

## Little Dukes Nurseries

### Government Funding and Invoice Changes

#### Information Sheet and FAQs

Dear Parent(s),

We have made a slight change to the way your child's nursery school fees are invoiced, and the way we present this to you for payment each month or term.

We have prepared this handy list of FAQs to help you understand the new layout and answer any questions you may have about how your Government childcare funding eligibility has been calculated and applied.

Please note, this document applies to all nurseries within the Little Dukes group, including:

- Hopes and Dreams Montessori Nurseries
- Hove Village Nurseries
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Riverside Nursery Schools
- Reflections Nursery and Forest School
- Pippa Pop-ins Nursery Schools

Details correct as of January 2026

The layout of your invoice has changed, to better reflect and itemise the charges which are associated with your child's place.

Here we have a monthly invoice, but the lines and descriptions will be the same regardless of the invoicing frequency.

*Let's take a look together...*

Nursery Logo		Nursery Address		
<b>(AN) Mrs Test</b>		<b>Invoice</b>		
		<b>Invoice No.</b>	5493	
		<b>Invoice date</b>	1 Jan 2026	
		<b>Due date</b>	1 Jan 2026	
		<b>Payment due</b>	£1,225.00	
Description	Booked hours	Funded hours (at £0.00)	Chargeable hours	Price
<b>Test Baby - Under 3YO</b>				
<b>Planned attendance: 1 Jan 2026 - 31 Jan 2026</b>				
<b>Weekly sessions</b>				
Monday: Standard Plan	10h 0m	7h 36m	2h 24m	£48.00
Wednesday: Standard Plan	10h 0m	7h 36m	2h 24m	£48.00
Friday: Standard Plan	10h 0m	7h 36m	2h 24m	£48.00

The invoice will still show the name of your child's nursery and address, as well as your details, invoice number and total amount due. The due date will also be shown here.

We have added a description of the charge, the hours that the charge relates to, and the price of that charge.

Here you will see your child's weekly attendance pattern. The days that they attend are clearly laid out and the hours of attendance within each day. We will always use the maximum amount we can of your Government childcare eligibility and spread that out over the weeks your child attends each year.

<b>Weekly subtotal</b>		
Funded hours	22h 48m	£0.00
Chargeable hours	7h 12m	£144.00

In this case, the child is eligible for 30 hours funding each week. This is spread to cover the full 50 weeks that the nursery is open, which means there are 22 hours and 48 minutes available to the family for funding each week. Spread over the attendance of three days per week, this means 7 hours and 36 minutes of funding are used each day, and 2 hours and 24 minutes of attendance is paid for at the standard full rate.

Funded hours are usually offered over 38 weeks (term-time), or stretched across the year, depending on the nursery's model. This may mean that for settings which are open all year round, the actual amount of funding accessible each week is slightly below the 15 or 30 hours you receive. It will however, always 'add up' to the full amount over the academic year – 570 or 1,140 hours per year.

Other charges	
3 x Hygiene Consumables* (£4.00)	£12.00
3 x Meals and Snacks* (£10.00)	£30.00
3 x Other Educational supplies* (£8.00)	£24.00
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3 x Extra Curr. Activity & Trips* (£18.00)	
(*U3-3D30H) Funded Package Discount (0%)	£0.00
<b>Subtotal</b>	<b>£294.00</b>

You will now also see a section called 'Other Charges'

This is where we detail our '**Extras and Essentials**' fees in relation to the days that your child attends. As a reminder, these charges are for things that are not covered by the Government childcare funding entitlements.

We have split these into four categories...

### Hygiene Consumables:

This covers things which may be supplied by the nursery, including but not limited to:

- Disposable gloves
- Disposable aprons
- Nappies
- Nappy sacks / sanitary disposal bags
- Disposable changing mat covers
- Baby wipes
- Disposable bibs
- Barrier creams
- Sun creams
- First-aid supplies

### Meals and Snacks:

This covers all of your child's food, drinks and snacks whilst they are at nursery. In most cases, this is three meals per day with snacks in between.

### Other Educational Supplies:

There are a lot of things that are included with our standard fees, and the fact that we are a registered childcare provider delivering the EYFS. Everything we do within the standard EYFS framework is included regardless of if you are paying an additional fee. However, the extras that you get from one of our nurseries are the things we charge for. These can include:

- Cooking or baking ingredients used in learning activities
- Gardening supplies (seeds, compost)
- Seasonal or themed activity materials (e.g. Christmas crafts)
- Personal learning journals or memory books parents keep
- Reading packs or phonics books that are sent home
- Workbooks or activity packs
- Graduation folders or end-of-year keepsakes

All resources required to deliver the EYFS are fully included. Charges apply only to consumable, take-home, or enhanced enrichment items that go beyond statutory requirements.

### **Extracurricular Activity and Trips:**

This covers things such as:

- Educational outings and trips (museums, farms, Forest Schools)
- Visiting professionals or enrichment activities (music, dance, languages)
- Optional clubs outside funded hours

*Please note, our nurseries will never exclude children from these activities if parents do not or are unable to pay for these.*

Government-funded hours continue to be delivered free at the point of use, and this charge relates only to optional enhanced experiences, specialist resources, and enrichment opportunities provided by the nursery.

