



Nursery Charging Policy

1. About Our Nursery

1.1. We provide sessional and school-hour childcare for children starting the term after their 2nd birthday.

1.2. Opening hours: 8:45am – 3:30pm, Monday to Friday, term time only. We are closed on teacher training days in line with the school calendar. These dates can be found on the school website.

1.3. Government funding covers up to 15 or 30 hours per week of free early education. It does not include meals, consumables, extra hours, or additional services.

1.4. All children receiving funded hours will have equal access to the same quality of provision, regardless of whether they pay for extras.

2. Free Funded Places (15 Hours)

2.1. All children are entitled to 15 funded hours per week starting the term after their 2nd / 3rd birthday.

2.2. Funded sessions run from 8:45 – 11:45am, 12:30-3:30pm Monday to Friday.

2.3. Five (3 hour) sessions are available weekly.

2.4. There is no charge for these funded hours.

2.5. A funding claim form must be completed and signed each term. Failure to return it will result in parents being charged for the sessions, as the school cannot claim funding. The school can support you in completion of these forms (see Appendix 1).

3. 30 Hours Funding Entitlement

3.1. Eligible families can access additional funded sessions: 9am – 3pm, Monday to Friday – term time only. To find out if you qualify, please visit www.childcarechoices.gov.uk and enter your details.

3.2. Sessions must be booked termly, in advance and cannot be changed mid-term.

3.3. Parents must apply for a 30-hour eligibility code online, without this code, your child will only receive 15 hours funded entitlement per week, term time only.

3.4. The eligibility code must be renewed every 3 months and shared with the Nursery. HMRC will remind parents when to reapply by email and/or text message.



3.5. A completed funding form, including the current eligibility code, must be signed each term. (See appendix 1)

4. Unfunded Childcare (Top-Up Sessions)

4.1. Families not eligible for 30 hours may book and pay for additional sessions, subject to availability.

4.2. Extra sessions cost £16.50 each (3 hours). They must be booked half-termly in advance. Ad hoc bookings may be accepted if space allows but cannot be guaranteed.

4.3. Regular sessions cannot be cancelled until the next half-term. Additional sessions may be added with Nursery Manager approval.

4.4. Payments must be made via ParentMail; cash is not accepted.

4.5. Payment is required for all booked sessions, even if your child is absent. If adequate notice is given, sessions may be rescheduled at the discretion of the Nursery Manager.

4.6. All sessions must be paid in advance through ParentMail.

5. Lunch Session

5.1. Lunch runs from 11:45am to 12:15pm and there are no additional charges and form part of your child's funding entitlement.

5.2. Children may bring a healthy packed lunch or pre-order a school meal at £2.80 via ParentMail. Cash is not accepted.

6. Snacks

6.1. A free fruit snack is provided during your child's session.

6.2. A free carton of milk is also provided during your child's session.

7. Payment Terms

7.1. No deposits or registration fees are charged for any places.

7.2. We do not charge top-up fees on funded hours.

7.3. Unfunded sessions may be withdrawn if payment is not received. Please speak to the Nursery Manager or School Office if you're having payment difficulties.



8. Absences (Funded Hours)

- 8.1. There is no charge for absence due to illness or authorised leave.
- 8.2. Persistent absence may result in a review and possible loss of your child's place.

9. Unplanned Nursery Closures

- 9.1. If we must close due to circumstances beyond our control (e.g., severe weather), you will not be charged for any booked unfunded sessions. Funded sessions remain free, and we can still claim funding for short-term closures.

10. Trips and Activities

- 10.1. We may ask for voluntary contributions for school trips or special activities to ensure they can go ahead. Contributions go toward costs such as transportation and entry fees. Payments are made via ParentMail. If we don't receive enough contributions, the activity may be cancelled.

11. Early Years Pupil Premium (EYPP)

- 11.1. Parents who believe their child may be eligible for EYPP should complete the relevant section of the funding form when their child starts nursery/or when reconfirming funding allocation each term (see Appendix 1)
- 11.2. Once confirmed by Dudley Local Authority, this funding will be allocated based on pupil progress data to support individual learning and development.

12. Disability Access Fund (DAF)

- 12.1. If your child receives Disability Living Allowance, the Nursery may be eligible for Disability Access funding which will benefit your child whilst they attend nursery.
- 12.2. Please speak to the Nursery Manager and complete the relevant section of the funding form to apply (see Appendix 1).



Summary of Charges

Item	Cost	Details	Payment Method
15-Hour Universal Funding (Mon–Fri mornings)	£0	Funded by the government	N/A
30-Hour Funding (if eligible)	£0	Full day provision, 8:45am–3:30pm	N/A
School Lunch	£2.80	Optional – packed lunch allowed	ParentMail only
Additional Session (AM/PM, 3 hours)	£16.50	Subject to availability	ParentMail only
Snacks and Milk	£0	Provided free during morning sessions	N/A
		Optional – supports enrichment activities	ParentMail only



Funded childcare entitlements parental declaration form

In order to receive your child's entitlement to funded Early Education and Childcare this form must be completed accurately.

