At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential

Charging and Admissions policy

**Opening Time at Little Sprouts Nursery:**

Little Sprouts Nursery is open 50/51 weeks of the year, we are closed over the Christmas/New Year period and bank holidays.

Monday 7:30am - 5:30pm
Tuesday 7:30am - 5:30pm
Wednesday 7:30am - 5:30pm
Thursday 7:30am - 5:30pm
Friday 7:30am - 5:30pm

**Requirements of Contract at Little Sprouts:**

* Contacts can be on a full time or part time basis.
* Contracts will not be accepted on a short term basis, this is for the welfare and development of the child settling into Little Sprouts
* Children welcome from 4 months until the term before they start school.
* Children are required to attend for at least 12hrs over 2 sessions a week.
* All children need to have arrived to start their session by 9 am, so the nursery day can start (children are welcome to start earlier than this but no later than 9am), all contracts will be charged from 9am.
* There will be no collection of children over lunch time period - 12pm-1pm - this is to minimise disruption whilst the children are eating.
* No term time contacts available
* For Safeguarding reasons - it is recommended that we have two emergency contact numbers, in the event that the primary carer cannot be contacted.

**Waiting List/Deposit:**

On requesting a placement at Little Sprouts nursery a booking form needs to be completed.

A deposit of £50 will be charged to secure a place at Little Sprouts. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.
This deposit will hold a place for a duration of 3months from the date required for the placement to start.

**Registration Fee:**
A registration fee of £50 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement.
Within the registration fee is 5hours settling in sessions with a complimentary uniform hoodie.

**On Admission:**
On admission to Little Sprouts nursery every parent/carer will receive an admissions/charging policy in their welcome pack. This also can be found in Little Sprouts Website (https://www.littlesproutsnursery.co.uk/)and in our portfolio, alongside the parent carer booklet for funding. A copy will be given on request by a parent/carer.

At Little Sprouts we do not discriminate against anyone, regards to disability, race, special needs or religious beliefs. We do our upmost to help and accommodate any children with additional needs and their learning and development (see SEND policy). Please discuss any additional needs or concerns you may have with a member of staff, e.g. Dietary requirements/ special needs.
We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.
This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support

- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We understand at Little Sprouts Nursery that things do not always run smoothly fitting into the ideal 9am - 5pm day, even though we would like them too. We try our very best to be flexible and accommodating where we can do safely, following guidelines and regulations set to

us by OFSTED. Please discuss any childcare arrangements needed when initially visiting the setting.
As part of our registration process parent/carers will be required to provide documentation to evidence their child's date of birth. A copy will not be retained but maybe requested again at a later date. This will be recorded that this evidence has been seen by a senior member of staff on the child's contact.
We encourage children to attend with their parent/carer on their initial viewing visit to Little Sprouts Nursery.
After this we encourage short visits where the child stays and plays, on their own with the support of their key person (see Key Person Policy), building the length of these sessions, at a rate to the individual needs of the child.
Full contracted hours will be charged after two weeks, irrespective of the number of hours attended at this point.

**Parent Liaison:**

We encourage parent/carers to participate in Little Sprouts Nursery social events and contribute to their child's learning.
We hold an informal summer picnic and Christmas party annually.
If your child is absent from nursery we request that you inform us of this with a reason on the same day of the absence. We will contact to see how a child is if they are absent with no acknowledgement from parent/carers and will follow up any frequent absences.
Parent/carers are asked to share information about accidents/injuries that have occurred at home are requested to complete an Existing Injuries Form.
Please refer to our Inclusion and Equality Policy concerning the SEND support we offer to children and how we support families to chose the right setting for their child with SEND. (See Inclusion and Equality Policy)

**Some rules and restrictions to the funding set by the government:**

Little Sprouts Nursery is able to offer the Early Education funding entitlement for 9months, 2year funded places and 3/4year funded places.

* If your child is entitled to the disadvantaged two year funding you will be contacted by our local authority, being provided with a code, which you will need to be provide to us to claim your child's funded hours, without this code we will not be able to claim any hours. Once this place has commenced, your child will be able to attend these funded hours until they change over to the universal funded or you are eligible for the working families entitlement. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.
* All children, the term after they are three, will be entitled to 15 funded hours, until the term they go to school. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.
* The government offer a scheme of 30 hours funding to eligible families for 3/4year olds. To find out if you are eligible go to https://www.childcarechoices.gov.uk/ website and follow links and steps or for more information visit www.norfolk.gov.uk/30hours. If you are entitled to the extended funded hours you will receive a 11digit code, which needs to provided to us,

without this code we will not be able to claim any extended funded hours. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.

