



Fee's and Funding Guide



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Document updated and relevant from 1st January 2026

Harvard Park Pre-School

c/o Smallberry Green Primary
School, Turnpike Way
Isleworth, TW7 5Bf



A guide to help you navigate Government funding and how this applies to our setting.

Graded Outstanding by Ofsted in 2025



Welcome

Welcome to Early Years Education

We are delighted to welcome you and your child to the exciting world of early years education. This is a vital stage in your child's development, where curiosity, creativity, and a love for learning are nurtured in a safe and supportive environment. Our aim is to provide high-quality early learning experiences that build strong foundations for future learning, well-being, and success. This booklet is designed to guide you through what to expect during this important journey and how to navigate the childcare costs.

Harvard Park Pre-School is open for 38 weeks of the year and runs on a term-time schedule influenced by Smallberry Green Primary School. We offer 'non-stretched' funding, which means that your child's entitlement is reflected throughout the term, rather than the year. As a result of this, you can use your full entitlement over the week. However, depending on your session requirements, there may be some unfunded hours which will require payment. We cannot accommodate families who are looking for full-time day care.

We offer three types of sessions: Full day, which is from 8:30 am to 3:30 pm with 4:30 pm finishes available; Morning sessions, which are from 8:30 am to 11:30 am; and Afternoon sessions, which are from 12:30 pm to 3:30 pm with 4:30 pm finishes available.

We are located within the grounds of Smallberry Green Primary School. We are privately run and independent from the school. We have great connections to both train and bus routes. We have integrated ourselves into the local community for over 30 years, and we use the local area within our curriculum to help support the physical development of the children in our care.

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Information about our Pre-School

What do we offer?

We offer a range of unique experiences for the children in our setting. We provide opportunities for them to take part in:

- ~Sessions including: yoga, sensory circuits, forest school, cooking, phonics, Wellcomm, small group interventions & PALS
- ~Trips around our local environment.
- ~Reading Club and access to our Library & early reading support
- ~Specialised interventions to support children in all areas of development
- ~Specialised interventions to support children with additional or SEND needs
- ~Specialised interventions to support with school transitions, to name just a few!

All of our early years educators are Paediatric First Aid trained, kept up to date with relevant safeguarding protocols, and undergo training to remain relevant. They hold a recognised qualification in Childcare and Education and are given the opportunity for personal progression via training provided by early years and the local authority.

Since government funding doesn't cover all childcare expenses, we offer enhanced provisions included in your cost, which is what makes our care exceptional. Your fees include all activities and trips, regardless of your level of funding. At Harvard Park, we believe every child should be included, regardless of financial circumstances or contributions.

Government funding covers core care hours only and does not include the cost of food, nappies, additional hours, or large-scale trips. It is important to understand that government funding is not designed to cover the full cost of childcare.

We work alongside EYFS guidelines surrounding food and hygiene practices. We provide a wide variety of well-balanced nutritional meals as well as a range of healthy snacks, milk, and water as part of our routine. Our meal times are a social event, and children are encouraged to serve themselves.

What do we not offer?

Lunch is not provided - please see our food guidance in our prospectus for more information surrounding lunch times and what is expected. Nappies, wipes, and creams are not provided by the pre-school. You will need to provide these on an as-and-when-they-are-needed basis, ensuring your child has enough to last them while they are with us.



Government Funding: What does it mean?

Understanding childcare funding isn't as straightforward as it should be.

In England, there are two government funding schemes for either 15 or 30 funded hours per week, depending on your circumstances and the age of your child. Applying for these is all up to you as it requires you to provide some sensitive data that we do not have access to.

Working Family Funded childcare - 30 hours

This scheme is for qualifying working parents. If you are living with your partner, you will need to apply together. There will be a difference in how a setting chooses to offer their funding so it is important to know the structure of the setting before signing up. Our Pre-School runs term time only and close inline with Smallberry Green's school calendar. We can offer your child more than their funded hours per week, if required. These additional hours are paid for and are referred to as non-funded hours.

