

APRIL 2026 - Terms & Conditions of Private Fees and access to Early Years Funding at Cranleigh Lodge Day Nursery

OPENING TIMES: Cranleigh Lodge opens from 7.30am until 6pm. The “Core Day” is 8.30am-5.30pm with the “Early Bird” session 7.30-8.30am and the “Twilight” session 5.30-6pm, both being optional extra’s. We are open 50 weeks of the year, closing for a week in the summer and a week between Christmas & New Year.

FEES & PAYMENTS: Fees are due in advance and must be paid no later than the last working day of the previous month. Late payment will result in a charge of £15 for every day it is late. This will automatically be added to your invoice. Children may be excluded from CLDN if fees remain unpaid. Fees (including IE&CP – see below) are due for 50 weeks of the year to secure your child’s space and will now be calculated on an average monthly basis.

ABSENCES: Fees apply for all paid for sessions regardless of illness or holiday, including the IE&CP. (see below)

REFUNDABLE DEPOSIT: To secure your child’s place at Cranleigh Lodge Day Nursery, we require a deposit of £250 per child. This amount is refundable following your child’s 4th month of attendance and ONLY when your child has attended 3 months of your original days booked or more. Should you reduce the days originally booked or cancel your child’s place, within the first 3 months of attendance, the full deposit will be forfeited, and any outstanding fees for the original booking, will be due. Should you cancel your child’s place completely, before their start date, the full deposit will be forfeited.

NON-REFUNDABLE REGISTRATION FEE: £75 (not applicable if accessing fully funded days without IE&CP)

EARLY EDUCATION FUNDING (EEF)

The government Early Education Funding is not sufficient to cover the cost of the **good, quality childcare and education** that you have chosen for your child at Cranleigh Lodge. There are 3 payment options for you.

Option 1 full private fees.

Option 2 includes the Inclusive Education & Care Package (IE&CP). full “Core Days” are available, with optional “Early Bird” & “Twilight” Clubs. (no half days)

Option 3 for fully funded provision, with optional extras included where you would like to add them. Please note, half day is only available once 2 full days are booked. We do not have the business capacity to allow half days only, except in exceptional circumstances, at the discretion of the nursery manager. Please read the terms and conditions carefully

*Please note, where an unsustainable number of Option 3 is chosen, we reserve the right, on a termly basis, to reconsider the number of funded hours offered to **ALL** families.*

Please read the payment options, carefully. As a setting, we are not required by law to offer the Early Education funding. However, CLDN recognise that this funding is of huge benefit to all families. Please note, the government funding only covers **BASIC** childcare and education costs. To continue to offer our enhanced learning experiences, that you have chosen when deciding to send your child to CLDN, we apply an “**Inclusive Education & Care Package**” (IE&CP).

All funded hours are offered on a stretched only basis of either 9 (15 hrs) or 22.5 (30hrs) hours per week. Additional full days booked will be charged at the private rate.

Please remember to access your “**Tax Free Childcare**” payments where eligible. This could help you with up to 20% of your childcare fees. Please speak to the nursery manager for more information.

OPTION 1 PRIVATE FEES PER DAY (without EY funding)			
	Early Bird Club 0730-0830	Core Full Day 0830-1730	Twilight Club 1730-1800
0-2 YEAR OLDS (INCLUSIVE)	£11 (includes breakfast)	£94 (includes lunch & tea)	£5.50
3-4 YEAR OLDS (INCLUSIVE)	£11 (includes breakfast)	£90 (includes lunch & tea)	£5.50

OPTION 2 FEES PER DAY WHEN ACCESSING EY FUNDING ALONGSIDE THE **INCLUSIVE EDUCATION & CARE PACKAGE (IE&CP) (FOR ALL AGES)		
DAY 1 when choosing 1 day/week	Core day 0830-1730 Fully funded plus IE&CP @ £30	*Early Bird Club (0730-0830) and Twilight Club (1730-1800) are available as an optional extra, charged at the private rate as above. *Half days are not available in Option 2
DAY 2 when choosing 2 days/week	Core day 0830-1730 Fully funded plus IE&CP @ £30	
DAY 3 when choosing 3 days/week	0830-1300 Private fee @ £45 1300-1730 Fully funded plus IE&CP @ £15	
DAY 4 when choosing 4 days/week	Private fees apply as above	
DAY 5 when choosing 5 days/week	Private fees apply as above	

****INCLUSIVE EDUCATION & CARE PACKAGE – what that looks like for you and your child...**

- Full daily access to our online portal, “Famly”, including regular photo’s, updates, messages, reports, etc.
- 2 nutritionally balanced meals – a cooked lunch with dessert & afternoon tea with dessert, snacks and all drinks (milk & water) per day, fully compliant with the EYFS Nutritional Guidelines as set out by the DfE.
- Full & unlimited access to extended curriculum and enrichment activities.
- Opportunities to learn about, prepare and cook some of their own meals/snacks. (all ingredients & cooking costs included)
- Complete access to all events such as celebration days, sports day, Christmas party etc. Any food/prizes/gifts also included.
- Complete access to all external clubs & visitors, such as music groups, yoga, rugby, dance, animal care etc.
- Complete access to all external trips, including any bus fayres and refreshments purchased whilst out, (ie, ice creams).
- Guaranteed permanent place until the August before your child starts school.
- Unlimited use of flannels, bedding, nappies & wipes.
- Suncream will be provided for top up during the day. The first application must be applied by you AT HOME.
- An exceptionally high level of qualified staff, higher than minimum ratio’s, including SENDCO (L3) who all have ongoing access to continuous professional development, including 2 full training days per year.

OPTION 3 FULLY FUNDED SESSIONS		
DAY 1 when choosing 1 day/week	Core day 0830-1730 fully funded	With this option: *Early Bird Club and Twilight Club are NOT AVAILABLE. *A refundable deposit is still required at time of booking. *No additional private days may be added.
DAY 2 when choosing 2 days/week	Core day 0830-1730 fully funded	
DAY 3 when choosing 2.5 days/week	PM 1300-1730 fully funded	

Where Option 3 is chosen, you are able to provide the following “consumables” of your own...

- Meals & snacks (please see the “Safer Eating & Management Policy attached). These **MUST** meet the EYFS Nutritional Guidance.
- Nappies/pull ups, wipes and nappy sacks (where appropriate) These must be provided daily (cannot be stored at nursery) and clearly labelled. Alternatively, these can be paid for on a fixed monthly package.
- Clean flannels daily, clearly labelled. Where flannels are not provided, your wipes will be used for hands and faces.
- Cooking & baking activities will be charged for, on an “as and when” basis, for which the cost may vary, depending on the ingredients required. However, some activities are very much “in the moment” often depending on child lead activities. Therefore, where there are additional costs involved, some children may not be able to access these unplanned activities at all times. In such cases, an alternative activity will be provided in line with EYFS basic provision.
- All events such as parties, sports day, Christmas party etc, will have a ticket price per child which will include the cost of any room hire/food/prize/gift etc. These are optional to attend.
- All external clubs such as music, yoga, rugby, dance etc, will be charged per session, according to the cost of the provider. These are optional to attend. An alternative activity will be provided in line with EYFS basic provision.

(Option 3 continued....)

- All external trips will have a ticket price per child which will include any transport cost and refreshments purchased whilst on the trip. However, some trips are “in the moment” depending on staffing ratio’s available (at Cranleigh Lodge, we choose to use a much higher staff:child ratio when off-site) & therefore where there are additional costs, some children may not be able to access some unplanned trips at all times. All trips will be optional. An alternative activity will be provided in line with EYFS basic provision.
- Suncream must be supplied daily (cannot be left on site) It must be handed directly to a staff member on arrival and must be clearly labelled with your child’s name. Alternatively, these can be paid for on a fixed monthly package. The first application already being applied by you AT HOME.

Please note, you will not have access to the online portal “Family” & will therefore not receive any photos or daily updates. Instead, you will receive a short, termly, written report of your child’s progress, outcomes and next steps.

(Private fees and IE&CP’s are reviewed annually, however, due to government funding constraints out of our control, we reserve the right to review all fees termly when necessary)

PARENT AGREEMENT (signed via Docusign)

I have read, understood and agree to the above terms and conditions. I also understand the nature of the Inclusive Education & Care Package and indicate below whether I choose to opt in or opt out. I understand this agreement will remain in place for the **duration of my child’s time at CLDN unless a whole term’s notice is given to request a change in options. Please note, any changes will be subject to availability.

[] I am not eligible to receive any Early Education Funding and therefore agree to pay full private fees for all days booked as per **OPTION 1**. ***This may be reviewed where EEF is accessed at a later date.*

[] I hereby **OPT IN** and agree to pay for the Inclusive Education & Care Package for my child to access an enhanced curriculum as clearly detailed above, as per **OPTION 2**, for the duration of my child’s time at CLDN. I agree to pay full private fees for any days booked in addition to the funded allowance.

[] I hereby **OPT OUT** of the Inclusive Education & Care Package for my child. I understand my child MAY NOT have access to ALL areas of service as clearly detailed above in **OPTION 3**. Within this option, I agree to supply and/or pay for additional activities/events etc, on an “as and when” basis. I have read and agree to provide all food, following the “Safer Eating & Management Policy” (below).

Child’s name: _____

Parent/Carer name: _____

Date: _____

SAFER EATING & FOOD MANAGEMENT POLICY

MUST be adhered to if “opting out” of Inclusive Education & Care Package & agreeing to OPTION 3.

We are proud to offer a variety of healthy, balanced meals throughout the day and have worked hard to incorporate this ethos across our setting. We have consistently achieved a maximum Food Hygiene rating of 5* and our nursery menu is accredited by an expert Early Years Nutritionist.

During our core 9 hour nursery day, we provide a variety of nutritionally balanced meals and snacks, that complement each other, all within a very protected and well managed way to ensure all allergens, dietary and religious requirements are met and ALL children are protected. This is carefully planned to meet the requirements of the DfE “EYFS Nutrition Guide”, released for September 2025 (please refer to the government website for more details).

Mealtimes are an important part of our daily curriculum and allow our children the opportunities to understand nutritional values, to try new foods, master the use of cutlery and develop their social and vocabulary skills around a mealtime scenario.

We are **not** able to safely store any lunch boxes or pre-cooked meals, brought in from home, in the fridge and are unable to safely monitor them for food Allergens.

We are **not** able to safely re-heat **ANY** food brought in from home.

Therefore, should you wish to “opt out” of our Inclusive Education & Care Package and provide your own meals and snacks, you must follow the following procedure:

Snacks may only be a whole piece of fresh fruit, ie an apple, banana, pear or orange. This **must** be handed directly to a staff member in the morning and **must** be in a clearly labelled (with your child’s full name) container. 1 of these will be required per day. (Please note, if for some reason the nursery snack varies one day, your child will still only receive their fruit snack provided by you)

Lunch must be in a clearly labelled container with your child’s full name and a clear list of food content. This must be handed directly to a staff member. This must **NOT** contain any of the 15 common allergens and all meals **MUST** adhere **fully** to the **EYFS Nutritional Guidelines** (as per the government website) We are unable to store these containers in a fridge so it must contain food that can be safely left un-chilled until lunch time.

Afternoon tea must be in a clearly labelled container with your child’s full name and a clear list of food content. This must be handed directly to a staff member. This must **NOT** contain any of the 15 common allergens and all meals **MUST** adhere **fully** to the **EYFS Nutritional Guidelines** (as per the government website) We are unable to store these containers in a fridge so it must contain food that can be safely left un-chilled until tea time.

All **drinks** will be provided.

Chocolate, cake, biscuits, crisps, sweets fizzy drinks or juices are NOT PERMITTED at any time.

Please note if you are opting out of the Inclusive Education & Care Package, you must provide ALL meals and snacks each day that your child attends, following this policy. **CLDN takes no responsibility for home sourced food and if incorrect or inappropriate food is supplied, your child will be sent home.**

You **cannot** part “opt in” for one meal and “opt out” for another. If you are choosing to “opt out” of the IE&CP and therefore provide your own meals, you **must** provide **ALL meals & snacks** every day as per the Safer Eating & Management Policy & the EYFS Nutritional Guidance.