

2.0 Funded sessions and Fees Policy

Provider	Little Puddleducks Ltd	Policy owner	Chloe Baker, Director
Approved	3rd August 2026	Effective / review	1 September 2026 / August 2027

Policy Statement

Little Puddleducks Ltd wants to ensure that parents and carers have a clear understanding of our sessions and fees and that we are transparent on where the Government's funding is offered across our sessions. With consideration of all legislation that states how funding must be offered, we have carefully considered how to uphold our requirements whilst being clear and transparent to our parents.

Sessions

Parents may book from the sessions below. Little Puddleducks offers funded entitlement on a stretched basis across 51 weeks of the year. The nursery is closed between Christmas and New Year and does not deliver or claim funded hours during this closure. Under our stretched offer, parents may access a maximum of 11 funded hours per week for the 15-hour entitlement or 22 funded hours per week for the 30-hour entitlement, subject to eligibility, availability and the agreed attendance pattern. The actual funded hours and delivery pattern will be recorded on the parental funding agreement. Where an entitlement requires an eligibility code, parents are responsible for applying by the relevant deadline and reconfirming their eligibility as required. Little Puddleducks will verify codes through the local authority. Where working-parent eligibility ends, funding will continue until the applicable grace-period end date. Once the grace period has ended, any hours that are no longer funded will become privately chargeable, subject to notice being provided to the parent. Eligible three- and four-year-olds will continue to receive their universal entitlement. Where parents pay the private non-funded prices below, consumables used by the child during these sessions are included in the session fee. Spaces are offered subject to availability and staffing ratios.

If funded hours are used to cover part of a session, the remaining unfunded portion will be charged proportionally at the applicable session rate shown below.

Hourly Charge (Outside of funded hours)	8-6pm	Ad Hoc Hour
£8.50	£85.00	£10.00

Optional Chargeable Extras During Funded Sessions

The consumable charges are as follows:

	Partially Funded Days	Fully Funded Day
Nappies	£1.00	£2.50
Wipes	£1.00	£2.00
Food (Breakfast, lunch, tea and snacks)	£6.00	£10.00
Enriched Curriculum	£1.75	£3.50
Total	£9.75	£18.00

Where a session contains both funded and privately purchased hours, optional extras are charged only in relation to the funded portion of the session. Calculations will ensure that parents are not charged twice for the same food, consumable or service where it is already included within the private session fee.

‘Free’ Funded Only Sessions

Parents can access their funded entitlement completely free of charge without any requirement to purchase additional services or extended hours. Parents are under no obligation to purchase consumables or additional services and can choose the funded-only option without any disadvantage. Where parents have opted for ‘free’ funded only sessions and do not pay consumables, parents must provide the nursery with all consumables their child may use during their session including (but not limited to): lunch, snack, tea, nappies, baby wipes, nappy sacks and sun cream. A full list of the required consumables will be shared with parents during children’s induction sessions. Where a parent has opted out of chargeable extras but has not supplied an essential item, the nursery will contact the parent and take reasonable steps to ensure the child can continue to access their funded entitlement safely. This may include using nursery supplies, requesting that replacement items are provided, or agreeing an alternative arrangement with the parent. A child will not be refused access to their funded entitlement solely because their parent has opted out of optional charges.

Where parents have opted for a ‘free’ space, additional extras may be offered to parents if events/activities are taking place that come at an additional cost. For example, parents may be offered the opportunity to pay for their child to attend the Christmas Party. All spaces are subject to availability. Information on these events may be shared with the parents through Family and charges must be paid before the event takes place. Where parents do not want to pay the additional charge, their child will not be able to attend that event/activity and alternative activities are provided during funded hours. Children accessing funded-only sessions will receive the same quality of care and education in line with the EYFS.

Please note that where parents do not pay for the nursery food, meals must be provided by parents that are in line with our Food and Drink Policy.

