Spixworth Nursery Fees and Funding Policy

(As of April 2026)

Fees:

From the 6th April 2026 the current rates are: -
6 months - 2 years: £11.00 per hour/part hour
2 years - 3 years: £10.50 per hour/ part hour
3 years – 4 years: £10.00 per hour/ part hour

Additionally to this, we ask for a non-refundable registration fee of £75.00 to register your child with us. Please be aware that if your child takes only a fully funded space with no additional hours or sessions the £75.00 is a voluntary charge and is refundable within 6 weeks of your child's start date.

Invoices will be issued monthly for a month in advance, you will receive your invoice around the 11th of each month and it is due by the 23rd of each month. If you wish to pay in a different way to the dates set on your invoice, please speak to a member of management so that we can support you in arranging this.

When a payment has not been received by the due date on the invoice and correspondence has not been made with a member of management in relation to payments and delays, a £20.00 late payment charge will occur for each late payment. One month's notice and payment will be required to withdraw your child from the nursery.

Late collection:

Staffing ratios will be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at £5 for the first 15 minutes and a further £1.00 for each subsequent five-minute period. These costs may be waived in exceptional circumstances at the discretion of the nursery manager.

Difficulty with payments:

The nursery will work with parents to ensure all avenues for assistance with payments are explored.
All prices and voluntary charges in relation to additional hours, meals and consumables will be reviewed on a termly basis and notice will be given if an increase will occur.

Government Funding:

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. As Stepping Stones Day Nursery is open for 50 weeks of the year, we offer the funding as stretched funding which equates to 11.4 hours per week for 15 hour funding, or 22.8 hours per week for 30 hours funding.

If you are in receipt of government funding, your child's settling-in sessions will be deducted from their funded hours.
The funding entitlement is offered free of charge and 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. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services or meals. At present, Stepping Stones Day Nursery do not charge for consumables, however this is reviewed on a termly basis.

Families are only required to complete one claim form per child for their child's sessions at Stepping Stones Day Nursery for each term (unless a change in circumstances or an adjustment of sessions occur).
Eligible parents must provide the nursery with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the nursery to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30 hours free childcare the term after receiving a decision from HMRC.
The nursery will retain copies of documentation and forms to enable the LA to undertake audits and fraud investigations; however, in line with the Data Protection Act 2018, it will be stored securely and deleted when there is no longer any good reason to keep the data.

For all our 15 hour funded families, this is offered as one session of 8.00am-6.00pm across the week with the remaining funding of up to 1.4 hours able to be deducted from any additional day session of 8.00am-6.00pm that is booked.
For all our 30 hour funded families, this is offered as two sessions of 8.00am-6.00pm across the week with the remaining funding of up to 2.8 hours able to be deducted from any additional day session of 8.00am-6.00pm that is booked.

For any non-funded sessions, a session is to be booked as 8.00am-6.00pm. The only half hourly charge available is the 7.30am-8.00am session which is unable to be funded as Norfolk County Council only permit 10 hours of funding able to be claimed per day

Food Consumables - Breakfast, Lunch and Evening Dinner
Please note that we will still be providing your child with a healthy snack during their day as part of their placement.
The optional charges for food consumables are as follows:
Breakfast - £2.20 (consisting of a breakfast buffet of a choice of cereals, toast, crumpets, fruit and yoghurts - the provision for providing your own breakfast is available)
Lunch - £4.00 (supplied by Apetito on a term time only basis - the provision for storing lunch boxes from home is available)

Evening Dinner – £4.20 (consisting of a fresh cooked hot meal and a selection of fruit and plain yoghurt - the provision for storing a packed dinner from home is available)

It may be possible to waive or reduce these costs, for example if your child is eligible for Early Years Pupil Premium - please discuss this with a member of management to look at what support can be given.
As per the Government Guidelines (Model Agreement June 2018):
"Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services."
"The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Parents should therefore expect to pay for these, although these charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals. Providers should be particularly mindful of the impact of additional charges on the most disadvantaged parents.
"The provider should deliver the free entitlements consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables."

Therefore, if you do not wish your child to access either of these meals, you are welcome to bring in your own meals for your child, in line with our Healthy Eating Policy. Please be advised that if you choose this option, you will be required to follow any allergies advice provided by the nursery. If your provided meal does not follow the allergies guidance you will be invoiced for a meal at the relevant charge. Please speak to a member of the team for any allergies advice.

DATE: September 2026 REVIEW DATE: September 2027