



EYFS Charging Policy

This policy has been authorised by the Senior Management Team (SMT) and applies to the Prep School including the Pre-Prep and EYFS within Bluebell Nursery. It is available to parents and pupils and to all members of staff. The requirements for the statutory provision of First Aid have been considered. The Health and Safety (First Aid) Regulations 1981 requires employers to provide trained persons, equipment, to deal with First Aid emergencies and ill health occurring at work.

This policy has been produced in line with guidance from:

- o Statutory framework for the early years' foundation stage
- o ISI Regulations

The SMT is clear regarding the procedures to be followed for managing medicines.

Scope of the 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. At Bluebell Nursery children who are eligible for the 2, 3 and 4-year-old funding will be entitled to up to either 570 hours or 1140 hours of funding annually, depending on circumstances. For families who attend All-Year Round, we shall stretch your funding to ensure this covers the 48 weeks Bluebell Nurseries are open.

Charging

For our nursery parents, the school generates invoices reflecting our daily charge. Where children are eligible to receive Early Years Funding, the School applies credits for the Early Years Funding element at our hourly charge rate.

Our fees are reviewed annually with our families being given at least 6 weeks' notice in writing to inform of any changes and given the opportunity to discuss their options with the School's Finance team.

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 remains current so

Policy Author: Head of Pre-Prep and EYFS

Amended: Krysia Smith 13/08/2025

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that any applicable charges can be checked / finalised before the childcare contract with the school 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.

The registration fee for families paying for additional hours beyond their funded hours is £150.00.

Bluebell Nursery charges a refundable £500 deposit to secure their child's place and a confirmed start date, which is payable on acceptance.

Parents utilising a combination of funded and non-funded hours will have the £500 deposit returned, less the balance of the pupil's account, after the pupil leaves and our contract ends.

Parents using fully funded entitlement will have their deposit refunded no later than 6 weeks after the first day that funding is claimed.

The funding 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.

For children in our All-Year Round nursery, parents will receive monthly invoices for the upcoming sessions. These invoices are due for payment on the 1st day of each month.

For children in our Term Time only nursery, parents receive a termly invoice in advance of the sessions. This invoice is due for payment on the 1st day of the new school term. Term time places are available only when an older sibling is in the main school.

We can accept Government Tax-Free Childcare Account payments for nursery fees, early bird, and late stay sessions. We cannot accept tax-free account payments or childcare vouchers for school meals, trips or nursery hobbies, so these will need to be paid via bank transfer.



Other charges

- o Charges for additional provision, such as trips and hobbies, are agreed in advance with families.
- o Meals and snacks will be charged at £7.00 per day, alternatively families can supply their own packed lunch and snacks if required.
- o There is no further charge for consumables.
- o Late payments are charged when invoices are not paid in line with our payment terms and an outstanding balance remains on the account. 2% interest will be issued each month on the outstanding account balance, excluding any previous interest charged.
- o Late collection – This fee will be charged when children are not collected on time at the end of their session at the rate of £10.00 for every 10 minutes or part thereof.
- o All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.

Notice

Families wishing to terminate their childcare contract must provide 3 months' notice in writing to accounts@langleyschool.co.uk and bluebellnursery@langleyschool.co.uk. 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 contract with the nursery.

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



It is a requirement that a child attends a minimum of three sessions a week when they reach the age of 3 years.

Sessions must be pre-booked for each term and will be reviewed with the Nursery Manager, subject to availability.

If fees are not paid for two weeks, your child will lose their sessions.

Three months written notice is required for withdrawal of your child from the Nursery.

Parents and carers will be asked to sign a contract for paid sessions.

This agreement is subject to change in whole or part by Langley School and Bluebell Nursery.

I agree to the terms and conditions as detailed above.

I understand that my child's sessions will be cancelled if I do not keep up my payments as detailed above.

I am aware that these terms and conditions are subject to change and that Bluebell Nursery acting on behalf of Langley School will notify parents and carers of any intended changes.

SignedParent/Carer

Date

Name of child

Sessions required: Monday Tuesday Wednesday Thursday Friday