

## Tigers at Swindon Guide to Funding Booklet



### FEES LIST

Fees for families who are not in receipt of funding. These fees include all meals and non consumables.

Full Day Session	£80.00 per day
Hourly Rate up to 5 hours	£11.40 per hour
Hourly Rate 6 hours plus	£8.00 per
Extra Day Ad Hoc session	£80.00 per day

### All Year Round Stretched Funding

Whilst Government funding provides for 15 or 30 hours a week, it must be remembered that this is only for 38 weeks of the year. This therefore equates to 570 hours or 1140 hours per year, we will then stretch this funding to give you hours all year round and equal monthly payments along with privately paid hours.

We offer the 15 hrs and 30 hrs funding between the hours of 8am till 6pm. You can use your funding in 5hr blocks to attend 8am till 1pm or 1pm till 6pm or you can use a 10hr block to attend 8am till 6pm.

We will claim the maximum amount of funding that we can based on the hours you attend and all other hours will be charged as privately paid hours. You can opt in for meals and non-consumables as below.

### Optional Extras and charges

Funded hours 8am till 6pm, 8am till 1pm, 1pm till 6pm	£0
Privately paid hours up to 5 hrs per day (between of 8am and 6pm)	£11.40 per hour
Privately paid hours up to 6 hrs per day (between of 8am and 6pm)	£8.00 per hour
Breakfast, Snack and Lunch	£3.50 per day
Snacks and Tea	£1.50 per half day
Non-food consumables	£2.50 per full day
Extended hours 7.45am till 8am	£5.00 per session
Extended hours 6pm till 6.15pm	£5.00 per session

#### **Meals**

Families with a Disadvantaged 2-year-old funding code can access their funding without paying for meals.

We offer well-balanced, nutritious cooked meals at a low cost. If you would prefer to provide your own meals, including snacks, breakfast, lunch and tea we require these to adhere to our pack lunch policy.

#### **Non-Food Consumables**

This includes nappies, wipes, toiletries and creams.

If you prefer to bring your own, please ensure your child has 1 pack of Nappies, 1 full bag of nappy sacks 2 packs of baby wipes, 1 pot of nappy cream for each session they attend.

## **Funding Entitlement**

We will use all your funding entitlement before we charge for any privately paid hours.

As the way families wish to use their 5- or 10-hour sessions will be different, please contact the setting for an individual quote.

Once your child becomes eligible for funding our most popular option is the stretched offer over 51 weeks. We also have some fully funded places to offer the funding over 38 weeks.

## **Packed Lunch and Food Policy**

### **Meals at Tigers**

Our meals are **nutritionally balanced, cooked inhouse daily**, and cater to a variety of dietary needs. We can also **supply alternatives to cow's milk** for children who require them. Offering **great value for money** and ensures that children receive well-prepared, healthy meals without the need for parents to supply food from home.

When children attend school, they will typically be receiving **hot meals** as part of their daily routine. Our nursery meals follow a similar structure to help children feel comfortable and confident when transitioning to school settings.

Mealtimes are important to children's development. The food they eat at mealtimes gives the vitamins, minerals, and protein they need to grow and stay healthy. It gives them energy and makes them feel good. Eating habits and attitudes learned in childhood can last a lifetime.

Here at Tigers we follow the **Early Years Foundation Stage Nutrition Guidance:**

<https://www.gov.uk/government/publications/early-years-foundation-stage-nutrition>

We also work with the NDNA Food Nutritionist to ensure our menus are well balanced and meeting all the objectives set out by the Early Years Foundation Stage Nutrition guidance.

### **Mealtime Experience and Child Development**

We aim to make eating enjoyable and to create a complete dining experience that appeals to the children and encourages them to appreciate the food. Children are encouraged to make a positive contribution by helping to lay the table with placemats, plates, cups, and cutlery, as soon as they are able. Children also learn important self-serve skills, to be able to cut up their own food, all of which are essential for building independence and preparing them for the routines and expectations of school.

Our mealtime routines are designed to encourage children's self-help, independence, and choice. Equipment used must be appropriate to the age and stage of development and designed to promote children's independence.

The opportunity for personal, social and emotional skills to be developed and the opportunities to provide dialogue to support language and communication skills is also very valuable.

## Home-Packed Food

At our nursery, we aim to ensure that all children receive nutritious, safe, and appropriate meals while in our care. Parents who wish to provide their child with their own food must adhere to the following policy guidelines to promote health, safety, and inclusivity.

### Food Guidelines

All provided food will need to be checked by a member of staff before it can come onto the premises, so please be aware that this may delay your drop off.

1. **Healthy and Nutritious:** Parents must provide food that supports a balanced diet and is suitable for their child's age and stage of development.
2. **Packaging and Allergen Safety:** All food provided **must be shop bought, unopened, and in its original packaging** so that allergen information can be clearly checked by staff.
3. **Choking Hazards:** Natural foods such as fruit must be cut into age-appropriate sizes to minimize choking risks.
4. **Airborne Allergies:** Children with packed meals will sit at a designated table with other children who have also brought their own food to reduce airborne allergen exposure.
5. **Restricted Items:** Parents must not send in **chocolate, crisps, or any other unhealthy snacks** as part of their child's packed food.
6. **Nut-Free Policy:** As part of our allergy management plan, **no nuts or nut-based products** should be included in packed meals.

### Breakfast Provision

- We can only serve cold breakfast food, in the form of pre-packed cereals. For breakfast provided by yourselves the nursery can supply **only cow's milk**.
- We will not heat up bread from home e.g. to make toast
- If a child requires an alternative milk or milk substitute, **parents must provide this daily**.