This scheme applies to you if you and your partner:

- Are working at least 16 hours a week
- Are on sick leave or parental leave
- Are each earning less than £100,000 a year
- May still be eligible while claiming benefits.



There are other circumstances that can affect your eligibility, such as your immigration status, where your child lives, and your child's exact age. This scheme is for parents with children aged from 9 months to 4 years. You can read more about this on the government website: <https://www.beststartinlife.gov.uk>

At Pre-School (Isleworth, TW7) these hours will be 'non-stretched' across the week. This means that most of our parents will access 30 hours per week over 38 weeks of the year. This works out as your child's full entitlement.

Where parents need their child to spend longer in nursery than funding allows, we can accommodate that through non-funded hours. Prices are displayed in the next section. These will vary depending on your required sessions and child's age. It is always best to double check costs with us so there are no surprises.

Government Funding: What does it mean?

Universal funded childcare for 3 & 4 year old's - 15 hours

This funding goes towards 15 hours of childcare across 38 weeks of term time at our setting. All parents of 3 and 4 year old's can access this scheme - there is no application needed. All we will need is to see your child's passport or birth certificate as proof of eligibility.

Here's what you need to know:

- All 3 and 4 year old's qualify for this scheme, regardless of financial circumstances.
- At Pre-School (Isleworth, TW7), these hours remain at 15 hours a week as we are term time only. This means that most of our parents will access 15 hours per week over 38 weeks of the year. This is usually used over 5 mornings or afternoons, depending on finishing times.
- Where parents need their child to spend longer in pre-school than funding allows, we can accommodate that through non-funded hours. Prices are displayed in the next section. These will vary depending on your required sessions. It is always best to double check costs with us so there are no surprises.
- You may be eligible for 15 hours' funded childcare at the same time as other government schemes or incentives. To find out to find out more, visit [gov.uk/browse/benefits](https://www.gov.uk/browse/benefits) .

Additional funding for 2 year olds

2 year entitlement for families receiving additional government support. This is parents/carers who are in receipt of certain benefits or who are non UK citizens who cannot claim benefits or who have no recourse to public funds AND/OR children who are looked after by local authority, have an EHCP plan, receive DLA or who have left care under an adoption order, special guardianship order or a child arrangement orders.

To check your eligibility please go to: <https://fsd.hounslow.gov.uk/SynergyWeb> to find out more information.

So what does that look like?

- For most of our parent's, 15 hours childcare isn't quite enough. We offer the opportunity to add additional sessions and hours outside of the funded hours. We aim to provide a service which works with you and your family commitments.
- Having a consistent routine can be great for your child's development so we require you to make the most of your funded entitlement where possible. Ensuring you regularly attend your scheduled sessions is important and comes with terms and conditions.
- We provide an invoice which works out a calculated spread over 10 months - we do not charge the half terms or July and August. Prices shown are estimated and will change dependent on factors such as additional sessions.

Below we have aimed to provided our most popular scenario's to give you a clearer idea of how the funding might work for you.

30 hours	2 days	3 days	4 days	5 days	We require a minimum of 15 hours attendance per week for each child.
Full day (8:30am to	£0.00	£0.00	£0.00	£190.00	
Optional Consumable	£76.00	£152.00	£152.00	£190.00	
Total monthly charge	£76.00	£114.00	£152.00	£380.00	

	3 sessions	4 sessions	5 sessions	We require a minimum of 15 hours attendance per week for each child.
Morning (8:30am to 11:30am)	£0.00	£0.00	£0.00	
Afternoon (12:30pm to 3:30pm)	£0.00	£0.00	£0.00	
Optional Consumable charge	£57.00	£76.00	£95.00	
Total monthly charge	£57.00	£76.00	£95.00	

	2 days	3 days	4 days (5% discount)	5 days (10% discount)
Full day (8:30am to 3:30pm)	£0.00	£228.00	£1,494.00	£760.00
Optional Consumable charge	£76.00	£114.00	£152.00	£190.00
Total monthly charge	£76.00	£342.00	£613.70 (discount is applied to weekly fee)	£853.10 (discount is applied to weekly fee)

We are term time only, so funding and prices are reflective of this. We provide an invoice that calculates a spread over 10 months—we do not charge for July and August. Prices may vary depending on your chosen sessions, so please contact us to gain a true reflection of what you can expect to pay.

