



### **Breakdown of Fees for Funded Places - Term Time Only (38 weeks)**

Children will access their funding during term time. If children attend 51 weeks a year, then the additional 13 weeks a year are charged at the day/session rate ***\*please see table below***

#### **15 hour funding equates to:**

- 2 x shorter day **OR**
- 1 x longer day PLUS 1 session **OR**
- 3 sessions

#### **30 hour funding equates to either:**

- 4 x shorter day
- 3 x longer day

During term time there are chargeable extras for food, non-food consumables and activities on funded days. These are broken down as follows:

#### **Shorter Day - Option 1**(8am till 4pm)

£3.00 for additional 30 minutes care cost

£4.50 food

80p non food consumables

80p activities

#### **Shorter Day – Option 2** (8am till 3.30pm)

£4.50 food

75p non food consumables

75p activities

#### **Full day** (7.45am till 5.45pm)

£7.00 food

£1.00 non food consumables

£1.00 activities

#### **5 hour session** (7.45am till 12.45pm **or** 12.45pm till 5.45pm)

£3.50 food

50p non food consumables

50p activities

These charges (plus any additional sessions at full price) are calculated for 38 weeks, any deductions for training and bank holidays are made, and then divided into 11 equal monthly payments to help you spread the cost. We do not take payment in August for term time only children.

**\*None funded fees** – *(full fees include all food, milk, nappies and consumables)*

Age	Full Day 7.45am – 5.45pm	Shorter Day 8.00am – 4.00pm	Session 7.45am till 12.45pm or 12.45pm till 5.45pm
0-2	£69.00	£59.00	£42.00
2	£62.00	£52.00	£35.00
3 & 4	£59.00	£49.00	£32.00

**How we calculate your invoices if your child attends all year (51 weeks):**

- Funding is received for 38 weeks of the year
- We calculate your charges for these 38 weeks (as detailed above) for chargeable extras and any additional days/sessions your child attends
- We then calculate the full price charges of your chosen sessions for the 13 unfunded weeks you attend
- We add your funded fees to your non funded fees, take off any deductions for training and bank holidays and divide this by 12 to give you an equal monthly figure spread over the year



## Early Education Funding Policy

### Admissions and available places

Lancashire County Council's EEF funding agreement January 2026 states that:

- *Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. 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 EEF entitlements. Government funding is not intended to cover the costs of meals, other consumables, additional hours, or additional services.*
- *The Provider must deliver the EEF entitlements consistently to all Parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables (i.e. the Provider must not offer different EEF packages or terms to different families based on either the entitlement they receive or their decision to pay for additional services.)*
- *The Provider must be clear and communicate to Parents' details about the days and times that they offer EEF places, along with their services and charges. Those children accessing the EEF entitlements should receive the same quality and access to provision.*
- *The Provider must work with Parents so that they understand which hours and sessions can be taken as 'free' provision. Not all providers will be able to offer fully flexible places, but the Providers should work with Parents to ensure that as far as possible the pattern of the EEF entitlement hours are convenient for parents' working hours. Children should be able to take up their EEF hours in continuous blocks and there must be no artificial breaks in the entitlement hours*

### Our Policy

All our children, no matter what type of place they have, receive the same level of care and education through our bespoke curriculum and Evergreen Way. All children have access to the same learning opportunities, resources and activities.

We provide parents with a clear and concise fee's sheet that details the options available for all year and term time only places, this includes how the funded hours can be used for each different age and type of funding, and details of prices for chargeable extras.

We provide places subject to availability and first come first served basis.

### **Choice to 'opt out' of chargeable extra's**

Lancashire County Council's EEF funding agreement January 2026 states that:

- *The Provider can charge Parents for the following extras in connection with the EEF entitlements, but these charges must be voluntary for the Parent:*
  - a. non-food consumables to be used by the child, such as nappies or sun cream.*
  - b. meals and snacks consumed by the child.*
  - c. extra optional activities such as events, celebrations, specialist tuition (for example sports coaches) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.*
  - d. any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing an EEF*
- *Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, the Provider must ensure that participation in any optional extra activity is based on parental choice and a willingness to meet the charges. The Provider must ensure that children who do not participate in optional activities continue to receive provision that complies with the EYFS.*
- *Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer the EEF entitlements, are responsible for setting a policy on providing Parents with options for alternatives to additional charges. This policy must offer reasonable alternatives that allow Parents to access the EEF entitlements free of charge, including allowing Parents to supply their own, or waiving the cost of these items.*

### Our Policy

Evergreen Early Years respects that some of our families may not wish to pay for these chargeable extra's. We ask that parents provide an email to the manager with the request to opt out. We provide the following 'reasonable' alternatives:

- Attending 3 morning sessions per week - 15 hrs in term time
- Attending 8.00am till 3.30pm for 2 days per week - 15 hrs in term time
- Attending 8.00am till 3.30pm for 4 days a week - 30 hrs in term time
- Bringing a packed lunch and snacks (in adherence to our packed lunch policy)
- A case-by-case review, at the manager and directors' discretion, for families who cannot or wish not to pay these.

### Registration and Invoicing

Lancashire County Council's EEF funding agreement January 2026 states that:

- *Providers can charge Parents a deposit to secure an EEF place. The deposit must be refunded in full to Parents within a reasonable time scale, and no later than 4 weeks after the child has taken up their EEF place. The Provider should also be mindful of the impact of charging a deposit on the ability of disadvantaged 2-year-old families being able to access a place*
- *The Provider must ensure their invoices and receipts are itemised, and broken down separately into:*
  - a. the EEF entitlement hours
  - b. additional private paid hours
  - c. food charges
  - d. non-food consumables charges
  - e. activities charges

### Our Policy

Due to the extremely high level of enquiries and demand for places we operate an administration charge system for all children attending on a **paid place**.

For children attending term time ‘free’/funded only places we will ask for a refundable £50 deposit. This will be returned within 4 weeks of starting with us at Evergreen.

We ask for these to secure all places with us at Evergreen Early Years.

We understand that paying this may be difficult for some and as with any fees, we will address these on a case-to-case basis, under discretion of the manager and director.

Our invoicing system, through our app, provides all parents/carers with a full breakdown of how their charges are worked out. This starts out with a 0.00 balance of funded hours for all children receiving 9 month, FEE2, 2yr, universal 15 or extended 30 hours local government funding.

All chargeable extras are detailed under the headings as stated above, so parents can clearly see what they are paying for.

See below a list of items that are ‘chargeable extras’

(\*Please note this list is not exclusive/exhaustive)

Activities (charged for) <i>Enrichments to our provision</i>
<ul style="list-style-type: none"> <li>● Seasonal stay and plays and celebrations including: <ul style="list-style-type: none"> <li>→ Easter – eggs, competition prizes</li> <li>→ Christmas – elf visits, prizes, gifts from Santa</li> <li>→ Festivals – cooking and baking resources, gifts</li> <li>→ Community links – baking, delivering flowers/gifts</li> <li>→ Spring – planting and growing resources</li> </ul> </li> <li>● Visitors</li> <li>● Trips out</li> </ul>
Non-food consumables (charged for)
<ul style="list-style-type: none"> <li>● Wipes</li> <li>● Sun-cream</li> <li>● Spare caps, hats</li> <li>● Spare clothes for accidents</li> <li>● Wet suits and wellies</li> </ul>

### **Attendance for Funded Places**

We will ensure we monitor children's attendance with us, especially if this place is funded. We will endeavour to contact parents if their child does not come into nursery and we have not been informed. We will keep a record of absences and the reasons for these. We will also review these regularly and will refer to FEE234 for guidance, if children are off for long periods of time.

### **Tax free childcare**

We recommend parents to sign up for the tax-free childcare system if eligible. This can be found by accessing the following website - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Complaints**

If parents are unhappy with any aspects of funding, they can follow the process below:

- Speak to our Operations Manager who will try and resolve the issue  
[laura@evergreenfutures.co.uk](mailto:laura@evergreenfutures.co.uk)
- If they are unhappy with the resolution, they can email the nursery director on  
[lisa@evergreenfutures.co.uk](mailto:lisa@evergreenfutures.co.uk)
- If they remain unsatisfied with the outcome of their complaint, they can contact the local authority funding team on [fee234@lancashire.gov.uk](mailto:fee234@lancashire.gov.uk)

