



## A Letter to Our Peapods Families

Dear Parents and Carers,

The following admissions pack contains important updates about early education funding and how this affects the way we offer places at Peapods.

Over the past year, there have been significant changes to government funding for early years childcare. While many families now qualify for more funded hours, the way this funding is provided has also changed, and it no longer reflects the full cost of delivering high-quality childcare in the way that it once did.

We want to be completely honest with you: working through these changes has been complex, time-consuming, and at times quite challenging. We have spent a long time reviewing guidance, speaking with other providers, looking carefully at our costs, and trying to find a way forward that is fair, sustainable, and still feels true to Peapods.

Our priorities throughout this process have been:

- continuing to offer a warm, enriching environment for your children
- supporting families to use their funded hours wherever possible
- ensuring Peapods remains financially sustainable so we can continue caring for children long into the future

Balancing all of this has not been straightforward, and has given us many sleepless nights. The new funding arrangements come with strict rules about what can and cannot be included, and we have had to carefully separate what funding covers (core childcare) from the wider experiences, activities, resources and extras that make up a typical day at Peapods.

This is why it has taken us longer than we would have liked to finalise our approach. We did not want to rush decisions that would affect families, children, or staff. Instead, we wanted to take the time to get this right.

The following Admissions Pack explains our updated fees, funding options and policies in detail. We appreciate that it is a lot of information, and we encourage you to take your time reading through it. Our team is, of course, very happy to talk through anything that is unclear or specific to your family's situation, so please don't panic before you have talked to us.

We truly value the trust you place in us every day, and we are grateful for your patience while we worked through these changes. Our aim is that this new structure allows us to continue offering the caring, engaging and supportive environment that you expect from Peapods, while also being open and transparent about how funding works.

I understand that this is a busy time of year and we haven't given you much notice however as soon as you have had a chance to process all of this new information, please message Louisa through the Family app (at the first opportunity you get) to let us know exactly what sessions and options you would like for the spring term.

Thank you, as always, for being part of Peapods.

Many thanks,  
**Daniel & Louisa**



## Full Admissions, Fees & Funding Guide (from January 2026)

### Welcome to Peapods Nursery

Thank you for considering Peapods Nursery for your child. This Admissions Pack provides families with a clear and detailed overview of our hours, routines, attendance expectations, funding options, and the joining process. Our aim is to make your experience as smooth and transparent as possible.

#### Opening Hours

- Core nursery day: 9:00am – 4:00pm
- Breakfast Club: 8:00am – 9:00am (non-funded session)
- Morning Session: 9:00am - 1:00pm (non-funded session)  
Morning sessions are chargeable sessions; however, eligible 3–4-year-olds may use up to 3 funded hours within a morning session.
- Holiday Club: Available during school holidays
- Total operational availability: 50 weeks per year
- All sessions charged at £11/hr. (applies to all age groups)

#### Attendance Requirements

To support children's learning, routines, and emotional security, Peapods Nursery requires a minimum attendance of two full days per week. This ensures children can build strong relationships and fully benefit from our curriculum. This minimum attendance requirement applies to all children regardless of funding status and is in place to support children's wellbeing, social development and sense of belonging. Where a family wishes to access funded hours only and this attendance pattern is not suitable, we will discuss options with the family, including the possibility of accessing their funded entitlement at an alternative provider.

#### Settling-In Process

We offer a flexible settling-in approach tailored to each child and family. During the first sessions, parents are encouraged to stay briefly to help children feel secure. Your child will be assigned a Key Person who will support your family throughout the transition and beyond.

#### Payment Terms

- Fees and charges are paid monthly via the FamilyApp. (regardless of whether you are term time or all year round)
- All payments will be taken via your verified payment method within the FamilyApp.
- A late payment fee of £20 per week is charged on overdue payments until paid.
- We do not charge a fee for late pick-up, but if you repeatedly pick your child up late, we may review your child's place.

#### Notice Period

We require half a term's written notice to:

- Withdraw your child from Peapods Nursery
- Reduce your child's booked hours



## Standard Fees for Non-Funded Children

These tables show the costs/discounts applied for children attending Peapods Nursery without accessing government funding, and for any non-funded days attended paid at full price. Our standard full-day rate (9am–4pm) includes all childcare hours, snacks, consumables, and enrichment activities. Families attending four or more days per week (term time), or three or more days per week (all year round), receive a 10% discount on fees.