A new completed form is required for each setting your child attends.

Step 1: Your child's details - parents/ carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Male/Female:	
Address:	
Postcode:	

Step 2: Your details - parents/ carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):



Step 3: Your child's eligibility - parents/ carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using.

If your child is two years old and eligible for both entitlements, you should use the entitlement for children from two years old receiving Additional Support (Time for Two's), first.

- Entitlement for children from two years old in families receiving Additional Support (Time for Two's):
 - If parents/ carers live in England and are in receipt of certain benefits
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Working parent entitlement for children from 9 months old – 4- years old
- Universal entitlement for 3- and 4-year-olds

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes may enable your chosen provider to receive the DAF.

- Yes No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

- Yes No



Total non-funded (chargeable) hours per day								
Total daily hours attended								

Please complete if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

Please note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving Additional Support (Time for Two's), : 15 hours a week for 38 weeks of the year
- 2) for children aged from 9 months of eligible working parents: up to 30 hours a week for 38 weeks of the year from September 2025. For 3- and- 4-year-olds this can be combined with the below entitlement to a maximum of 30 hours.
- 3) for all 3- and- 4-year-olds: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting below:

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Please Note: Dudley MBC also use this information to prevent and detect fraud, we will check with your local authority if you live outside of the Dudley Borough, to ensure our cross-border arrangements are clear and that any funded hours claimed by you do not exceed the total hours available.



The local authority where you take up your child’s funded entitlement is responsible for funding the place even if you live in another local authority area.

Additional Support (AS) and Working Parent 2YO

From September 2025, there may be some circumstances where you wish to access a working parent 30-hour funded place and also meet the criteria for the 15-hours additional support entitlement; should you meet the eligibility criteria for both the Additional Support (AS) 2-year-old entitlement and the working parent entitlement, Dudley MBC has a duty to account for any hours available under the AS entitlement when determining how many hours you should be funded for under the working parent entitlement. This means that Dudley MBC must fund the first 15 hours under the AS entitlement before they fund any working parent hours.

If you are eligible for AS for the first 15-hours the local authority will make contact to inform you of this. However, you must remember to reconfirm your working parent code for the remaining 15-hours, when prompted to do so by Childcare Choices, so that your child keeps the working parent entitlement hours. You do not need to renew your AS entitlement as this stays with your child until they become eligible as a 3 - years-old.

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; there must not be any mandatory charges for parents in relation to the funded hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on the providers website or, where they do not have a website, on Dudley MBC local authority Family Information Services Early Years Directory. The costs of chargeable extras should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
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Additional charges for consumables or additional charges per day						
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Your providers must list details of the charges made for consumables and additional services and itemised details of what these charges relate to below:

Charges	Additional Services

Step 6: Your Child's Ethnicity

Ethnicity Description	Code	Tick	Ethnicity Description	Code	Tick
Bangladeshi	ABAN		White and Black African	MWBA	
Indian	AIND		White and Black Caribbean	MWBC	
Any other Asian background	AOTH		Information Not yet obtained	NOBT	
Pakistani	APKN		Any other Ethnic group	OOTH	
Black –African	BAFR		Refused	REFU	
Black Caribbean	BCRB		White – British	WBRI	
Any other black background	BOTH		White – Irish	WIRI	
Chinese	CHNE		Traveller of Irish heritage	WIRT	



Any other mixed background	MOTH		Any other white background	WOTH	
White and Asian	MWAS		Gypsy / Roma	WROM	

Step 7: Parent/ Carer/ Guardian with legal responsibility declaration

Declaration: I (*name*)

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of (*address*)

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.....

confirm that the information I have provided above is accurate and true.

I understand and agree to the conditions set out in this document and I authorise
(Name of Provider/s)

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to claim early years and childcare entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and Dudley MBC local authority.

Parent/Carer/Guardian with legal responsibility	Childcare Provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Funded Terms - Parent acknowledgment



Term 1 Start Date		Term 1 Start Date	
Signature		Signature	
Term 2 Start Date		Term 2 Start Date	
Signature		Signature	
Term 3 Start Date		Term 3 Start Date	
Signature		Signature	

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Dudley MBC is collecting your data for the purposes of checking your eligibility for the free entitlements; this includes Additional Support (Time for Twos) for 2-year-olds, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998. The local authority has a duty to ensure that public funds are being spent appropriately and needs to satisfy itself that a funded place is allocated to someone eligible to receive one.

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Dudley MBC Please note that information about whether a child is in receipt of



Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>