

Sparhawk Nursery Fees and Funding Policy

(As of September 2025)

Fees

Our nursery fees are set out on an hourly rate as follows:

£9.30 per hour for all children aged 3 - 5 years between 8.00am - 4.00pm

£12.00 for a fixed session of 4.00pm - 5.15pm.

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 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 school 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 Sparhawk 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.

Sparhawk Nursery is a blended service offered by Sparhawk Infant and Nursery School and Stepping Stones Day Nursery. This is a blended service whereby access to government funded hours are jointly shared and equally split. Families are only required to complete one claim form per child for their child's sessions at Sparhawk Nursery for each term (unless a change in circumstances or an adjustment of sessions occur).

Eligible parents will provide the school with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the school 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 school will retain digital copies of documentation 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.

15 Hours Government Funding

Your child could be entitled to 15 hours of government funding per week, up to 570 hours per year (over 38 weeks) the term after they turn three years of age. Please speak to a member of management or administration for the up to date government guidelines and termly dates.

As per Government guidelines, this funding is a stretched offer spread across the 50 weeks of the year that Sparhawk Nursery operates. For families wishing to accept the 15 hours government funding this equates to approximately 11.4 hours per week spread across the 50 weeks. Funding amounts vary depending on the term that your child starts their funding with us and their date of birth - please speak to a member of management for further information. 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.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

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, meals or consumables.

30 Hours Government Funding

For working families, you could be eligible for Working Family funding meaning that your child could be entitled to 30 hours of government funding per week, up to 1140 hours per year (over 38 weeks) the term after they turn three years of age, dependent on eligibility requirements. Please refer to Government websites for current eligibility requirements.

As per Government guidelines, this funding is a stretched offer spread across the 50 weeks of the year that Sparhawk Nursery operates. For working families eligible for the 30 hours government funding this equates to approximately 22.8 hours per week spread across the 50 weeks. Funding amounts vary depending on the term that your child starts their funding with us and their date of birth - please speak to a member of management for further information. If you are in receipt of government funding, your child's settling-in sessions will be deducted from their funded hours.

Funded Sessions

To ensure the sustainability of the nursery, Sparhawk Nursery offers the funding daily as 8.00am-4.00pm as a fixed session.

For families in receipt of the 15 hours funding (11.4 hours per week all year round), you are eligible to book one of these sessions per week. This leaves a balance of 3.4 hours to allocate towards any additional day sessions of 8 hours in length (8.00am - 4.00pm).

For families in receipt of the 30 hours funding (22.8 hours per week all year round), you are eligible to book two of these sessions per week. This leaves a balance of 6.8 hours to allocate towards any additional day sessions of 8 hours in length (8.00am - 4.00pm).

Any additional hours booked on top of these funded hours will be charged in accordance with our hourly rates, after remaining funding of either 3.4 or 6.8 hours per week has been allocated. Please be aware that our Afterschool session of 4.00pm - 5.15pm is our only period which is charged at a set rate of £12.00.

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, meals or consumables.

Breakfast, Lunch and Evening Snack

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 Meals is as follows:

Breakfast - £2.00 (consisting of a breakfast buffet of a choice of cereals, toast, crumpets, fruit and yoghurts)

Lunch - The provision for storing Home Lunch Boxes is available.

Evening Snack - Included within Afterschool session cost (consisting of, for example, breadsticks, crumpets, fruit)

The above charge for Breakfast is voluntary. Families are able to supply their own food if they wish. 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 entitled 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.