



Golden Apples
FAMILY

Nurturing great potential



Funding Terms and Conditions

Welcome to Golden Apples Day Nurseries

Here at Golden Apples, we are committed to providing a friendly, secure, and nurturing environment where every child can thrive and achieve the best possible outcomes. Our nursery family is built around happy, confident children who enjoy a wide range of learning experiences. We encourage curiosity, imagination, enthusiasm, and a love of exploring and discovering new things.

Golden Apples is open **51 weeks of the year** (excluding bank holidays), Monday to Friday.

We offer funded places on both a Stretched and Term Time basis for children who are eligible for government funding, delivered between 8.00am–6.00pm. To check whether you are entitled to any government contribution towards your childcare, please visit [**beststartinlife.gov.uk**](https://beststartinlife.gov.uk). If you are eligible, please speak to a member of the nursery team to request our Funding Pack. Once this is returned, we can complete the eligibility checks and apply your funded hours accordingly. We also accept payments via **childcare vouchers** and **Tax-Free Childcare**.

Early Years Funding

How Early Years Funding Is Used

Golden Apples Day Nurseries accept and facilitate the use of Early Years Funding to provide free, high-quality, flexible childcare for eligible children.

Government funding is intended to deliver **15 or 30 hours per week (term time)** of free, high-quality childcare. It is not designed to cover the cost of meals, consumables, additional hours, or any optional extra services.

Government funding covers the **core elements of childcare only**. Government guidelines confirm that nurseries may charge for additional items or services that fall outside the funded entitlement.

A funded session is where parents choose to use their funded hours from the options listed within our Funding Pack.



Parent Responsibilities for Funding Eligibility

Parents must provide all required eligibility information by the deadlines set each term. This includes submitting valid 30-hour codes, 2-year funding evidence, or any other documentation required by the Local Authority.

Parents must **reconfirm their eligibility every 3 months**. If a code lapses, becomes invalid, or is not reconfirmed in time, **full fees will be charged** until eligibility is reinstated.

The Local Authority may withdraw funding if a child has long periods of unexplained or irregular absence. If funding is withdrawn, full fees will apply.

Deposits & Administration Fees

Funded-Only Children

A deposit is required upon enrolment to secure a funded place at the nursery. This deposit is refunded once your child has started with us. If four weeks' notice is not provided to end your placement, the deposit will be retained.

Privately Paid Hours

A **non-refundable administration fee** is required when enrolling your child into our Golden Apples family. This fee covers:

- All administration and processing costs
- Two to three settling-in visits
- A meeting with the Nursery Manager to discuss your child's needs, interests, and routines.

This fee applies only to families purchasing privately paid hours. If you are accessing funded hours only, please refer to the deposit information above.

We have a **minimum booking requirement of two sessions per week** to ensure consistency and support a smooth settling-in experience.

If you choose to take any additional paid hours on top of your funded entitlement, a non-refundable administration fee will apply.



Changes to Funded Hours

Requests to change funded hours must be made **in writing** and are subject to availability.

Changes **cannot be made mid-term** and will only take effect from the start of the next term.

Changing between **Term Time and Stretched** funding is only possible at the beginning of the academic year (September), as weekly entitlement is calculated across the full year.

Attendance, Holidays & Session Management

If you need to change or cancel any booked holiday dates, please give us at least **two weeks' notice**. This helps us plan our staffing safely and effectively.

If you have informed us that your child will be on holiday and then arrive on that day, we may not be able to accommodate them, as staffing is planned according to the information provided.

If you arrive more than **one hour later** than your booked start time without prior agreement, we may not be able to accept your child, as this can be disruptive to room routines and staffing ratios.

Full payment is required if your child does not attend their regular sessions due to sickness, injury, appointments, holidays, or unforeseen circumstances such as snow, loss of power, or government/local restrictions.

Absence & Local Authority Requirements

Parents must inform the nursery of any extended absence, including holidays longer than two weeks or ongoing illness.

Excessive absence may result in the Local Authority withdrawing funding.

