



Nursery Procedures and Fees policy

Reviewed by	Headteacher and EYFS Leader
Approved by and when	Local Governing Board 08.07.2026
Frequency of Review	Annual
Next Review	08.07.2027

Introduction

This policy sets out the provision for children aged from 2 years and 9 months to age 4 years at Woodlands Park nursery. The policy explains how places are allocated during the admissions process, how funded childcare entitlements are delivered, and how the nursery supports children's early learning and development in line with the Early Years Foundation Stage (EYFS) framework.

The nursery aims to provide a safe, nurturing, and inclusive environment where all children can thrive, develop confidence, and build the foundations for future learning. Our provision is carefully structured to reflect children's developmental stages, individual needs, and readiness for learning.

We work in partnership with parents and carers to ensure that every child receives high-quality early education and care. This includes communication about funding entitlements, attendance and learning.

The Nursery operates term time only, 38 weeks per year.

This policy should be read in conjunction with the school's safeguarding policy, admissions policy, and EYFS policy.

Admissions

The school has a maximum of 26 places in the Nursery reducing to 18 places with the presence of 2-year-olds.

We have a maximum of 5 available places for 2 year and 9-month-old children.

Places for the nursery are allocated based on availability of sessions.

If the nursery is full, we operate a waiting list for children which is also based on sessions required and the availability of sessions. This is a first come, first served basis.

For further information on how to complete the admissions process please see the information on our website.

Concerns regarding admissions, funding or charges should initially be raised with the Headteacher before following the school's Complaints Policy.

Nursery sessions

The nursery operates two daily sessions plus a lunch time session:

Session	Start and Finish Time	Length
Morning	8:40am – 11:40am	3 hours
Lunch time	11:40am – 12:15pm	35 minutes
Afternoon	12:15pm – 3:15pm	3 hours

Parents may access funded hours up to their entitlement (15 or 30 hours). A minimum attendance pattern of 5 sessions applies for operational reasons. Parents can select the 5 sessions or more that they would like their child to attend over the week based on availability. A term's (there are 6 terms in the academic year) notice is required to make changes to your child's sessions and will be granted based on availability.

Government Funding Entitlements

The current funding structure is as follows:

Age of child	Funding Type Available	Number of hours funded per week	Who does this apply to?
2	Working Parents Entitlement	30	Available to working parents meeting minimum earning rules and earning under £100K per parent.
2	Disadvantaged/Low Income Entitlement	15	Available to families on certain benefits and on low incomes.
3	Universal Entitlement	15	For all children from the term after their 3 rd birthday.
3	Working Parent Entitlement	30	Available to working parents meeting minimum earning rules and earning under £100K per parent.

Eligibility for working parents' entitlement is checked in school with an HMRC 11-digit code. Eligibility is confirmed every 3 months in line with HMRC requirements. Parents should contact the school office for guidance or support with identifying which funding may be applicable to them.

No charges are made as a condition of accessing funded early education hours.

Funding arrangements are determined by Government and may change. The school will apply the current national funding rules.

Nursery Fees for Unfunded Spaces

The nursery offers the opportunity for parents to self-fund sessions. For parents who would like a space for their child who are not entitled to any of the above funding or would like their child to attend sessions additional to those that are funded the following fees will apply. These take effect from 1st September 2026. Parents will be given give 2 terms (short terms) notice of any changes made to session fees.

Lunch

The lunch sessions sit outside of funded hours. All children who attend the lunch time session will have a school lunch provided. This is included in the cost of the session. Parents will need to select lunch choices on the booking system. If a child is staying all day, then the lunch time session is offered at a reduced rate.

The lunch session is optional and if parents do not wish to book and pay for the additional lunch session then parents may collect their child at 11:40am and drop them back for the afternoon session, if they are attending, at 12:15pm. There is no obligation for children to stay for the lunch session to access their funded entitlement of hours. As the lunch time session sits outside of funded hours, charges apply where parents choose for their child to attend.

If a parent wishes to provide a packed lunch, they may do so. The charge for the lunchtime session applies to supervision and care during this period, regardless of whether a school meal or packed lunch is provided.

Fees table

Session	Time	Session Rate for 3- and 4-year-olds	Session Rate for 2-year-olds
Morning	8:40am – 11:40am	£18	£21
Lunch	11:40am – 12:15pm	£5 (includes a school lunch)	£6
Lunch for children staying all day		£3 (includes a school lunch)	
Afternoon	12:15pm – 3:15pm	£18	£21

Ad Hoc Sessions

Ad hoc sessions are available and can be booked via the booking system. The booking system will be confirmed and information shared with parents for September 2026 once the new MIS system is installed. Bookings must be made three working days in advance and are subject to availability.