* The Government offer a scheme of 30hours funded to eligible families for 2year olds. To find out if you are eligible go to https://www.childcarechoices.gov.uk/ website and follow links and steps or for more information visit www.norfolk.gov.uk/30hours. If you are entitled to the extended funded hours you will receive a 11digit code, which needs to provided to us, without this code we will not be able to claim any extended funded hours. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.
* The Government offer a scheme of 30hours funded to eligible families for 9month olds, the term after they turn 9months. To find out if you are eligible go to https://www.childcarechoices.gov.uk/ website and follow links and steps or for more information visit www.norfolk.gov.uk/30hours. If you are entitled to the funded hours you will receive a 11digit code, which needs to provided to us, without this code we will not be able to claim any funded hours. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.
* At Little Sprouts, where a child's place is offered and they are only accessing the funded hour entitlement, a voluntary registration fee will be charged to secure the place of £50.
* Additional hours attended around funded hours claimed, will be charged at our current rates.
* We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

At Little Sprouts Nursery, early education is offered to families 50 weeks of the year. We offer funded hours between 9:00am to 3:00pm, Monday to Friday, with a maximum of 6 hours a day. Any childcare hours needed around these hours (e.g between 7:30am - 9:00am and 3:00pm - 5:30pm) will be charged accordingly to the hourly rate for the child's age.
Funded spaces available for

* 9 months funding - 9 spaces available
* 2year funding - 8 spaces available
* 3/4year funding - 8 spaces available

When claiming 15 funded hours - as we are all year round childcare this will equate to 11 hours a week.
When claiming 30 funded hours - as we are all year round childcare this will equate to 22 hours a week.

- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day
- 2 YR OLD & UNIVERSAL ENTITLEMENT: Maximum Hours per Week - 15
- 2 YR OLD & UNIVERSAL ENTITLEMENT: Maximum Hours per Year - 570
- WORKING PARENT ENTITLEMENT (Under 2's/2-year-olds): Maximum Hours per Week - 30

- WORKING PARENT ENTITLEMENT (Under 2's/2-year-olds): Maximum Hours per Year – 1140
- WORKING PARENT ENTITLEMENT (3- and 4-year-olds): Maximum Hours per Week – 30
- WORKING PARENT ENTITLEMENT (3- and 4-year-olds): Maximum Hours per Year – 1140
- Maximum Hours per Day – 10
- No Minimum Hours per day but subject to the requirements of registration on the Ofsted Early Years Register

**From offering these funded hours:**

Little Sprouts commits to:

* Not charging any fees to the parent/carers for the free entitlement, e.g a top up fee to recover income where the settings hourly rate is greater than the rate received from Norfolk County Council.
* Every parent/carer will receive a written invoice clearly showing the services being charged for and the funded hours they have received from their Early Education place.
* On the invoice there will be no requests to voluntary contributions.
* Any extra hours needed (due to parent/carer choice, or hours exceeding available per claim period) will be charged at our normal hourly rate for the child's age. (See previously in this policy). This will done whether the rate is higher or lower that than received from the Norfolk County Council.
* Meals are charged at the rate stated in the policy, but you are more than welcome to provide your child with their own food.
* All children entitled to funded hours will receive the same consistent and quality of care and assess to provision, regardless of whether they pay for optional hours, services or consumables.
* If your child is using funded hours with us, to make changes to these we would need to be informed by the end of the previous term. For the Autumn term (September to December) we would need to be informed by 31st August. For Spring term (January to March) we would need to be notified by 31st December. For the Summer term (April to August) we would need to be informed by 31st March. This gives us time to arrange any paperwork needed, resolve issues or confirm changes with the Norfolk County Council.
* There is a four week "short term absence" grace period where funding can still be claimed (for example, family holiday, sickness, medical appointments, family emergency, tradition events for school readiness). Any unfunded hours attended will be chargeable.
* If you have a concern about how your child's funding is being claimed, please speak to Becky or Lucy and we will be there to help.
* We will work with parent/cares, other childcare providers, the local authority and other organisation to improve provision and outcomes for children in our setting.
* Where required we will seek parent/carer consent to collect share and use your information in accordance with the data proaction act and general data protection regulations. (See our Data Protection Policy)

* Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.
* Where a funding place is shared with another setting or when the place is being transferred to a new setting, we will work closely with parents and other settings to make this as smooth as possible.

