

TERM TIME ATTENDANCE OPTIONS AND FEES & CHARGING POLICY (SEPTEMBER 2025)

PANDA CLASS (Baby and Giant Pandas)
(children from 12 months)

DOLPHIN CLASS
(children who turn 3 during the course of the academic year)

GIRAFFE, PENGUIN, KOALA CLASS (Final Year)
(children who turn 4 during the course of the academic year)

NON-FUNDED SESSIONS

ALL CLASSES (PANDA, DOLPHIN, FINAL YEAR)

Early drop off facility
Monday to Friday 8.30am to 9.15am
£2.25 per 15 minutes of part of
9.00am FREE drop off for children with siblings at HW Primary
3.30pm pickup available for children with siblings at HW Primary (full session charge still applies)

Morning nursery (NON-FUNDED)
Monday to Friday 9.15am to 12.30pm
£33 per session

Packed lunch session (NON-FUNDED)
Monday to Friday 12.30pm to 1.00pm
£5 per session

Afternoon nursery (NON-FUNDED)
Monday to Friday* 1.00pm to 3.45pm
£28 per session

Packed lunch and afternoon (NON-FUNDED)

Monday to Friday* 12.30pm to 3.45pm
£33 per session

Full day (NON-FUNDED)
Monday to Friday* 9.15am to 3.45pm
£66 per session

FUNDED SESSIONS - EARLY YEARS ENTITLEMENT (EYE)

*note that funded sessions charges are different for Panda and Dolphin and Final Year Classes

DOLPHIN AND FINAL YEAR CLASSES

- **UNIVERSAL FUNDING**

All children are entitled to a maximum of 15 hours entitlement for nursery education from the beginning of the term after their **third birthday**. At Stepping Stones, 3 hours of each session are free. **There is a charge for additional services and time for each session of £15 (please see further detail below).**

Morning nursery (EYE Funded Sessions)

Monday to Friday 9.15am to 12.30pm
£15 per session

Additional Packed lunch session

Monday to Friday 12.30pm to 1.00pm
£5 per session

Packed lunch and afternoon (EYE Funded Sessions)

If attending an afternoon only session as one of the EYE sessions please note that this session starts at 12:30pm and includes a packed lunch session.

Monday to Friday* 12.30pm to 3.45pm
£15 per session

Full day (EYE Funded Sessions)

Monday to Friday*
£30 per session

- EXTENDED ENTITLEMENT FOR WORKING PARENTS OF 3&4 YEAR OLDS (Dolphin and Final Year Classes)

Eligible children of working families are entitled to a maximum of 30 hours entitlement for nursery education from *the beginning of the term after their third birthday*. Please see further details regarding eligibility at the end of this document. At Stepping Stones, 3 hours of each session are free. **There is a charge for additional services and time for each session of £15 (see further details in the 'Charges for Additional Time and Services' section).**

• **FUNDING FOR WORKING PARENTS OF 2 YEAR OLDS (Children in Dolphins)**

Eligible children of working families are entitled to a maximum of 30 hours entitlement for nursery education *from the beginning of the term after their second birthday*. Please see further details regarding eligibility at the end of this document. At Stepping Stones, 3 hours of each session are free. **There is a charge for additional services and time for each session of £15 (see further details in the 'Charges for Additional Time and Services' section).**

PANDA CLASSES

- **FUNDING FOR WORKING PARENTS OF CHILDREN 9m+ (Children in Pandas)**

Eligible children of working families are entitled to a maximum of 30 hours entitlement for nursery education from 9 months (Stepping Stones children start at the earliest age of 12 months). Please see further details regarding eligibility at the end of this document. At Stepping Stones, 3 hours of each session are free. **IN PANDA CLASS, there is a charge for additional services and time for each am/pm session of £6 or £12 for a full day (see further details in the 'Charges for Additional Time and Services' section).**

Please note that at the end of the academic year when your child finishes in Panda Class and moves to Dolphin Class, the charge for additional time and services will change to that listed under the FINAL YEAR AND DOLPHIN CLASS section above.

CHARGES FOR ADDITIONAL SERVICES AND TIME

For your child to get the most out of their time at Stepping Stones, there are a number of additional services and activities that are not covered by the Early Years Funding. Additional services and extracurricular activities include:

- Cooking Club
- Dance Club
- Drama Club
- PE
- Keep Fit Sessions
- Sensory Activities
- Gardening Club
- Trips
- Shows
- Sports Days
- Parties
- Individual Busy Book Activities
- Woodland Walks
- Soft Play Sessions
- **as well as** small staff to child ratios which allow us to offer your child enhanced 1 to 1 activity time with their class teacher, time to regularly update parents with detailed information regarding your child's time at nursery through online learning journeys, activity sheets, reports, parents evenings and information evenings. We are also proud to say that we offer small age-defined classes, purpose-built facilities, and qualified teachers.

Breakdown of Charges:

Dolphin and Final Year Classes, £15 per session:

- £12 per am/pm session for additional services
- £3 per am/pm session for additional time

Panda Classes: £6 per am/pm session

- £3 per am/pm session for additional services
- £3 per am/pm session for additional time

If you wish to opt out of additional services/time, please contact the nursery to discuss. Whilst additional activities and services are not mandatory, at Stepping Stones we celebrate the outstanding environment and enhanced learning experience that is on offer for your child. We believe that it is important that every child accesses all aspects of the Stepping Stones curriculum and nursery life, to give children an exceptional start during the most important formative early years. If you have difficult financial circumstances, please contact us in confidence.

As part of our flexible offer at Stepping Stones, we offer a limited number of FEET places, if you would like to discuss further, please do come and speak to us.

BREAKFAST AND AFTER SCHOOL CLUB – ALL CLASSES

Breakfast and After School Clubs run from both nurseries. Please note there is no after school club on a Friday. Clubs are not covered by the early years entitlement.

Breakfast Club – This runs from 7:45am until 9:15am (Monday to Friday) and includes a breakfast consisting of cereal, toast, milk/juice. This will cost **£16.50** per session. (note that breakfast is not served after 8.10am).

After School Club – This runs from 3:45pm until 5:45pm (Monday to Thursday) and will include a light tea/supper. This will cost **£22** per session. (Note that tea is served at approximately 4.40pm)

HOLIDAY CLUB – ALL CLASSES

Holiday Club currently runs from our Woodfield Road nursery and is open to children from both nurseries. A morning session from 9am until 1pm (including a packed lunch session) is charged at £35 per session. An afternoon session from 12pm until 4pm (including a packed lunch session) is charged at £30 per session. A full day session from 9am until 4pm is £60 per session (including a packed lunch session). Children must bring a packed lunch, a drink, and a fruit snack to holiday club. Holiday Club is not covered by the early years entitlement.

GENERAL INFORMATION

- Ad hoc sessions must be paid for separately and in advance of the agreed session.
- A half term's notice is required to reduce or change any sessions (this may be negotiable subject to waiting lists/availability).
- A full half term's notice is required if you wish to leave the nursery.
- The nursery reserves their right to review and increase fees on an annual basis.
- Parents must sign the nursery terms and conditions agreeing to the fee structure, additional charges and fees payable as outlined in this document.
- As part of our flexible funding offer, we offer a limited number of FEET places. Please speak to us to discuss availability.
- We offer a limited number of fully funded places for parents with difficult financial circumstances. Please do speak to us for further information.
- If claiming funding, you will sign a DECLARATION at the start of each term at any nursery you attend, and this contains the legal guidance in relation to funding.
- Invoices must be paid within the dates provided on your invoice.
- We accept payment via bank transfer, tax free childcare, childcare vouchers and workplace benefits schemes.
- Any individual payment arrangement must be agreed in writing by the nursery.
- If you have any questions regarding the fees or fee structure, please do not hesitate to contact the office by email or telephone.

EARLY YEARS ENTITLEMENT (EYE) – Further Guidance

From the start of the term after your child turns 3 you will be eligible for the Early Years Entitlement Grant (EYE).

Cut off dates for date child turns 3 as follows:

- Child turns 3 before 31 August to claim for AUTUMN TERM
- Child turns 3 before 31 December to claim for SPRING TERM
- Child turns 3 before 31 March to claim for SUMMER TERM

The different types of funding are explained below:

UNIVERSAL ENTITLEMENT (EYE)

Note that parents of **all children who are 3 and 4** can claim 15 hours of funding per week, starting in the term after your child turns 3. This is called the **UNIVERSAL** entitlement you will be sent a DECLARATION form which will need to be signed at the start of each term. You do not need to apply separately for this funding.

The universal entitlement covers up to 15 hours a week for 38 weeks of the year. At Stepping Stones, we offer this in 3-hour blocks per session for 5 sessions a week (mornings/afternoons). Morning and Afternoon sessions are each 3.25 hours (full day 6.5 hours – 2 sessions) and you will be charged for additional services and time for each session as described in the 'Charges for Additional Service and Time' section above.

