

## Additional Services Fees Sheet

This document outlines what is included in the Additional Services Fee that is charged alongside the Working Families Funding. When accessing the Working Families, your child is eligible for up to 30 hours per week, over 38 weeks per year (up to 1140 hours per academic year) of funded Early Education.

We offer all funded hours during term times, except where parents use less than 30 hours per week and choose to stretch their funding to allow their child to attend all year round. Sessions taken over and above the funded hours and during school holidays are charged at our usual daily rates.

Prior to new Government guidance that came into effect from April 2025, it was our standard policy to explain our Additional Services Fee during registration and then include this voluntary charge for all children accessing Working Families Funding on an hourly basis, asking parents to opt out if they were unable or unwilling to pay this fee.

The Government have decided that from 1st April 2025, these costs need to be broken down to add transparency to the fees we are charging and allow you to understand where they come from. If you are unable or unwilling to pay the additional services fee, we ask that you inform us of your choice before taking up your child's place so we can provide you with a copy of our 'Provision of Own Supplies Policy' in which it will detail everything you will need to provide yourself, including the strict guidelines that will have to be followed if you choose not to take our meals and snacks.

In line with Government Legislation, the funding is intended to cover delivery of the Early Years Foundation Stage, it is not intended to pay for the things that as a full day care setting, we provide, including but not limited to the items and services listed in the table below.

Item / Service	Cost	6hr day	10hr day
We currently offer these additional services as an entire package, costing a total of £60.00 per week for children accessing 30 hours funding per week or £22.50 for those accessing 15 hours per week			
<b>Food</b>			
Breakfast - choice of cereals with fresh milk or milk alternative	£1.50 per day	Y	Y
Lunch - Home-made, balanced and nutritional 2 course meal, made with allergens and dietary requirements taken into consideration.	£4.00 per day	Y	Y
Afternoon Snack tea - Snack tea, designed to keep children going until they get home.	£3.50 per day	Y	Y
Snack - Mid-morning snack of either fresh fruit or dried products such as rice cakes.	£1.00 per day	Y	Y
<b>Non -food consumables</b>	£1.50 per day		

Paracetamol - Supplied by nursery and administered if a child requires this in line with the settings Administration of Medication policy.			Y	Y
Emergency Medication - such as antihistamines or suncream bought by nursery to ensure your child's health and safety if they do not have any of the above in nursery. Written consent will be obtained at the time of registration and should be kept up to date and relevant based on child's health information (allergies/ known adverse reactions)			Y	Y
Wipes - non-fragranced sensitive baby wipes and toilet wipes are provided for your child throughout their time in nursery.			Y	Y
Spare clothes - supplies of spare clothes, coats and waterproof trousers for your child to use when accessing nursery if they do not have a bag of their own when needing to be changed.			Y	Y
<b>Activities and celebrations</b> <b>(The cost of these is calculated over the course of the year but we split over the weeks to keep your invoices consistent.)</b>				
Such as football , forest school sessions . Our special activities are carried out by a special visitor with our staff supporting for safety and to enable our children to have the best possible experience.	£3.00 per week		Y	Y
<b>Parties and celebrations</b> These are linked to important transitions and festivals e.g. Graduation Party, Christmas party, Easter Egg Hunt, Eid celebrations, Lunar New Year etc, Mother's Day, Father's Day etc.	£3.00 per week		Y	Y

**\*\*Please read the below statements before signing at the bottom of the page\*\***

I understand that I do not have to agree to purchase extra hours and/or additional services to get my funded hours. Appledore nursery has explained my options, and I have chosen (please circle one)

to take my funded hours with a package of additional services.

Ø to follow the setting's 'Provision of Own Supplies Policy' and not pay an additional services fee.

This contract will remain valid on a term-by-term basis. Any changes must be agreed prior to a new term with management

Name of

Child:

Child's DOB:

Signed:

Print:

Date: