

## Little Flowers Nursery FEEE and Funded Childcare Policy



We love God and each other and follow the example of St Teresa.  
We enjoy learning together and doing our best in a happy, healthy and welcoming community.  
We learn to be responsible and caring citizens.  
*"Let us do little things well today".*  
*St Teresa*

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Approved by:	Governing Body	Date: June 2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

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## Introduction

Little Flowers Nursery forms part of St Teresa's Catholic Primary School and provides high-quality early years education within a nurturing Catholic environment. As a school based nursery Little Flowers Nursery complies with the Early Years Foundation Stage (EYFS), Ofsted requirements and Essex County Council funding requirements.

## Our Commitment

At Little Flowers Nursery we believe every child is a unique gift from God and deserves the very best start in life. We are committed to providing a welcoming, inclusive and nurturing environment where children are supported to grow academically, socially, emotionally and spiritually.

## Admissions Arrangements

Applications may be submitted at any time throughout the year. Parents should complete a Nursery Application Form and a Session Booking Form (available via the website or from the school office). Applications are reviewed twice each academic year. Places are allocated considering availability, staffing ratios, age profile of the cohort, individual needs, session availability, sustainability of provision and the efficient operation of the nursery. A waiting list will be maintained when places are full. Admission to Little Flowers Nursery does not guarantee admission to Reception at St Teresa's Catholic Primary School.

Little Flowers takes two intakes of children only, one in the Autumn and one in the Spring Term. Children who would be applicable to start in the summer term will always be deferred to the following Autumn term.

## Opening Hours

Little Flowers Nursery operates term time only.

Breakfast Club: 7.30am-8.35am

Core Nursery Day (Funded Session): 8.35am-2.35pm

Extended School Day: 2.35pm-3.10pm

Wraparound Care: 3.10pm-6.00pm

## Funded Childcare

Little Flowers Nursery offers funded childcare over 38 weeks of the year. Eligible children may access Universal Entitlement, Working Parent Entitlement and eligible two-year-old funding where applicable. Parents may split funding between Little Flowers Nursery and one other registered provider. The nursery is primarily designed for children aged 3-4 years, although younger eligible children may occasionally be admitted where appropriate. Little Flowers Nursery can only apply for funding on receipt of a completed Parent Agreement Form (PAF) which will be issued to you, by the nursery, on a termly basis.

### **Meals, Snacks and Consumables**

Healthy snacks and nursery consumables are provided at no additional cost. Children attending over lunchtime may either purchase a school meal at the published charge or bring a healthy packed lunch from home. Purchasing a school meal is entirely optional.

### **Additional Provision and Charges**

Parents may choose to purchase Breakfast Club, Extended School Day, Wraparound Care and school meals. Charges are published on the school website and reviewed annually. These services are voluntary and are not a condition of accessing funded childcare.

### **Invoices and Payments**

Invoices are issued monthly. Tax-Free Childcare payments are accepted where applicable. The school reserves the right to withdraw additional services where invoices remain unpaid and, in exceptional circumstances, may withdraw a nursery place following reasonable notice.

### **Additional Funding**

The nursery may receive Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), SEN Inclusion Funding (SENIF) and other funding streams. Information regarding the use of this funding is published annually on the school website.

### **Complaints**

Complaints relating to nursery provision will be managed in accordance with St Teresa's Catholic Primary School Complaints Policy, available on the school website.

### **Monitoring and Review**

This policy will be reviewed annually by the Headteacher and Governing Body.

## Appendix A - Current Nursery Fees and Charges

The charges listed below are reviewed annually and published on the school website.

Provision	Charge
Extended School Day	£4.00
Breakfast Club	£6.00
Wraparound Care Full Session	£18.00
Wraparound Care Half Session	£9.00
School Meal	£2.80

## Appendix B - Funded Childcare Guide for Parents

Universal Entitlement: 15 funded hours for eligible 3 and 4-year olds.

Working Parent Entitlement: Up to 30 funded hours for eligible families.

Funding deadlines:

- 31 March for Summer Term
- 31 August for Autumn Term
- 31 December for Spring Term

Families may split funded hours between Little Flowers Nursery and one other registered provider.

St Teresa's Catholic Primary School accepts Tax-Free Childcare for eligible services.

## Appendix C - Nursery Session Patterns

Attendance Pattern	Funded Hours	Additional Charges
2.5 days	15 hours	None
5 days core nursery	30 hours	None
5 days plus extended day	30 hours	See fee schedule
5 days plus wraparound	30 hours	See fee schedule