



Funding Entitlements and Fee Policy

Policy version 1.0
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1. Government funded places

Our team at St Francis Nursery are available to answer any questions you have regarding accessing free childcare. Many families will be entitled to government funded childcare places. Full details are available at <https://www.gov.uk/find-free-early-education/tower-hamlets>. The below table summarises some of the childcare entitlements currently available.

Entitlements	Age	Eligibility	Hours per week	Weeks per year	Total hours p.a
Early Learning 2 (EL2)	2 yrs	Accessing certain benefits.	15	38	570
Free Early Education Entitlement (Universal Hours)	3 & 4 yrs	Universal	15	38	570
Extended Hours Entitlement (Working Parents)	9 months - 4 yrs	Working parents (min. 16 hrs p/w)	30	38	1,140

At St Francis Nursery, government funding (which only covers term-time) is stretched across the full year, based on a 51-week year (referred to as a 'stretched offer'). Therefore:

- 15 hours of government funding equates to 11 hours per week.
- 30 hours of government funding equates to 22 hours per week.

Any provision required above this is chargeable (see details of fees below). However, for families accessing EL2 funding, we may be able to offer a total of 12.5 hours per week at no additional cost, subject to availability. This ensures your child can access up to five 2.5 hour nursery sessions per week.

2. Fees

For any additional hours beyond your government funded entitlement, fees are charged at a flat rate of £8 per hour. Any fees payable will be discussed at the point of application, and agreed in writing in advance of registration. The first month's fees must be paid in advance of your child's start date.

3. Fees for working parents accessing the Extended Hours Entitlement

Working parents accessing the Extended Hours Entitlement (22 hours per week, 51 weeks per year), and who are seeking a full-day of provision (8am – 6pm), must commit to a minimum of two days per week. This ensures consistent care and supports effective nursery planning.

Once your full entitlement is used, additional hours are available for a fee. The table below sets out the fees involved based on accessing full-day provision from two to five days per week.

Days per week	Government funded hours: entitlement p.a.	Total nursery hours provided p.a. (8am - 6pm, 51 weeks p.a.)	Hours requiring private funding p.a. (Government funded hrs minus total hrs provided)	Fee p.a. (Hours requiring private funding x £8 per hour)	Fee per month
2 days (20 hours)	1,140	1,020	0	£0	£0
3 days (30 hours)	1,140	1,530	390	£3,120.00	£260.00
4 days (40 hours)	1,140	2,040	900	£7,200.00	£600.00
5 days (50 hours)	1,140	2,550	1,410	£11,280.00	£940.00

We do not offer a term-time only option. Our stretched offer covers 51 weeks p.a.

4. Invoicing and fee payments

In line with Department for Education requirements, itemised invoices will be issued monthly showing funded vs chargeable hours. Fees must be paid in advance by the first day of the month, via standing order or bank transfer (cash payments are not accepted).

5. Increasing/decreasing hours

Additional hours can be secured (subject to availability) with 24 hours' notice. To decrease your child's hours, or withdraw your child from nursery, six weeks' notice in writing is required. Fees

will be charged in full during the entire notice period, even if the child stops attending earlier than the termination date.

6. Attendance and fee payments

Our Attendance Policy can be found in the policy section of our website. Fees are payable in full for periods when the child is absent due to sickness, holiday, or parental choice. No refunds are given for these absences.

7. Nursery closure

If the nursery must close due to circumstances beyond our control (e.g. extreme weather, public health emergencies, or utility failures), we will not be responsible for providing alternative childcare arrangements during this period. If the closure is longer than three consecutive days, any privately funded fees will be credited for those days beyond the initial three-day period.

8. Additional charges

All nappies and creams must be provided by parents/carers.

Children staying for lunch must bring a packed lunch. A healthy packed lunch is encouraged and staff will be available to advise on this. The nursery will provide snacks and drinks, as appropriate during sessions, and there are no additional charges for this.

9. Late payment

A fee of £25 will be chargeable for any late fee payments, or interest at 4%, whichever is higher. The nursery reserves the right to suspend or terminate a child's place if fees are significantly overdue.

10. Late collection charge

In line with our Late Collection Policy, charges will be applied for any late collection of children.

11. Fee review

Fees will be reviewed annually in January, for implementation in April. Parents/carers will be given a minimum of two months' written notice of any fee increases.