Funding Registration and Claim Deadlines

Government-funded hours can only be applied once:

- the child is formally registered with Little Puddleducks;
- all required enrolment documentation has been fully completed and returned;
- the parental funding agreement has been signed;
- any required eligibility code has been successfully validated;
- the child's identity and date of birth have been verified where required; and
- where the parent has separately contracted to purchase private or chargeable provision, any associated deposit has been received, where applicable. This requirement relates only to the separate paid provision and does not affect access to a funded-only place.

All required documentation must be received before South Gloucestershire Council's applicable funding-claim deadline.

Where a parent does not provide the required information or completed documentation before the Council closes the funding claim, Little Puddleducks may be unable to claim funding for that child during the current funding term. In these circumstances, any childcare accessed will be charged at the applicable private rate until the beginning of the next funding term, when an eligible funding claim can be submitted and accepted.

Funding cannot be applied retrospectively unless South Gloucestershire Council expressly accepts and pays a late or amended claim. Where retrospective funding is subsequently received for sessions already paid for privately, the relevant amount will be credited to the parent's account.

Parents are responsible for returning all requested documentation promptly and for ensuring that any required eligibility code is valid by the relevant Government and local-authority deadlines. Little Puddleducks will provide parents with reasonable notice of the information required and the nursery's submission deadline.

Payment Calculations

Fees are calculated as an average payment across the 12 months to allow for consistent payments throughout the year.

Deposit

Where a parent chooses to purchase private childcare hours, optional services or other chargeable provision, a £75 deposit is payable under the separate private or chargeable agreement, where applicable. Where a deposit is applicable, it must be received before the nursery's funding-claim submission deadline. The deposit relates solely to the separately purchased provision and does not secure, and is not a condition of accessing, the child's funded entitlement hours. No deposit is required where a child accesses funded-only sessions without additional payable provision.

The deposit:

- Is not charged in respect of funded entitlement hours;
- Is only applicable where parents choose to purchase private or chargeable services;
- Covers administrative costs associated with enrolment and place reservation;
- Is non-refundable;
- Is retained whether or not the child subsequently attends.

No deposit is charged where a child attends funded-only “Free” sessions and no additional payable services are accessed.

All deposits are subject to the Nursery’s Terms and Conditions of Enrolment.

Childcare Choices

Depending on personal circumstances, parents may be entitled to money saving schemes available through the Government. For more information on the potential childcare saving schemes, please visit: <https://www.childcarechoices.gov.uk>. We accept vouchers from all the major and local suppliers.

Payment Due Date

All chargeable sessions, services and associated fees are payable monthly in advance. Payment for the following month must be received in full on or before the last working day of the preceding calendar month, in accordance with the Nursery’s Terms and Conditions. If payment has not been received by the 15th day of the month to which the fees relate, a late payment charge of £25 will be applied to the account.

Failure to make payment following this may result in suspension of childcare provision and/or termination of the childcare agreement in line with the Nursery’s Terms and Conditions.

Terms and Conditions

Where an entitlement requires an eligibility code, parents must provide a valid code by the relevant Government and local-authority deadline and reconfirm their eligibility when required. Where a valid code is not provided or cannot be validated by the applicable deadline, the relevant hours may be privately chargeable. Where a child already accessing the working-parent entitlement enters a statutory grace period, funding will continue until the applicable grace-period end date. Eligible three- and four-year-olds will continue to receive their universal entitlement after the grace period ends.

All sessions are subject to the nursery’s terms and conditions which are shared and agreed to on Family during the induction process. Fees are reviewed annually and parents will be given notice in line with our terms and conditions.

Private contracted hours remain payable during periods of child absence, including sickness and family holidays, in accordance with the Nursery’s Terms and Conditions.

The nursery is closed for Bank Holidays. Private fees are chargeable for Bank Holidays, in line with the Nursery's Terms and Conditions. The Nursery is closed for the week between Christmas and New Year. During this period, Bank Holidays are chargeable but closure days are not chargeable.

We do not offer term time only contracts.

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Signed / date reviewed	