### Term Time Only (38 Weeks) – Full-Fee Places

Children attending on a full-fee basis during term time are charged for 38 academic weeks. The table below shows annual and monthly pricing, along with discounts for higher attendance patterns. Morning sessions are also available.

Days/week	Annual Cost (£)	Monthly Cost (£)	10% Discount?	Discounted Annual (£)	Discounted Monthly Cost
2 days	5852	<b>487.67</b>	No	—	—
3 days	8778	<b>731.50</b>	No	—	—
4 days	11704	975.33	Yes	10533.60	<b>877.80</b>
5 days	14630	1219.17	Yes	13167.00	<b>1097.25</b>

### All Year Round (50 Weeks) – Full-Fee Places

For families requiring childcare throughout the year, full-fee all-year-round places are available for 50 weeks. A 10% discount is applied automatically for attendance of three or more days per week. Morning sessions are also available.

Days/week	Annual Cost (£)	Monthly Cost (£)	10% Discount?	Discounted Annual (£)	Discounted Monthly Cost
2 days	7700	<b>641.67</b>	No	—	—
3 days	11550	962.50	Yes	10395	<b>866.25</b>
4 days	15400	1283.33	Yes	13860	<b>1155.00</b>
5 days	19250	1604.17	Yes	17325	<b>1443.75</b>



## Early Education Funding

This section explains how government funding works at Peapods Nursery, including eligibility, funded hours, optional charges, and how we allocate hours to sessions.

### EEF Entitlement

If your family qualifies for EEF, your child can use up to 15 or 30 hours of funding per week at Peapods, for 38 weeks each year.

You will not be charged for the EEF hours you use, as this is your EEF free entitlement.

All additional hours/sessions, not fully covered by your entitlement, will be charged at our full priced hourly rate.

### Free Childcare

The council only pays us a partial contribution towards the cost of your childcare for each eligible child. Government funding makes an important contribution towards childcare costs, but it does not fully reflect the real cost of delivering high-quality early years education. Like many providers across the country, Peapods continues to operate under significant financial pressure as a result. The governments figures are worked out based on minimum staff/child ratios, but they do not consider the actual staff ratios we use, or how many qualified staff we have, the quality of our setting, the equipment available, the extra services/activities we provide or our location.

### New Regulations

Most children now qualify for 30 hours funding; however, this funding does not reflect the full cost of delivering high-quality childcare.

Peapods offer so much more than just basic provision and providing your children access to all these extra things is part of the enriched service we offer. Government funding is intended to cover core childcare and early education hours.

Some additional services, experiences and resources sit outside of this funding and are therefore optional and chargeable.

Most families choose the full Peapods experience so their child can enjoy everything on offer, but we appreciate that every family is different and are always happy to talk through the options with you.

### Funding Eligibility

Peapods Nursery accepts many early education funding streams, such as:

- 9-month funding (up to 30 hours for eligible working families)
- 2-year funding (up to 30 hours for eligible working families)
- 3–4-year universal funding (15 hours)
- 3–4-year extended funding (up to 30 hours for eligible working families)

### Daily Funded Hours Limits

Government-funded childcare hours can be used at Peapods in line with our daily limits:

- Babies and Toddlers (under 3): up to 7 funded hours per day
- Pre-schoolers (3–4-Year-Olds): up to 6 funded hours per Full-day / up to 3 funded hours per morning session

### How We Allocate Funded Hours

Funded hours are allocated first against your booked nursery hours up to the daily cap. Any remaining time in your child's day is chargeable at our standard hourly rate. Funded hours do not cover meals or optional extras such as snacks, consumables or enrichment activities, which parents may choose to provide themselves or purchase from the nursery.



## Consumables & Optional Extras

### Enrichment Overview

Funding does not cover consumables or extras. Parents may choose to provide their own snacks or consumables instead of purchasing nursery-provided options. Choosing not to purchase optional items will not affect a child's access to funded hours or their inclusion in the nursery day. Parents may choose to opt out of the following optional items:

- **Daily Enrichment Package – £12/day**

Includes morning activities provided by external companies, snacks, craft and activity materials, and enhanced learning resources.

