

# PEMBURY SCHOOL HOUSE NURSERY



## INFORMATION AND RECORDS

### Fee Information & Voluntary Consumables Policy

#### ***Statement of Intent***

It is our intention to ensure that fees are kept as affordable as possible. Fees are charged with the intent of providing sustainable and high-quality learning opportunities for all children in our care.

#### ***Methods***

To meet this Aim;

- Parent(s) are invoiced for two terms, three times per year, ensuring that regular payments are made. These are sent out at the beginning of each term – Autumn, Spring & Summer.
- If payments are not up to date this may affect your child's nursery place.
- The payment terms of the invoice will be 60 days from date of the invoice.
- Payments are to be made via bank transfer. Details are stated on your invoice.
- Fees will still be charged during periods of closure.
- A full session fee will be charged to parent(s)/carer(s) who are repeatedly late to collect their child, notification will be given to the parent(s)/carer(s).
- We offer the Free Early Education funding; this allocated the term after the child's 3<sup>rd</sup> birthday.
- We offer Free for Two funding places here at Pembury School House Nursery, please advise the admissions team if you are eligible for this when applying for your child's place.
- Working Parent Entitlement Funding for 2-, 3- & 4-year-olds. To check the eligibility criteria, please visit <https://beststartinlife.gov.uk> for further details.
- The above site will sign post you to a government eligibility page. Once you have completed the online application form, you will be given an 11-digit code. This will need to be provided to nursery for us to process your funding. Please note this code is only valid for a period of time and it is your responsibility to reconfirm your eligibility every 12 weeks via the government site or we will not be awarded your ongoing funding.  
**YOU MUST APPLY FOR YOUR CODE:** • During the term BEFORE your child is eligible • Claims must be made NO LATER THAN 31st December, 31st March or 31st August • Claims made after this date will NOT be honoured and you will have to wait a further term before claiming any funding entitlement •  
*N.B. You will be responsible for payment of full fees should you not provide us with the required information in a timely manner or fall out of eligibility without the required notice given*
- Our funding pattern is as follows: AM 3 ½ hours, AM + Lunch 4 hours 5 mins, PM 2 ½ hours, All-Day 6 hours 45 minutes.
- There is a 12-week term time notice period for any sessions dropped/removed, as detailed on the enrolment form that is signed by the parent(s)/carer(s).

## **Charging for Consumables:**

**Voluntary Charge – this is an opt in/opt out charge (please see the Nursery Prospectus for full details).**

Whilst the funding covers the basic elements of the EYFS, we believe that there is only one start in life, and only one chance to maximise your child's opportunities and experiences during their formative years.

Prior to children entering school, 95% of their brain has already developed! At Pembury School House Nursery, "Quality Outstanding Early Years Education" is at the core of our ethos and curriculum.

To provide transparency for parents who wish to enhance their child's early years education and formative years, the following information provides some examples of our additional services:

### ***The voluntary charge is for items not covered by government funding, such as:***

Nappies, Nappy bags, Nappy wipes

Suncream

Snack Food – provided during the morning session & afternoon session

### ***Enhanced Learning Experiences, such as:***

Our Outdoor Learning Area is a wonderful facility to enhance physical and social skills as well as supporting mental health and wellbeing. Children experience the joys of being at one with their natural environment, learning about the outside wonders of the world and growing fantastic fruits and vegetables.

Special world, religious and cultural celebrations throughout the year are recognised and taught about along with activities being planned for, such as Christmas, Easter, Eid, Diwali, World Book Day (week) and many, many more....

Events such as our Nativity where the children and families come together to celebrate at the local church. Graduation ceremonies and farewell parties for our school starters.

Special visitors such as the Easter Bunny, Father Christmas, Yoga classes, Dance classes, People who help us etc.

Butterly Habitat experience - provides a hands-on educational experience, allowing the children to witness the miracle of metamorphosis firsthand, learn about life cycles, biology, and the importance of pollination, all while nurturing real living creatures before releasing them to support local ecosystems – bringing science to life.

Nursery Library: library books which are loaned out from the nursery (chosen by the child) to be taken and shared at home. This helps foster the love of books for the children and gives a wonderful link between home and nursery.

***Information regarding session snack should you wish to opt outs:***

To ensure the safety and health of all children, the following guidelines must be followed when sending food into nursery:

- Food packaging - pre-packaged food only: All food must come in sealed, store-bought containers.
- Allergen information: Packaging should clearly list any allergens like nuts, dairy or gluten.
- No homemade food: To reduce risks of cross-contamination.
- Health and nutrition • No unhealthy snacks: Avoid chocolate, crisps, sugary snacks or junk food.
- One carbohydrate & two pieces of fresh fruit or vegetable
- Allergy safety - Nut-free: Do not send anything with nuts or nut products (e.g. peanut butter).
- Choking hazards - Safe food sizes: Cut small round fruits like grapes, cherries, berries, strawberries and cherry tomatoes, into small pieces: cut lengthways and then again cut them in halves (quarters).
- No large chunks of food.
- No Popcorn or Marshmallows – these can cause young children to choke.
- Temperature and Storage, we do not have facilities to heat food from home or have additional storage for snack foods, these will be kept in your child's bag at room temperature until snack time.
- Non-compliance: If the above is not adhered to, we will be unable to serve it. Parents will be asked to provide an alternative, or collect their child during snack time.

**Legal Framework:**

**Primary Legislation:**

Childcare Act 2006 section 39(1)(b)

Early Years Foundation Stage Framework Sept 2025

Early Years Foundation Stage Nutrition Guidance - Guidance for group and school-based providers and childminders in England May 2025

[https://www.foundationyears.org.uk/files/2021/09/Early-Years-Choking-Hazards-Table\\_FINAL\\_21-Sept-2021.pdf](https://www.foundationyears.org.uk/files/2021/09/Early-Years-Choking-Hazards-Table_FINAL_21-Sept-2021.pdf)

<https://www.gov.uk/government/publications/early-education-and-childcare--2>

This policy was updated and adopted by the Trustees of Pembury School House Nursery on:

Date: ..... Signed on behalf of the Trustees: .....

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