Why are there charges in place and what does optional mean?

As you may have seen in the news, the government has long labelled these hours as free; however, that is simply not true. For a business, which most private nurseries are, there are outgoings that we need to cover, such as wages for our early years educators, rent, water bills, electricity, and gas bills, etc. The funding entitlements which are given to us fail to cover such costs, and as a result, we must make up the shortfall as much as possible to maintain our level of care and prevent closure.

The cost of these additional charges covers remaining non-funded hours per week and a consumables cost. The government has recently asked all nurseries to itemise our accounts and invoices; therefore, we are now restructuring our invoices, fee structures, and our consumables.

When referring to consumables, for Harvard Park, this covers the snack and meal times provisions, the ingredients we use, and the snacks we provide. We believe that all children should be included in all activities and daily local trips regardless of financial circumstances or contributions. Therefore, we do not charge for activities and trips unless it is a large-scale trip when a child reaches the age of 3+ years.

When referring to optional consumable charges, you have the option to 'opt out' of these charges. This means these will not be added to your monthly invoice, and there are conditions that you will need to follow, which can be seen on our fee sheet and within our terms and conditions. In short, it simply means that you will have to provide everything your child will need for their session and adhere to our policies, including our food hygiene, allergen control, and our home-packed meals policy. This will include:

- A healthy and balanced lunch and snack time (depending on the hours you choose to do) every session. These meals will need to be freshly prepared, for example, no leftovers, and meet our standards for a nutritious meal. It must contain enough for second helpings.
- A range of healthy and well-balanced snacks for your child throughout the day; all uneaten food and packaging will be sent home with your child to be disposed of.
- Appropriate storage containers for the food to be stored in—please note we do not have the space to refrigerate items onsite. We are unable to heat or reheat food, so please ensure meals do not need to be heated in any way.

Our consumables costs are calculated on a sessional basis, multiplied by 38 weeks and divided by 10 months, in the same way as we calculate our fees. We pride ourselves on our mealtime provision, safety at mealtimes, and the healthy snacks we serve. We work closely with our early years educators to ensure as little food wastage as possible, and therefore ensuring your voluntary contributions do not go to waste.

Should you choose to opt out of the consumable charges, we will invite you to a meeting to discuss what you will need to provide on a sessional basis and to ensure there is clarity for both parties in expectations surrounding meals and what opting out means.

Weekly Consumable cost per session for all ages	
Per day	£10.00
Per session	£5.00

Applying for Funding

When to apply:

You might be wondering when your child will be able to use their government-funded hours. It all comes down to when their birthday falls—therefore, it is essential to plan ahead. For the Working Family Funding, you will need to apply online for an eligibility code; we recommend that you do this at least 3 months before you wish to access it. You cannot apply and use your code in the same term.

Working Family funding for when the child becomes eligible

Recommended time to apply for eligibility code:	Last date to apply for eligibility code:
1st week of October to 30 th November	by 31 st December to be funded from 1 st January
2nd week of January to 28 th February	by 31 st March to be funded from 1 st April
1st week of June to 31 st July	by 31 st August to be funded from 1 st September

Universal funded Children

A child who turns 3 between:	Can be funded from:
1 st September to 31 st December	1 st January
1 st January to 31 st March	1 st April
1 st April to 31 st August	1 st September

Don't Forget:

Every 3 months, sign into your HMRC Childcare account to reconfirm your working family funding eligibility code. If you forget, you are at risk of losing your funding for the following term. This means you will have to pay our standard fee that isn't covered by the basic 15-hour scheme if you are entitled to that.



Applying for Funding

How to apply:

Working Family funded childcare application steps:

1. Visit the government website: <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>
2. Provide your supporting documents, such as your child's passport.
3. Apply for your eligibility code. You'll need your National Insurance number to hand.
4. Wait for a decision. It may be instant however it can take up to 7 days.
5. Once you have the code, contact us to get started! Keep your eligibility code to hand as when you contact us, we will need you to provide it before you start.