- **Annual Enrichment Passport – £228/year**

Includes celebrations, special lunches and parties, activities linked to seasonal and religious festivals (e.g. nativity plays, Easter egg hunts, summer picnics), and the cost of props, costumes and resources.

### Daily enrichment Package

These are any regular extra charges which occur daily, on every day you attend during term time, for 38 weeks/yr. For any fully paid days (where no funding is used), enrichment is included as part of the total daily cost and is not charged separately, to help reduce the cost of childcare. This does not affect families' ability to access funded hours without purchasing optional enrichment items on funded days.

Chargeable Extra	Cost/day
<b>Snacks</b> Fruit and healthy snacks provided for group snack-times (morning and afternoon)	<b>£2</b>
<b>Consumables</b> Nappies/wipes/creams/bedding, special craft & gardening supplies	<b>£2</b>
<b>Morning Activity</b> Activities, classes or workshops provided by external company each morning	<b>£8</b>

### Annual Enrichment Passport

There are many different special events, projects or activities which take place throughout the year. The Enrichment Passport is a term-time-only charge that contributes to enhanced experiences across the nursery year. This includes special events, celebrations, themed activities, visiting providers, parties, plays, props, resources, and materials.

What kind of Special activities take place throughout the year, and different seasons?	How often do events happen?	Charge/ year	Charge/ TT week
<b>Parties</b> (Easter & Christmas Parties, Summer Picnics, food & entertainment)	3 x /year	<b>£228</b>	<b>£6</b>
<b>Special Events</b> (Shows & Nativities, costumes, media, Easter egg hunt, Sports day)	3 x /year		
<b>Seasonal Projects</b> (Cultural & religious, Xmas, Easter, Mother's Day, Chinese New Year, etc.)	9 x /year		



## Attendance & Monthly Costs (Paid hours + Enrichment)

All examples in these tables shows the number of paid hours per week after funding, and also include the Daily Enrichment Package and the Annual Enrichment Passport.

The Enrichment Passport is charged during term time weeks only (38 weeks per year). For children attending term time only, this is shown as a weekly charge of £6. For families attending all year round, the Enrichment Passport is averaged across monthly invoices and shown as a monthly amount. No Enrichment Passport charge applies during holiday club weeks.

### Babies & Toddlers (Under 3s) – Term Time Only (38 Weeks)

This table shows how 30 funded hours are used for babies and toddlers attending term time only, including any paid hours once the weekly funding entitlement has been fully used. All figures shown reflect weekly charges and monthly payments.

Attendance pattern	Attended hrs./week	Funded hrs./week	Paid hrs. /week	Childcare paid/wk.	Enrichment days/week	Enrichment Cost/wk.	Passport Cost/wk.	Monthly Cost
2 full days	14	14	0	£0	2	£24	£6	<b>£95.00</b>
3 full days	21	21	0	£0	3	£36	£6	<b>£133.00</b>
4 full days	28	28	0	£0	4	£48	£6	<b>£171.00</b>
5 full days	35	30	5	£55	5	£60	£6	<b>£383.17</b>

### Babies & Toddlers (Under 3s) – All Year Round (Stretched Funding over 50 Weeks)

This table shows the same attendance patterns where the 30 funded hours are stretched across 50 weeks. Stretching funding reduces the number of funded hours available per week and increases paid hours accordingly. All figures shown reflect weekly charges and monthly payments.

Attendance pattern	Attended hrs./week	Funded hrs./week	Paid hrs. week	Childcare paid/wk.	Enrichment days/week	Monthly Enrichment term-time	Monthly Passport term-time	Monthly Cost
2 full days	14	14	0	£0	2	£76	£19	<b>£95.00</b>
3 full days	21	21	0	£0	3	£114	£19	<b>£133.00</b>
4 full days	28	22.8	5.2	£57.20	4	£152	£19	<b>£409.33</b>
5 full days	35	22.8	12.2	£134.20	4	£152	£19	<b>£730.17</b>



### 3–4-Year-Olds – 15 Funded Hours (Universal Funding)

This table shows how 15 funded hours are used for Preschoolers attending term time only, including any paid hours once the weekly funding entitlement has been fully used. All figures shown reflect weekly charges and monthly payments.