Stepping Stones offer this funding on a TERM TIME ONLY basis for up to 15 hours a week over 38 weeks of the year, other nurseries may offer this funding STRETCHED over a longer number of weeks but at a lower number of hours per week.

EXTENDED ENTITLEMENT (15 hours+) FOR 3/4 YEAR OLDS

Working parents who meet the eligibility criteria will be able to claim up to **15 additional** hours of funding per week starting in the term after your child turns 3. This is called the **EXTENDED** entitlement, and you will need to apply for this yourself through www.beststartinlife.gov.uk

Once you have applied and eligibility is agreed, you will be provided with a reference number to provide to Stepping Stones - Stepping Stones are not involved in deciding eligibility or issuing or ceasing funding and it is your responsibility to renew your claim at the prescribed times.

The extended entitlement covers up to 15 hours a week for 38 weeks of the year. At Stepping Stones, we offer this in 3-hour blocks per session for 5 sessions a week (mornings/afternoons). Morning and Afternoon sessions are each 3.25 hours (full day 6.5 hours – 2 sessions) and you will be charged for additional services and time for each session as described in the 'Charges for Additional Service and Time' section above.

Stepping Stones offer this funding on a TERM TIME ONLY basis for up to 15 hours a week over 38 weeks of the year, other nurseries may offer this funding STRETCHED over a longer number of weeks but at a lower number of hours per week.

The deadlines for applications for funding are as follows:

Spring Term Claims - deadline 31 December

Summer Term Claims - deadline 31 March

Autumn Term Claims - deadline 31 August

FUNDING FOR WORKING PARENTS (30 hours) FOR CHILDREN FROM 9m

Working parents who meet the eligibility criteria will be able to claim up to **30 hours** of funding starting per week in the term after your child turns 9 months. You will need to apply for this yourself through www.beststartinlife.gov.uk

Once you have applied and eligibility is agreed, you will be provided with a reference number to give to Stepping Stones in order for the entitlement to be claimed - Stepping Stones are not involved in deciding eligibility or issuing or ceasing funding and it is your responsibility to renew your claim at the prescribed times.

The entitlement covers up to 30 hours a week for 38 weeks of the year. At Stepping Stones, we offer this in 3-hour blocks per session for 10 sessions a week (mornings/afternoons). Morning and Afternoon sessions are each 3.25 hours (full day 6.5 hours – 2 sessions) and there is a charge for additional services and time for each session as described in the 'Charges for Additional Service and Time' section above.

Stepping Stones offer this funding on a TERM TIME ONLY basis for up to 30 hours a week over 38 weeks of the year, other nurseries may offer this funding STRETCHED over a longer number of weeks but at a lower number of hours per week.

The deadlines for applications for funding are as follows:

Spring Term Claims - deadline 31 December

Summer Term Claims - deadline 31 March

Autumn Term Claims - deadline 31 August

CHILDREN WHO ATTEND ANOTHER NURSERY WHERE YOU WISH TO CLAIM FUNDING AT BOTH NURSERIES

If your child attends another nursery or setting, you may split the funding across two nurseries. Stepping Stones offer funding on a term time only basis but other nurseries may stretch the funding offer over the year.

The link below is to the Government website which provides information relating to all help available for childcare costs and will also direct you to where you need to go to apply for the extended funding. We strongly advise that you take some time to look at this website as it is very clear in explaining your entitlements.

A summary and explanation of all child care entitlements that the Government has to offer can be found on

www.beststartinlife.gov.uk

SUMMARY OF ELIGIBILITY FOR EXTENDED ENTITLEMENT AND FUNDING FOR WORKING PARENTS

Parents will be able to access the working families entitlement for 3&4 year olds or the entitlement for working families of children aged 9m/2 years, if both parents are working and:

- Both parents earn at least the equivalent of 16 hours per week at the national living wage (or national minimum wage for those aged under 25)
- Both parents earn less than £100,000 per year

Please also note:

- The minimum threshold is based on money earned, not hours worked
- Parents who are self-employed, on zero hours contracts or who are on sick or parental leave are also eligible
- If one parent is employed and the other has substantial caring responsibilities or is disabled they are also eligible
- Where parents are separated, eligibility applies to the parent with whom the child 'normally lives'. If that parent has a 'partner' (a person to whom they are married, have a civil partnership, or live with) the eligibility also applies to the partner

(note that the Government will allocate parents a reference number through an online eligibility checker which will enable parents to obtain eligibility for this entitlement. It is parent's responsibility to provide this reference to the nursery - without it we cannot claim the grant)

Please check www.beststartinlife.gov.uk for full details