

Administration and Enrichment Policy

As some of you may be aware, the parameters surrounding additional fees have changed. Paying towards enrichment activities and resources is no longer a condition of accessing a funded childcare place.

(certain exemptions have ALWAYS applied)

It is important to note - Government funding only covers the cost of **basic** early years provision.

For us to continue to provide the high quality provision enjoyed by all of our children past, present and future, we will be reluctantly introducing an enrichment charge. This will replace our current consumable charge. LA childcare will have to continue to meet the shortfall in our ever increasing costs, to maintain our very high standard of childcare provision, and to continue to offer the exciting extra curricular opportunities we provide in all of our pre-schools. The enrichment charge will be used to contribute towards paying for the items below listed in blue, though again the list is not exhaustive.

Activities, resources and experiences, outside the EYFS statutory requirements, such as specific topic resources and equipment, gardening, cooking, interactive experiences delivered in house or by outside providers, celebrations and festivals, exciting outdoor play equipment (climbing frame, slides, stepping stones etc), additional fun and interactive resources (electronic, soft play, etc)

(this list is not exhaustive)

The charge will be £1.00 for each 3-hour session, and £2 for an all-day session of 6 hours. This charge will apply to all children, unless exempt, and will be payable inclusive of absences. Paying the enrichment charge is not a condition of registration or attendance, and you may choose to opt out of this, if you are only accessing government funded hours.

(For Children who are not entitled to government funded hours, this charge will be compulsory)

Opting out will mean the following:

- Your child will absolutely have access to all fully funded provision
- You will have access to our online journal, free of charge
- Your child will of course be able to participate in any of our extra curricular activities (listed above in blue), however there will be a nominal charge for these on an activity by activity basis, which we will advise you of in advance
- In the case of cooking, or creating edibles you can provide your own ingredients, which will be advised by us in advance
- For gardening you can provide seeds, compost etc for your child to use in gardening sessions

We will also require an administration fee of £30 to reserve your child's place with any of our pre-schools. This fee will cover the cost of the necessary administration required for registration, and any stay and play sessions, plus settling in sessions arranged for your child, that are not included in the funded hours; prior to them starting. This is also in place because when a child is registered with us, we are effectively reserving their place, ensuring it is not allocated to another child. If you fail to take up the place, the administration fee will not be refunded.

The administration fee is not a condition of accessing funded hours and you can choose from the following 2 options

- Option 1 - Opt in: As well as the administration as stated above, this includes 2 settling in sessions, plus any additional stay and play sessions your child attends
- Option 2 - Opt out: The administration charge will be refunded when your child leaves us, provided there are no outstanding monies owed to the pre-school.
Any settling in sessions will be charged at our standard hourly rate
(as stated in our fees policy)

(For children who are not entitled to any government funding, this fee will be compulsory)

There are exemptions for both the administration fee, and enrichment charge, so neither will apply to the following families of:

- *Children who receive Early Years Pupil Premium*
- *Children who are in receipt of the 2-year-old Nursery Education Grant*

This policy was adopted by

Helen Taylor
Director LA Childcare

Tina Corney
Director LA Childcare

Updated April 2026

**Charges are reviewed annually*