Attendance pattern	Attended hrs./week	Funded hrs./week	Paid hrs./week	Childcare paid/wk.	Enrichment days/week	Enrichment Cost/wk.	Passport Cost/wk.	Monthly Cost
2 full days	14	12	2	£22	2	£24	£6	<b>£164.67</b>
2 full + 1 mornings	18	15	3	£33	3	£36	£6	<b>£237.50</b>
3 full days*	21	15	6	£66	3	£36	£6	<b>£342.00</b>

\*Child attends for more than 3 days: The 4th and 5th day will be Full-price, non-funded days at the standard hourly rate.

### 3–4-Year-Olds – 30 Funded Hours (Extended Funding for Working Families)

This table shows how 30 funded hours are used for Preschoolers attending term time only, including any paid hours once the weekly funding entitlement has been fully used. All figures shown reflect weekly charges and monthly payments.

Attendance pattern	Attended hrs./week	Funded hrs./week	Paid hrs./week	Childcare paid/wk.	Enrichment days/week	Enrichment Cost/wk.	Passport Cost/wk.	Monthly Cost
2 full days	14	12	2	£22	2	£24	£6	<b>£164.67</b>
2 full + 1 mornings	18	15	3	£33	3	£36	£6	<b>£237.50</b>
2 full + 2 mornings	22	18	4	£44	4	£48	£6	<b>£310.33</b>
3 full days	21	18	3	£33	3	£36	£6	<b>£237.50</b>
3 full + 1 mornings	25	21	4	£44	4	£48	£6	<b>£310.33</b>
3 full + 2 mornings	29	24	5	£55	5	£60	£6	<b>£383.17</b>
4 full days	28	24	4	£44	4	£48	£6	<b>£310.33</b>
4 full + 1 mornings	32	27	5	£55	5	£60	£6	<b>£383.17</b>
5 full days (30 hrs.)	35	30	5	£55	5	£60	£6	<b>£383.17</b>



## Full Terms & Conditions

The terms and conditions below apply to all families attending Peapods Nursery. By accepting a place and signing the Parent Agreement, you confirm that you have read, understood and agree to these terms.

### 1. Attendance & Sessions

- Minimum attendance: 2 full days per week.
- Children must attend 9:00am–4:00pm; or 9:00am–1:00pm. (Early start also available from 8am-9am)

### 2. Fees, Invoicing & Payments

- All fees are invoiced via the FamilyApp.
- Monthly payments must be paid on time.
- A weekly late payment fee of £20 applies to overdue balances.
- No refunds or reductions for absences, illness, holidays or closures outside our control.
- Peapods reserves the right to suspend a place if fees remain unpaid.

### 3. Funding Conditions

- Funded hours reduce the childcare portion of your bill only.
- Funding does not cover snacks, consumables, external providers or enrichment extras.
- Daily funded caps: 7 hours for under 3s; 6 hours for 3–4-year-olds. (3 hours for morning sessions)
- Funded-only places are limited due to capacity and operational considerations and do not affect a family's entitlement to access funded hours, which may be taken at an alternative provider if required.
- Parents must complete a local authority funding declaration every term.
- If funding is withdrawn or altered, parents are responsible for any resulting fees.

### 4. Notice Period

Half a term's written notice is required to:

- Withdraw your child
- Reduce hours

### 5. Parent Behavior

- All adults must conduct themselves respectfully.
- Aggressive or inappropriate behavior may lead to termination of a place.

### 6. Health, Illness & Medication

- Parents must share any medical needs or allergies.
- Unwell children must not attend.
- Refunds will not be given for unattended days, due to illness.

### 7. Personal Belongings

- All personal items must be labelled.
- The nursery cannot accept responsibility for lost or damaged items.

### 8. Communication & Complaints

- Daily communication occurs via FamilyApp or at drop-off/collection.
- Concerns should first be raised with your Key Person or leadership.
- Formal complaints can be submitted in writing following the Complaints Policy.



## Parent Agreement – Fees, Funding & Terms

Please read this section carefully. By signing below, you confirm that you agree to all policies and conditions set out in this guide.

I confirm that:

- I have read and understood the Peapods Nursery Admissions, Fees & Funding Guide.
- I understand what is and is not included in funding.
- I agree to pay fees/enrichment charges on time and understand late fees may apply.
- I agree to provide half a term's notice for changes or withdrawal.
- I agree to follow Peapods Nursery's policies.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_