins/outs**

- It is possible to vary your funded childcare contract termly
- Any changes must be made in writing (either via Famly or email) at least 4 weeks prior to the new claim period
- Claim period start dates are: Sept 1st, Jan 1st, April 1st
- Terminating a funding contract requires the same amount of notice as our standard fee contract which is one calendar month. Fees remain chargeable during this notice period.

## **Contact Information**

For any queries regarding funding or fees, please contact:

- **[admin@norwich.tcgnursery.co.uk](mailto:admin@norwich.tcgnursery.co.uk)**
- **[accounts@norwich.tcgnursery.co.uk](mailto:accounts@norwich.tcgnursery.co.uk)**