### Snack Provision

Snacks must be healthy and able to be stored in your child's bag until needed. Two snacks per day should be supplied. Snacks will need to be as listed in the food guidelines above.

### Food Preparation and Storage

1. **No Refrigeration:** We are **unable to refrigerate** any food provided by parents. Therefore, parents must include **ice packs** in their child's lunch box if food is needed to be kept at a safe temperature.
2. **No Heating:** We are **unable to heat** any food provided by parents.
3. **Ready-to-Eat Format:** All meals and snacks must be sent in a **ready-to-eat format**, suitable for the child's age.
4. **Utensils & Containers:**
  - The nursery **will not wash or clean** any containers or lunchboxes.
  - The nursery **will not provide** utensils; parents must include necessary cutlery in their child's lunchbox.

## Liability & Responsibility

- The nursery **accepts no responsibility** for the quality, safety, or temperature of any of the food provided by parents.
- Parents are responsible for ensuring that the food remains fresh and suitable for consumption throughout the day.
- **Failure to Provide Food:** If parents fail to provide suitable pre-packed food for the day:
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  - They will be required to either **collect their child and take them off the premises** so they can source food, or
  - The nursery will **supply food and invoice the parent** at our daily meal charge as in the booklet.

## Additional Considerations

- **Food Sharing:** Children are **not permitted** to share food to prevent cross-contamination and allergic reactions.
- **Healthy Drinks:** Only water or milk is permitted in nursery; no fizzy drinks, fruit juice, or flavoured milk. Nursery will provide water and milk to all children.
- **Monitoring & Compliance:** Nursery staff reserve the right to discuss concerns with parents if food provided does not comply with these guidelines.

By following this policy, we aim to create a safe and inclusive dining environment for all children. Thank you for your cooperation in supporting the health and well-being of our nursery community.

If you have any questions or concerns, please speak with a member of staff.

## **Fee & Funding information**

### **Registration Fee**

A registration fee of £75.00 is payable at the time of completing the registration form online. This is required per family to be placed on our waiting list. Please ensure you have checked availability with the setting before making this payment as all registration fees are non-refundable and does not guarantee your place. The registration fee covers unlimited settling in sessions the month before you start, a Tigers Bag and a T-shirt.

Your place is secured with a deposit which we will request in writing once we have your place available.

### **Please note**

- If your child has a disadvantaged funding code, you are not required to pay our registration fee. If this is the case, please contact the setting.
- If you require a fully funded place, you can register your child's place without paying a registration fee. If this is the case, please contact the setting. If you choose this option, all settling in sessions will be charged for at our hourly rate. You will also have the option to buy T-shirts and bags on our website.

### **Deposits**

For your deposit the setting will contact you once your place is available to request 4 weeks' fees as a deposit.

The deposit will be allocated to your first month's fees at Tigers. If you require a funded only place and there are no additional costs, we require a £50 deposit to secure your place. We will refund your deposit 4 weeks after your starting date.

The deposit will be allocated to your first month's fees at Tigers.

All deposits are non-refundable regardless of the notice given if you decide not to take up your place at Tigers.

Your place is only secure at Tigers once we have received your deposit. Places are allocated on a first come first served basis.

### **Terms and Conditions**

We require these to be signed on the registration form.

### **Invoicing**

Invoices are sent by email from our accounts department  
[accounts@tigersdaynurseries.co.uk](mailto:accounts@tigersdaynurseries.co.uk)

You will receive an invoice at the beginning of each month; fee payments will be due on or before the 15th of the month.

If you do not receive your email or would like to change your preferred email address, please let accounts know. You can view all payments on your ParentZone app.

### **Bank Transfer**

If you are making a bank transfer, please can you use your child's full name as a reference. Please can Bank transfers be set up so that we receive the payment on or before the 15<sup>th</sup>

### **Tax Free Childcare**

If you receive tax free childcare, please can you email your reference code to accounts. For information about tax free childcare please log onto [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

To set up your tax-free childcare account you will need our Ofsted Number, please see below for these:

Swindon: 498318

### **Bank Holidays**

You will be charged for Bank holidays, but you will be able to swap these for another day at a mutually convenient time.

All bank holidays must be taken by the end of each calendar year, they will not be carried to the following year.

If your child attends full time bank holidays are considered in the weekly rate.

### **Christmas Week**

We do not charge for the week over Christmas as we close the 23<sup>rd</sup> of December and reopen on the 2<sup>nd</sup> of January unless it is a bank holiday.

### **Sibling Discount**

If siblings attend the second child will receive a 5% discount on their fees while both children attend Tigers.

### **Swapping Days**

Unfortunately, we are unable to swap holiday days or give back sick days. This is because the nursery is full most of the time and we would not be able to accommodate this for everyone.

However, we may be able to swap Nursery days to help with families work commitments.

### **Extra & Unfunded Days – 8am until 6pm**

Extra days can be booked through our website or by contacting the Nursery Manager. Payment is due on or before the session to confirm the booking.

To book extra sessions on our website, Please see the link below:

<https://tigers-day-nurseries.pembee.app>

### **Notice period**

We ask for 4 weeks' notice to end your contract. You will receive a leaving balance based on the funding we have received for you, the sessions attended, and the payments made.

Please note this could increase your final months' payment.

**For further information please see our Terms and Conditions on our Website**

### **Tigers at Swindon Day Nursery Limited**

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