There is a charge to cover cost recovery for additional staffing time if parents are late collecting at the end of a session. This will be added as a payment to the bookings system and will need to be paid as soon as possible.

Cost Recovery Charge for Additional Staff Time Following Late Collection	
10 minutes to 30 minutes	£5
Each additional 15 minutes after 30 minutes	£5

Staffing Ratios

Staffing arrangements within the nursery are organised in line with statutory Early Years Foundation Stage (EYFS) requirements to ensure appropriate adult-to-child ratios and high-quality care. The nursery has capacity for 26 children in total, of which up to 5 places can be allocated to children aged 2 years and 9 months, with the remaining places for children aged 3 and 4 years. At least one level 3 qualified practitioner is always present in line with EYFS statutory guidance. At Woodlands Park, we have a Nursery Lead Practitioner qualified to level 6 or equivalent. Staff are appropriately deployed throughout the setting to ensure effective supervision, safeguard children's wellbeing, and support learning and development in

accordance with the EYFS framework. The leadership ensures that staffing arrangements are reviewed regularly to maintain high standards of care, effective safeguarding practice, and the delivery of a high-quality early years curriculum.

Curriculum

The nursery curriculum is based on the Early Years Foundation Stage (EYFS) framework and is delivered through a play-based, child-centred approach that supports children's individual interests, needs, and stages of development; further detail is set out in the EYFS policy. The outdoor spaces are very important to us at Woodlands Park School and Nursery use the outdoor spaces regularly. Staff will share information regarding any specific clothing or kit required.

Please refer to our EYFS Policy for further information.

Partnership with Parents

The nursery recognises that parents and carers are children's first and most important educators. In line with the Early Years Foundation Stage (EYFS) framework, we place a strong emphasis on developing positive, respectful, and collaborative partnerships with families to support each child's learning, development, and wellbeing.

We actively encourage regular communication with parents and carers and value their contributions in sharing knowledge of their child's interests, experiences, and progress. This information is used to inform planning and ensure that learning is meaningful, individualised, and responsive to each child's needs.

The nursery uses the Tapestry online learning journal to share observations, photographs, and assessments of children's learning and development. Parents and carers are encouraged to engage with the platform by viewing updates, contributing comments, and sharing achievements from home. This ongoing two-way communication supports continuity of learning between home and nursery and strengthens the partnership approach central to effective early years practice.

Supporting Children with SEND (Special Educational Needs and Disability)

The nursery is inclusive and is committed to ensuring that children are supported to reach their full potential. We recognise that each child develops at their own pace and may require different levels or types of support to access learning and participate fully in nursery life.

Provision is tailored to meet individual needs for each child. Where additional support is required, the nursery works in partnership with parents and carers to develop appropriate strategies and ensure the child's needs are effectively met. The SENCO at Woodlands Park School is also involved from an early stage to ensure the correct support is in place.

We work collaboratively with external agencies where necessary, including specialist advisory services, health professionals, and other support services, to secure the most appropriate provision for each child. This ensures a coordinated approach to supporting children with SEND and promotes positive outcomes for all learners.

Safeguarding

Woodlands Park School is committed to safeguarding and promoting the welfare of all children in line with statutory guidance, including *Keeping Children Safe in Education* and the *Early Years Foundation Stage (EYFS) Statutory Framework*. We recognise that young children are particularly vulnerable and ensure that safeguarding is embedded in all aspects of practice.

All staff have a duty to protect children from harm, to respond appropriately to any concerns, and to report these immediately to the Designated Safeguarding Lead (DSL) or deputy DSL in accordance with school procedures. Staff receive regular safeguarding training and are familiar with the signs and indicators of abuse, neglect, and wider safeguarding concerns, including those specific to early years children.

The nursery maintains robust recruitment and vetting procedures, including enhanced Disclosure and Barring Service (DBS) checks, to ensure that all adults working with children are suitable to do so. Ratios and supervision arrangements are always maintained to ensure children are appropriately safeguarded.

We promote a culture of vigilance and openness, encouraging children to develop a sense of safety and trust, and working in close partnership with parents, carers, and external agencies where necessary to safeguard and promote children's welfare.