If funding is withdrawn, full fees will apply until attendance meets the required threshold.



Food, Consumables & Additional Services

- If you decide not to opt into our Food services, all food must be provided for your child during their session, in line with our Healthy Eating Policy.
- Due to limited storage, we are unable to refrigerate any items. Food brought from home must therefore not require refrigeration.
- **We cannot store non-refrigerated food for longer than 4 hours. If your child's arrival time is more than 4 hours before their lunch or tea time, you will be required to bring their meal part-way through the day to ensure it remains safe and compliant with environmental health regulations.**
- We are unable to reheat or cook any food brought from home due to environmental health regulations.
- All food must strictly adhere to our Food From Home Policy, taking into account allergies within the nursery and our responsibilities under food hygiene regulations. We are a nut-free setting.
- We will be implementing strict guidance on foods that are suitable to be brought into nursery.
- If food brought from home does not meet our policy requirements, we will provide nursery meals/snacks and apply a charge in line with our price list.
- All consumables required throughout the day—such as wipes, nappy bags, and sun cream—must be provided by parents/carers. A £20.00 ad-hoc fee will be charged if any required item is not available with your child on the day.
- If you would like your child to take part in our extra-curricular activities, please speak with your Nursery Manager. These sessions are chargeable, and a leaflet will be provided outlining what is included.
- Optional Extra Activities are managed **termly**; therefore, once selections are made, you cannot opt in or out until the next term begins.



Safeguarding & Collection

Children will only be released to authorised adults listed on the child's registration form.

Identification may be requested if staff are unfamiliar with the collector. A password system will be used for emergency or alternative collection arrangements.

If children are not collected on time, our **Late Collection fee** (as outlined in our price list) will be applied. This fee is charged for every 5-minute period.

Illness, Medication & Policies

Parents agree to follow all Golden Apples policies, including:

- Illness Policy
- Behaviour Policy
- Safeguarding Policy
- Food From Home Policy
- Healthy Eating Policy

Children must not attend nursery if unwell or contagious.

Policies may be updated; parents will be notified of any changes.

Delivery of Funded Hours

Funded hours are delivered as part of a wider nursery session.

Government funding does not cover the full cost of a nursery place; charges apply for meals, consumables, additional hours, and optional services.

Funded hours may be allocated at the start or end of a session depending on your chosen pattern.

Sessions cannot be combined.



Invoicing, Payments & Discounts

Nursery fees are invoiced around the **16th of each month** for childcare for the month ahead. All fees must be paid by the 1st of the month.

Example: Fees for January will be invoiced on **16 December** and must be paid by **1 January**.

A **late payment fee of £11.00 per day** will be charged for all overdue invoices.

We offer a **10% sibling discount** for the eldest child only. This discount applies to full-paying hourly fees and cannot be used for additional services or combined with any other discounts.

Bank Holidays

All Golden Apples nurseries are **closed on UK Bank Holidays**.

As our staff are paid for Bank Holidays and our running costs remain the same, our standard fees still apply on these days. We are unable to offer refunds or discounts for Bank Holidays.

If your child is funded on a Bank Holiday, **an alternative session will be offered where possible**.

Your Nursery Manager is always happy to discuss this further.

Emergency Closure

In the event of emergency closure beyond our control—such as severe weather, public health incidents, or utility failure—fees remain payable, and no refunds or discounts can be offered.



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SEND Support

Golden Apples is committed to supporting children with additional needs in line with the **SEND Code of Practice**.

Where appropriate, we may apply for additional funding such as **EYPP** or **DAF** to support your child's learning and development.

Ending a Nursery Place

Parents must provide **four weeks' written notice** to end a nursery place.

Golden Apples reserves the right to terminate a place with immediate effect in cases of non-payment, safeguarding concerns, or behaviour that places children or staff at risk.

Financial Support

If you are experiencing financial difficulties, please speak to your Nursery Manager to discuss your funded hours or any support options available.

Parent/Carer Signature: _____

Date: _____

Print Name: _____

