

Provision of Own Supplies Policy

The Department for Education state that 'Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services' and that providers 'can charge for meals and snacks as part of a free entitlement place and that they can also charge for consumables, such as nappies or sun cream, and for services such as trips and specialist tuition' (DfE 2025)

At Appledore, we offer funding over 38 weeks a year and ask parents/carers accessing Working Families Funding to pay a voluntary additional services fee. Government Guidance states that 'parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child' and that providers must set their own policy for parents who are unable or unwilling to pay additional services. If parents are unable or unwilling to pay our additional services charges, then they must follow the guidelines set out below. We currently do not apply additional services fees for children accessing the Additional Support 2-year-old Funding or when these children transfer onto 3 & 4-year-old funding (Free Funding).

What does our Additional Services Fee Cover?

We make all parents aware at registration that they will be asked to supply all nappies and nappy creams and a bottle of sun cream (fresh bottle each year).

Whilst accessing Working Families Funding, parents can choose to opt in to our package of additional services which include the following services to bring funded sessions in-line with services included within our paid sessions:

- All meals and snacks throughout the day
- Paracetamol (administered in-line with our Administration of Medication policy)
- Emergency medication - antihistamine and suncream (in case a child needs this and none is supplied by a parent)
- Wipes and Toilet wipes
- Spare clothes and nappies (should your supplies run out whilst your child is in nursery)
- Extra-curricular session e.g. football, forest school
- Trips, Outings and Visitors to the setting
- Parties and celebrations throughout the year

What does it mean to opt out of the Additional Services Fees?

If a child is accessing a Working Families Funded place but the parent/carer is unwilling or unable to pay the additional services fees, then they would be responsible for bringing everything that the child would need during their session. In addition to nappies, nappy cream and suncream, this would be:

- All meals and snacks (please see further information below)
- A supply of emergency medication (Calpol, Antihistamine Syrup and Suncream) available in nursery always and if this runs out, the parent will be contacted to bring more into nursery as needed.
- Ensuring that the child always has a plentiful supply of spare clothes and nappies and if these run out, a parent/carer will be contacted to bring more into nursery.
- Full payment and anything needed for ad hoc trips, additional activities and parties if you wish for your child to attend/participate at the cost per child at the time of the activity taking place.

Providing your Child's Own Meals/Snacks

If you choose to provide your child's own meals/snacks, ALL meals and snacks must be provided by yourself. Due to some of our children having food allergies, we ask that the following are adhered to:

- No products containing nuts are brought into nursery.
- We will let you know which allergen/s must be avoided and ask that foods containing the allergen/s are not brought into nursery on the days which children with these allergies attend (we will not identify the child, just their allergen/s to avoid). This will naturally vary from time to time as new children start or new allergens are identified.
- We ask that all foods in your child's lunchbox are provided in their original packaging so that we can check for allergens as needed and prevent cross-contamination.
- We cannot heat any foods that have been brought in from home, due to us not being able to complete the required paperwork on the supply, preparation, and storage of the food before it arrives at nursery.
- We do not have the facilities to store lunchboxes in our fridge and according to food hygiene legislation, chilled meals and snacks cannot be stored out of a fridge for more than four hours. Therefore, we ask that your child's lunch is brought to nursery when they are dropped off in the morning and that parents supply a small cool pack in an insulated lunchbox to help to keep the food fresh until lunchtime.
- To adhere to our healthy eating award and policy, we ask that parents do not put chocolate, biscuits, or crisps in lunchboxes and to avoid possible choking hazards, we ask that items such as grapes, cherry tomatoes, sausages, or any other round foods are cut into quarters, lengthways and foods containing stones such as cherries or peaches have these removed.
- We reserve the right to charge parents for any items which their child needs that are not supplied, these charges will be equal to our additional services charge for the same item/service.
- If a child refuses to eat their own meals and requests the meals provided by nursery, we will contact parents to establish the next course of action.
- In the event of persistent failure to provide everything their child needs or to pay our additional services fee, we will contact Oldham Council for advice.

If parents/carers are unsure regarding any of the above terms and conditions, they should clarify with a member of the management team before taking up their child's funded place at the setting

Policy agreed: April 2025

Date for Review: April 2026