In relation to safer eating practices, the nursery ensures that all mealtimes and snack times are carefully supervised by staff in line with EYFS requirements to minimise risks such as choking and to promote positive eating habits. Staff are trained in appropriate portion sizes, age-appropriate foods, and safe feeding practices, and children are always seated and supported during eating. Any dietary requirements, allergies, or medical needs are recorded and strictly adhered to, and clear procedures are in place for managing allergic reactions, including the use of emergency medication where prescribed.

Health and Safety

The nursery is committed to providing a safe, secure, and well-maintained environment for all children, staff, and visitors in line with statutory health and safety requirements and the Early Years Foundation Stage (EYFS) framework. Risk assessments are carried out and regularly reviewed for all areas of the provision, including indoor and outdoor environments, resources, and activities. All staff are responsible for maintaining high standards of health and safety and for reporting any hazards or concerns immediately in accordance with school procedures.

Nappy Changing: Nappy changing is carried out in a safe, hygienic, and dignified manner in a designated area. Staff follow hygiene procedures, including the use of appropriate personal protective equipment (PPE), handwashing and the safe disposal of waste. Please see our Intimate Care Policy for further information.

Food Preparation: All food preparation and handling within the nursery is carried out in accordance with food hygiene standards. Staff involved in preparing food hold appropriate food hygiene training. Children's dietary needs and allergies are strictly adhered to, and fresh drinking water is available throughout the day. Mealtimes are supervised to ensure a safe and positive social experience.

Outdoor Play: Outdoor play is an integral part of the nursery curriculum and is planned to ensure children can explore and learn in a safe environment. The outdoor area is regularly inspected for hazards and risk assessments are completed for outdoor activities. Equipment is checked regularly for safety and suitability, and children are supported to take managed risks that promote physical development while ensuring their safety and wellbeing.

Other Relevant Policies

Other policies that apply to Woodlands Park School also apply to Nursery including:

- Safeguarding and Child Protection
- Data Protection
- Complaints
- Online Safety
- Supporting Children with Medical Conditions
- Whistleblowing.

This list includes examples and is not an exhaustive list.

Terms and Conditions

Bookings

Sessions need to be booked the term before your child is due to start using a Nursery Session Booking Form available from the school office or on our website. The sessions will then need to be confirmed by our school administrator. A minimum of 5 sessions per week are required. Sessions will not change each week, once days have been agreed, these will be the same throughout the term and you are agreeing to this commitment each week for the full term.

Attendance and Term Time Holidays

We encourage regular, good attendance at nursery. We ask all families to book holidays outside of term time. If holidays are taken during term time, full fees are still payable, there will be no refunds.

Replacement sessions

Non-attendance of booked sessions cannot be replaced by sessions at other times.

Punctuality

Children must arrive and be collected promptly at the start and end of each session. If children are dropped off or collected late, the late collection charge may be applied.

Lunches

Children must be booked into lunch sessions in advance via the booking system. Lunch choices must also be selected. All nursery children booked in for the lunch session will have a school lunch included.

Non-payment of fees

Fees are payable in advance of each term, and the sessions will be withdrawn with immediate effect if payment is not received before the start of term. Fees for the Autumn term will need to be paid by 1st August; fees for the Spring Term by 1st January and fees for the Summer Term by 1st April.

Review of fees

Fees will be reviewed at the end of each full term. If fees are increased, you will be notified in writing receiving two term's (short terms) notice.

Termination of contract

If you wish to terminate your contract, you must give two term's (short terms) notice.

Payments

Payments can be made via BACs into the account stated on your invoice or using Childcare Vouchers or Tax-Free Childcare. Fees are payable until your child becomes eligible for their free funded hours (the term after their 3rd birthday) unless you also book additional sessions on top of your funded hours.

Receipts

You will be issued with an emailed receipt following all payments.

I agree to abide by these terms and conditions and wish to apply for a Nursery place.

Child's Name:

My method of funding will be:

<i>Tick all that apply</i>	Age of child	Funding Type Available	Number of hours funded per week	Who does this apply to?
	2	Working Parents Entitlement	30	Available to working parents meeting minimum earning rules and earning under £100K per parent.
	2	Disadvantaged/Low Income Entitlement	15	Available to families on certain benefits and on low incomes.
	3/4	Universal Entitlement	15	For all children from the term after their 3 rd birthday.
	3/4	Working Parent Entitlement	30	Available to working parents meeting minimum earning rules and earning under £100K per parent.
	2/3/4	Self-funded	Minimum 15 hours	NA

Signature of Parent: Date:

Signature on behalf of School: Date: