

## Childcare Offer & Charges Template

Section 1 - Setting Details	
Ofsted Registration No.	119067
Setting Name	Highfield Nursery School
Address	Wright Street, Chorley
Postcode	PR6 0SL

Section 2 – Description Of Services Offered	
Opening days & times	Monday – Friday (07:30-17:30)
Weeks open in year	38 weeks, closed bank holidays and Christmas
Term time only places	Yes
Available sessions	7:30-9:00, 8:00-9:00, 9:00-12:00, 12:00-12:30, 12:00-3:30, 3:30-5:30
Age ranges	2-5 years (from their second birthday up to children starting school)
Notes:	We do also have provision for children aged 0-2's please refer to the Highfield Nursery School Under 2's Childcare offer and charges template for information.

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
Morning session	9:00-12:00pm	3 hours	Mon-Fri	Yes	No
Lunch Club	12:00-12:30pm	0.5 hours	Mon-Fri	Yes	No
Afternoon session	12:30-3:30pm	3 hours	Mon-Fri	Yes	No
Extended day option 1	8:00-3:30pm	7.5 hours	Any 4 days	Yes	No
Extended day option 2	9:00-3:30pm	6.5 hours	Any 4 days	Yes	No
Full Time	07:30-05:30pm	10 hours	Mon-Fri	Yes	No
Notes:	<p>All sessions are subject to availability and must be booked in advance; this will be agreed with a parental agreement and are set for a full term. Parents can combine options to make up their total funded sessions (max 30 hours)</p> <p>Session times cannot be split or altered; late collection may result in additional fees.</p>				

#### 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
7:30-09:00am	N/A	£7.50	£7.50
8:00-09:00am	N/A	£5.00	£5.00
09:00-12:00pm	N/A	£18.50	£15.00
12:00-12:30pm	N/A	£2.50	£2.50
12:30-3:30pm	N/A	£18.50	£15.00
3:30-5:30pm	N/A	£8.00	£8.00
7:30-5:30pm	N/A	£54.50	£47.50
Hourly charge	N/A	£6.00	£5.00

#### Notes

##### Purpose of the hourly charge:

The hourly rate can **only** be used to **top up funded hours** to create a valid delivery pattern. It **cannot** be used as a standalone booking for an ad-hoc hour.

##### **How top-up works (examples):**

- If your child has **2 funded hours**, you may pay **1 hourly charge** to make up **3 hours** and attend the **Morning Session (9:00–12:00 pm)**.
- If you have **2.5 funded hours**, you may pay **0.5 hourly charge** to attend the **Lunch Session (12:00–12:30 pm)**.
- Top-up is only permitted to reach **published session blocks** shown in the table.

##### **No standalone hourly bookings:**

Hourly charges are **not available** for separate, unconnected hours. They must be applied **on the same day** to extend the child's funded hours into one of the listed sessions.

##### Children cannot be collected mid-session:

To avoid incurring an hourly charge, children must attend the **full session block** they are booked for. **Mid-session collection is not permitted** as sessions are charged in full blocks.

##### Eligibility & ratios:

All sessions are subject to availability and must be booked in advance; this will be agreed with a parental agreement and are set for a full term.

Non Funded sessions (paid for) include meals/snacks

Section 5 – Charges for Meals & Snacks		
Description	Unit	Unit Price
Session snack.	Per session (am and/or pm)	0.20p per session
Breakfast Club- snack	Per day	0.20p per session
Afterschool club- snack	Per day	£1.00
<b>Notes</b>	<p><b>Snacks and meals are optional</b> and charged separately from funded hours. Session snack charges apply <b>only to funded sessions</b> (morning and/or afternoon).</p> <p>Meal/snack charges are <b>not covered by government funding</b> and will appear as a separate item on invoices.</p> <p>All charges are <b>non-refundable</b> if the child attends the session, even if they do not consume the snack or meal.</p>	

Section 6 Charges for Non-Food Consumables		
Description	Unit	Unit Price
<b>Notes</b>	Nappies/wipes, creams etc must be provided by the parents/carers.	

Section 7 Charges for Extra Activities		
Description	Unit	Unit Price
Trips will be advised of as and when arranged.		
External sports sessions	Per session	5.00
External story and rhyme sessions	Per session	5.00
<b>Notes</b>	Sport and story and rhyme sessions are bookable and must be paid at the start of each half term.	

Section 8 – Opt-Out Policy & Reasonable Alternatives
Parents are able to opt out of snack and provide their own for their child. Please note this must be in line with our Nutrition policy (copy attached).
Notice period of half a term is required if parents wish to change their decision.

*Breakfast club snack – If you wish to opt out, no alternative option provided.*  
*Afterschool club snack- if you wish to opt out, no alternative option provided*

Section 9 - Other Charges		
Description	Unit	Unit Price
Late Pick up charges	Per a 15 mins	£2.00

Section 10 – Tax Free Childcare
<i>We accept Tax-Free Childcare, Universal Credit Childcare as well as college and university funding. We can support and direct parents to appropriate funding avenue, including providing all the details required to access these avenues.</i>