Universal funded Children

For all 3 and 4 year olds, all you have to do is get in touch with us. We will then be able to talk you through our process, invite you in to meet the team and ask you to bring along a birth certificate or passport as a proof of eligibility.

We then work out your required sessions and book you in to start!

Don't Forget:

If you are separated from your partner, you will need to decide between you who should apply unless only you have parental responsibility.

For Working Family funded childcare, HMRC will usually send out a reminder about when to reconfirm, BUT it is a good idea to set up a reminder for yourself.

We will provide you with a Parent Declaration form which you will be expected to fill in before you start with us. This is so we are able to claim the funding entitlement—without this, you will not be able to use the funding with us. If you are transferring to us from another setting, we will not be able to claim any form of funding until your notice period has finished.



FAQ'S

Here are some of our frequently asked questions:

Do Harvard Park offer totally free places?

Firstly, it is important to remember that we are a private business and not run by the government so we aim to make a profit as well as pay our wonderful early years educators the wages they deserve.

We prefer to call these places 'fully funded' and not free - these are limited. Once they have gone, we are unable to offer anymore.



How do lunch times work - am I expected to provide food from home?

Yes - we ask those families who stay with us for lunch to provide a well-balanced meal in a labelled packed lunch box. We have guidelines which you are expected to follow to ensure children are gaining the right nutrition from home as well as keeping in line with our allergen advice and taking into consideration our inability to reheat certain food types.

Snack time produce is provided - for example, seasonal fruit and vegetables, milk and water as refreshments etc.

If I pay for extra hours and don't use them - will I get a refund?

Unfortunately, not. We make sure we cover all of our team and running costs to ensure high quality care is being provided for every child, every day.

Can I roll my funded hours into the next term if I did not use all of them?

Due to the local authority restrictions, we are unable to roll over any hours. The funded allocated is for each term and that is how we are expected to use it.

What should I do if I need to adjust my sessions, hours or days?

We do require a month's notice however if this applies to funded children, it is best to speak to us directly.

Some changes may affect funding claims therefore they may not be allowed by the local authority until the start of the next term.

If you are leaving our setting completely - we require 4 weeks notice and all outstanding fees must be paid prior to giving notice.

FAQ'S

Here are some of our frequently asked questions:

When can I take holiday?

The simple answer to this is you shouldn't. Much like primary or secondary school, children should be attending pre-school during term time and taking holiday in the half term.

We understand that they are more expensive however, this can effect your funding claim and you could be at risk of losing your funding and your place. If you are unsure, it is always best to speak to us directly.



Why are there additional charges?

In order for us to provide a high quality and outstanding educational service, we require fees to do so. We have provision mapped all of our interventions and what it costs to run them over the 38 weeks we are open. It gives you a breakdown of how much it costs to provide these opportunities for the children in our care. If you wish to see these, we are more than welcome to share them with you!

I have missed the deadline to apply for my eligibility code. Can my child still be funded?

Eligibility code only provide funding for the term after you apply. If you miss the April, August or December deadline you will not be able to access the funding until the next term. If your child is 3 or above, then bear in mind you are still eligible for the 15 hours whilst you are waiting for the next term. Please refer to page 8.

Can I pay for additional sessions on an adhoc basis?

Yes - if we are able to accommodate. There will be occasions due to factors such as staffing restrictions where we may have to say no, however, if you give us enough notice, we will happily book additional sessions and hours in for you.

Reminders:

Our setting is open for 38 weeks of the year. This means you can use your full 15 hour or 30 hour entitlement each week!

Government funding is not intended to cover the full cost of childcare. Additional charges apply.



Fee's and Funding Guide



If you need any extra advice or have any questions that we haven't addressed in this booklet, please feel free to contact us on:

info@harvardparkpreschool.co.uk or 07984 258 580

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co/ Smallberry Green Primary
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If you are ready to take the next step, please fill out your Parent Declaration Form, Contact Form and return this to us as soon as possible.

We look forward to welcoming you into our setting!

