

## Childcare Offer & Charges Template

| Section 1 - Setting Details |                                                  |
|-----------------------------|--------------------------------------------------|
| Ofsted Registration No.     | EY501430                                         |
| Setting Name                | PK Kids Day Nursery                              |
| Address                     | Rainbow House, Langton Brow, Ecclestone, Chorley |
| Postcode                    | PR7 5PB                                          |

| Section 2 – Description Of Services Offered |                                                                                                                 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Opening days & times                        | Monday- Thursday 7.30-6.00pm<br>Friday 7.30-5.00pm                                                              |
| Weeks open in year                          | 51 weeks, close for bank holidays and a week at christmas.<br>(The week at Christmas is NOT charged to parents) |
| Term time only places                       | Yes we offer term time and all year round                                                                       |
| Available sessions                          | We offer sessions on a hourly bookin]g between our opening hours, a minimum session of 3 hours.                 |
| Age ranges                                  | 3months- 5 years                                                                                                |
| Notes:                                      |                                                                                                                 |

| Section 3 - Early Education Funding Offer & Delivery Patterns |                                                                                                                                                                                           |                            |                            |                        |                 |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|------------------------|-----------------|
| Options                                                       | Session times                                                                                                                                                                             | Total funded hours per day | Days of the week available | Term time availability | Stretched Hours |
|                                                               | 7.30-5.30                                                                                                                                                                                 | 10hrs                      | 5days                      | Yes                    | Yes             |
|                                                               | 7.30-12.30                                                                                                                                                                                | 5hours                     | 5days                      | Yes                    | Yes             |
|                                                               | 12.30-5.30                                                                                                                                                                                | 5hours                     | 5days                      | Yes                    | Yes             |
|                                                               | 9.00-3.00                                                                                                                                                                                 | 6hours                     | 5days                      | Yes                    | Yes             |
|                                                               |                                                                                                                                                                                           |                            |                            |                        |                 |
|                                                               |                                                                                                                                                                                           |                            |                            |                        |                 |
| Notes:                                                        | We are as flexible as we can be and do offer the funding on a hourly booking so parents might choose a 9-12 session. We do not have specific times that you can only use your funding in, |                            |                            |                        |                 |

| Section 4 - Charges for Additional Hours                                                                                    |                |                |                 |
|-----------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-----------------|
| Where families require additional hours over and above their daily funded entitlements, charges will be applied as follows: |                |                |                 |
| Chargeable Times                                                                                                            | Under 2's      | 2 Year Olds    | 3 & 4 Year Olds |
| Any Additional above the funding entitlement                                                                                | £6.70 per hour | £6.50 per hour | £6.50 per hour  |

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| <b>Notes</b> |  |  |  |

| <b>Section 5 – Charges for Meals &amp; Snacks</b> |                                                                                                                                                                                                                                                                                                  |                   |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Description</b>                                | <b>Unit</b>                                                                                                                                                                                                                                                                                      | <b>Unit Price</b> |
| <i>Lunch</i>                                      | <i>1</i>                                                                                                                                                                                                                                                                                         | <i>£2.50</i>      |
| <i>Tea</i>                                        | <i>1</i>                                                                                                                                                                                                                                                                                         | <i>£2</i>         |
| <b>Notes</b>                                      | <i>We are looking to change this in January for a consumable charge that parents OPT in or out of the same way they can for lunches. If a parent OPTs out they have the option to bring a packed lunch. These charges only apply to funded days and parents have the choice to OPT IN OR OUT</i> |                   |

| <b>Section 6 Charges for Non-Food Consumables</b>                                                 |                                                                                                                                             |                   |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Description</b>                                                                                | <b>Unit</b>                                                                                                                                 | <b>Unit Price</b> |
| <i>Consumable charge which will replace lunch/tea charge and cover food, resources, supplies.</i> | <i>Per funded hour</i>                                                                                                                      | <i>0.85p</i>      |
| <b>Notes</b>                                                                                      | <i>If we do bring this charge in, we will charge 85p per funded hour, this is on an OPT IN OR OUT basis and parents DO NOT have to pay,</i> |                   |

| <b>Section 7 Charges for Extra Activities</b> |                                                                                                                         |                                               |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Description</b>                            | <b>Unit</b>                                                                                                             | <b>Unit Price</b>                             |
| <i>Swimming for Preschool</i>                 | <i>Per session</i>                                                                                                      | <i>Varies per term around £38.50 per term</i> |
| <i>Sports bi-weekly</i>                       | <i>Per Session</i>                                                                                                      | <i>£2.50</i>                                  |
| <b>Notes</b>                                  | <i>Children in receipt of EYPP may use some of these funds towards these sessions if it benefits their development.</i> |                                               |

| <b>Section 8 – Opt-Out Policy &amp; Reasonable Alternatives</b> |
|-----------------------------------------------------------------|
| <b><i>Opting Out of Optional Services</i></b>                   |

Our nursery offers several **optional services** such as:

- **Meals** (e.g. lunches, snacks)
- **Non-food consumables** (e.g. nappies, wipes, sunscreen)
- **Extra activities** (e.g. excursions, special programs, or incursions)

Parents may choose whether or not to use these optional services.

### **Reasonable Alternatives for Parents Who Opt Out**

If you choose to opt out of any of these services, please be aware of the following alternatives and implications:

- **Meals:**  
You may provide your child's own meals and snacks each day. These must meet our food safety and nutrition guidelines (we can provide details). Please ensure all food is clearly labelled and does not include any ingredients restricted due to allergies (e.g. nuts).
- **Non-Food** **Consumables:**  
You may supply your own items such as sunscreen, and similar consumables. These should be clearly labelled with your child's name and replenished as needed.
- **Extra** **Activities:**  
If you opt out of certain extra activities (such as incursions or excursions), your child will be supervised by educators at the service during that time and provided with suitable alternative activities.

### **How to Opt Out**

To opt out of any optional service:

1. **Complete the "Optional Services Opt-Out Form"** available at reception or attached to your funding form
2. **Specify** which services you do not wish to use.
3. **Submit the form** to the nursery manager

Your decision will take effect once confirmed in writing by the nursery.

### **Notice Period for Changes**

If you wish to **change your decision** (either to opt out or back in), please provide at least **4 weeks' written notice**.

This allows us to adjust meal orders, activity planning, and resource arrangements to accommodate your choice.

### **Summary**

| <b>Service Type</b>  | <b>Opt-Out Alternative</b>           | <b>Implications</b>                          | <b>Notice Period</b> |
|----------------------|--------------------------------------|----------------------------------------------|----------------------|
| Meals                | Provide your own meals               | Must follow food safety and allergy policies | 4 weeks              |
| Non-Food Consumables | Supply your own nappies, wipes, etc. | Must be labelled and replenished             | 4 weeks              |
| Extra Activities     | Child supervised onsite              | Will not participate in the activity         | 4 weeks              |

## **Section 9 - Other Charges**

| <b>Description</b> | <b>Unit</b> | <b>Unit Price</b> |
|--------------------|-------------|-------------------|
|                    |             |                   |

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## Section 10 – Tax Free Childcare

### **Using Tax-Free Childcare or Universal Credit Childcare at Our Setting**

We are pleased to accept payments through both the **Tax-Free Childcare** scheme and the **Universal Credit Childcare** support option. These schemes help families with the cost of childcare. Below is an explanation of how you can use them at our setting.

#### **Tax-Free Childcare**

##### **What it is:**

Tax-Free Childcare is a government scheme where for every £8 you pay into your childcare account, the government adds £2 — giving you 20% off your childcare costs (up to £2,000 per child per year, or £4,000 if your child has a disability).

##### **How to use it at our setting:**

1. **Set up your online childcare account** at [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare).
2. **Add your child and our setting** as your childcare provider using our Ofsted registration details (available from the office).
3. **Make payments** from your Tax-Free Childcare account directly to our setting. The payment reference will usually include your child's name — please ensure this is clear so we can allocate the payment correctly.
4. The **government top-up** is automatically added when you make a payment.

##### **Important:**

Please make payments a few days before fees are due to allow processing time between your childcare account and our bank.

#### **Universal Credit Childcare**

##### **What it is:**

If you are working and on a low income, you may be able to claim back up to **85% of your childcare costs** through Universal Credit.

##### **How to use it at our setting:**

1. **Pay your childcare fees** to us in the usual way (for example, by bank transfer or Tax-Free Childcare account).
2. **Keep your invoices and receipts** from the setting — you'll need these to claim your childcare costs through Universal Credit.
3. **Submit your childcare costs** to the Department for Work and Pensions (DWP) via your Universal Credit online account each month.

##### **Important:**

Universal Credit payments are made **after** you have paid for childcare, so you must pay your fees first and then claim reimbursement.

#### **Support and Assistance**

If you need help setting up Tax-Free Childcare payments or need a receipt or invoice to claim Universal Credit Childcare, please speak to our **Administrator or Manager**. We are happy to guide you through the process.

Universal Credit and Tax free childcare can not be used in conjunction with one another.