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On your invoice, you will now see each of the above categories as an itemised charge in relation to your child's days of attendance, and the cost of each charge. This doesn't change the price you pay for your child's nursery fees, but it does now clearly show you what these charges are and how they are applied.

Government funding only covers the cost of the provision of childcare and the delivery of the Early Years Foundation Stage (EYFS). The funding does not include any of the above services that our nurseries provide, as well as all those little extras that make our nurseries so special!

We therefore ask parents to pay for these with our consumables charge, called an 'Extras and Essentials' fee to ensure that the quality of care and service we offer is protected for all our children and parents.

Whilst this charge remains voluntary, parents who choose not to pay may be offered a Funded Entitlement Only (FEO) place, subject to availability and standard booking patterns. This does not affect a child's right to access their full funded entitlement.

## **FAQs**

### **What are Government-funded childcare hours?**

Government-funded childcare provides eligible children with 15 or 30 hours of early education per week, during term time (or stretched across the year), delivered in line with the Early Years Foundation Stage (EYFS).

### **Are funded hours really free?**

Yes. Government-funded hours are free at the point of delivery. This means there is no charge for the core childcare or EYFS education delivered during funded hours.

### **What does the funding cover?**

Funding covers:

- Delivery of the EYFS curriculum
- Qualified staff and supervision
- Use of the nursery environment and equipment
- Observations, assessments, and progress tracking
- Basic learning resources required to meet EYFS

### **Why do some fees still appear on my invoice?**

Our nurseries offer optional additional services and enrichment that sit outside the Government-funded EYFS provision. These are shown separately on your invoice and are not a condition of accessing funded hours.

### **What optional charges might apply?**

Optional charges are included in the four categories below:

- Hygiene Consumables
- Meals and Snacks
- Other Educational Supplies
- Extracurricular Activity and Trips

Please see the sample invoice above for details about what is included within each category.

### **Do I have to pay these optional charges?**

No. Participation in optional extras is entirely voluntary. Your child's access to funded hours will not be restricted if you choose not to take part, however, the exact booking pattern we can offer where a contribution is not paid, may be subject to availability. We will always allow you to use your full entitlement and offer Fully Funded, or Funded Entitlement Only (FEO) places which are subject to availability and offered in a set booking pattern.

### **Can my child still attend if I opt out of extras?**

Yes. Your child will continue to receive high-quality EYFS education during funded hours regardless of whether optional extras are taken up.

### **Can the nursery charge a “top-up” fee for funded hours?**

No. Nurseries are not permitted to charge top-up fees to cover the cost of delivering funded hours.

### **How are funded hours offered during the year?**

Funded hours are usually offered over 38 weeks (term-time), or stretched across the year, depending on the nursery's model. This may mean that for settings which are open all year round, the actual amount of funding accessible each week is slightly below the 15 or 30 hours you receive. It will however, always 'add up' to the full amount over the academic year.

### **What happens if my eligibility changes?**

If your eligibility changes, there may be a grace period during which funding continues. The nursery will discuss any changes to fees with you in advance.

### **Why do I need to sign a funding declaration?**

Funding declarations are required by the local authority to confirm eligibility and record how funded hours are taken. It also ensures that parents understand funded hours are free and that the funding is claimed correctly and transparently.

### **Can funded hours be used on any days or sessions?**

Funded hours are offered in line with the available sessions within the nursery and opening patterns. While we aim to be flexible, funded hours cannot always be used on any day or in any session and are subject to availability.

### **Can I split funded hours between different providers?**

Yes. Parents may choose to split funded hours between providers. You will need to inform both nurseries or early years providers so that funding is claimed accurately and in line with local authority requirements.

### **Do funded hours cover meals?**

No. Government funding does not include meals, snacks, or drinks. At our nurseries, these are offered as optional additional services and are charged separately.

### **What happens if my child attends for more than their funded hours?**

Any hours attended over and above your funded entitlement will be charged at the standard hourly rate, as outlined on our fee sheet.

### **Can funded hours be taken during school holidays?**

This depends on whether your funded hours are taken term-time only or stretched across the year. We will explain your chosen option when funding is confirmed.

**Can fees change during the year?**

Fees are reviewed annually. Any changes to fees or optional charges will always be communicated in advance, in line with your parent agreement and terms and conditions.

**What if I am late collecting my child?**

Late collection fees may apply in line with Little Dukes' Late Collection Policy. These fees are separate from Government funding and apply outside funded hours.

**What happens if my child is absent?**

Funded hours are allocated based on booked sessions, not attendance. If your child is absent, funded hours cannot usually be transferred to another day.

**Can the nursery withdraw a funded place?**

Funded places are offered subject to availability and contract terms. We will never withdraw a funded place due to a parent declining optional charges.

**How does Little Dukes ensure compliance with funding rules?**

We work closely with the local authority and complete all required audits to ensure that funded hours are delivered free at the point of use, charges are optional and transparent, and that parents receive clear written information.

**Who can I speak to if I have questions or concerns?**

You can speak to the nursery management team, admissions, or finance team at any time. If needed, parents can also contact their local authority early years team for independent advice.

*At Little Dukes, we are committed to delivering Government-funded childcare in a transparent, fair, and fully compliant way. Funded hours are always available free of charge, and any additional services or enrichment are optional and clearly explained.*