**Funded Hours (Rates from April 2025)**

Hourly rate received for funding from Norfolk County Council
2 year funding £7.36
3/4 year funding £5.28
Under 2 years £10.01

**Additional Funding:**

We aim to identify all children that may need any additional funding such as EYPP, DAF, SEND inclusion fund and any locally funding streams with the view to submit a claim/application to support and improve their outcomes.

**Fees**

Little Sprouts Nursery's non-negotiable fees, these will be confirmed on signing of contract.
Hourly Fee: Under 2's - £10.00 an hour (From April 2026)
2years to 3years - £9.70 an hour (From April 2026)
3years and over - £8.70 an hour (From April 2026)

**Additional Charges:**

Lunch - £3.75 (From April 2024)
Meal preparation £1:00 (if home cooked foods need cold storage/reheating)
These additional charges will not be deducted from the childcare funded hours provided from the government, they will be added and clearly shown on the invoice.
All snacks and drinks are included in the hourly childcare rate.

**Non-Food Consumables Charge**

As is already common practice in other nurseries a consumables charge will be introduced and charged at the following rates for any funded hours.
£1.00 per funded hour.

The non-food consumable charge contributes towards the following:
* Toiletries (including use of wet wipes)
* Suncream
* Non-essential PPE for personal care

Families accessing funded session will be invoiced for the consumable charge each month

Wet Wipes -
Please note, parent/carers no longer need to provide wipes in Childs change bag, as this will be included in consumables charge. (When claiming funding)
Nappies - still do be provided by parent/carers.

If you are unable to pay these charges please speak to Becky or Lucy, to discuss the alternative options available.

These alternative options are
- Families to provide packed lunch/tea
- Families to supply toiletries and personal care products
- Provide own suncream
- Attending only hours that are funded

**Reasons for Little Sprouts closure:**
* Bank holidays and Christmas period.
* Really extreme weather.
* No electric or water
* Staff sickness, that relates to under staff ratios.
* Polling day at the village hall.

On occasions that we need to close Little Sprouts Nursery there will be no charge. All other times, unless contacted by Little Sprouts we will be open and a charge will be in place for agreed contract times. There is a two week "short absence" grace period where funding is being claimed for the child, this will cover the closure.

**Changes to contracted hours** (out of funded hours)
To make changes to your contracted hours, whether this be increasing them or reducing them, we would require one full calendar months notice, changes will not be made half way through a month.

**Payments**
Payments for childcare will be due monthly, in advance prior to a child commencing their position with us.
An invoice will be issued with a minimum of 10days prior notice, this must be settled in full by the lsat day of the month, date due stated on invoice., to continue your child's place at Little Sprouts. Fees are subject to change with at least one months notice, these will be shared through memos on tapestry, at a maximum of twice a year.
Childcare vouchers are accepted as payment, along with standing order and tax free childcare - more details can be found https://childcare-support.tax.service.gov.uk/

**In the case of late or no payment:**
In the case of late payment, parent/carers will be sent a reminder email of the invoice, if there is no response from this email a 10% late payment fee of the total invoice will be added

weekly. This will be shown on the invoice as an outstanding payment to clearly show the parent/carers.
In the case of a fortnight passing and the invoice is still outstanding, the child's place will put on hold until all invoices are settled in full. The child will however still be able to attend any funded hour session they are entitled to.
After this process and invoices are still outstanding, debts will be forward to a credit control department for recovery.

**Early or late drop offs:**
All early or late drop offs will incur an additional charge of £10 for every and up to 15 minutes out of contracted hours, without prior agreement from a member of staff.

**Voluntary Contributions:**
It is not permissible to request a voluntary contribution to recover income where the settings rate is greater than that received from the local authority.

**Absences**
All absences will incur a FULL FEE charge.
Meals charges will be deducted from the invoice if a reasonable notice period has been given.

**Termination of contract:**
On termination of contract with Little Sprouts a full clear calendar month notice is required. Notice must be given by the last day of the month, to then leave on the last day of the following month. No other day is acceptable due to invoicing.
When a child only attends funding hours a clear calendar month notice is still required and funding will be claimed for this period.

Managers Signature 

Parent/Carer Signature ……
Date ……
January 2026
Review January 2027