



Harvard Park Policies and Procedures:

Consumables

56. Consumables

Policy Statement

At Harvard Park, we are committed to ensuring that every child has access to all the resources they require for a safe, healthy, and fulfilling session or day. We believe in the importance of including every child in the daily life and routines of our settings. To support this, we provide all essential items necessary to enhance their learning, comfort, and general well-being. This approach is the foundation of our high-quality care and plays a vital role in helping children build strong foundations to grow, develop, and thrive.

Benefits of the Consumables Charge

By opting into our settings voluntary consumables charge, children and their families enjoy a convenient and all-inclusive experience, where every detail is thoughtfully managed. This arrangement ensures that families do not have to worry about providing additional items, as everything needed for their child's session or day is fully covered.

The voluntary consumables charge enables us to offer meaningful and enriching opportunities that are filled with awe and wonder. These experiences go beyond what is provided by standard government funding, allowing us to enhance the daily lives of the children in our care and support their growth and development in a truly holistic way.

As we believe that no child should be left out of certain activities and interventions which enhance their development, all activities are included as standard. The voluntary consumables charge relates to food intake and other parts of a child's well-being. We aim to provide clear and transparent information so parents/carers can make informed decisions regarding their child's care and education. Our consumables are defined as food and non-food consumables.

Procedure

When government funding is being used, the following steps apply:

- During the registration process, the Nursery Manager or a director will explain the consumables charges and the reasons behind them.
- A clear breakdown and explanation will be provided upon request, and we allow ourselves 14 days to form this breakdown.
- Charges are applied the same throughout the age groups. This will also be explained during the registration process.
- Voluntary consumable charges are combined however they apply to food and non-food items.
- Parents/Carers may choose to opt out of these voluntary charges before they start the nursery OR if already in attendance and they would like to withdraw, one month's notice must be given in writing before a new month begins. This cannot be done mid-way through a month. It must be done of the 1st in understanding that it will apply to the 1st of the next month.

- A meeting with the nursery manager or a director must be arranged prior to this to fully understand the implications of opting out and expectations from both parties surrounding this decision.
- Funding hours must be used within a defined nursery session.

Food Consumables

Healthy food supports children's development, learning and well-being. Our nutritious, balanced meals are designed to encourage healthy eating habits, to try new textures, reflect cultures and encourage shared mealtimes that build social confidence, independence and curiosity.

Included in the food charge at Day Nursery, TW13:

- Two course breakfast with fruit and additional sources of protein
- Two course lunch with dessert/pudding
- Two course tea in the afternoon with dessert/pudding
- Mid-morning and mid-afternoon snacks
- The use of our cutlery and crockery

Included in the food charge at Pre-School, TW7:

- Mid-morning snack – consisting of a portion of fruit and/or vegetable and a carbohydrate.
- Mid-afternoon snacks – consisting of a portion of fruit and/or vegetable and a carbohydrate.
- The use of our cutlery and crockery

Children are always given food and never denied meals. During breakfast, lunch, or tea, they can have more of the main course if they want it, supporting their nutrition and growth. If a child is hungry between meals, a healthy snack is offered to meet their needs without disrupting served meals.

At Day Nursery, all meals are freshly prepared on site by our qualified chef and early years educators. At pre-school, our snacks are prepared by our early years educators. All allergens and dietary needs are carefully monitored, observed and managed. Providing consistent meals to all the children in attendance supports our ethos for safety and inclusion.

If choosing to opt out:

- You must provide all meals and snacks, as well as cutlery and crockery, for each day of attendance in accordance with our Home Provided Meals Policy.
- No meals and/or snacks will be prepared for your child unless you have opted in and the fee has been paid.
- If meals and items are not provided as agreed:
 - Your child must return home with you or be collected before the first meal/snack is served

OR

- You must return within 30 minutes to deliver the meals for the scheduled session.
- o If there is a consistent issue with the packed meals being provided or they do not meet our guidance, then a meeting will be arranged to review this arrangement.

Non-Food Consumables

To promote comfort, hygiene, and safety, we supply essential daily items. This approach enables us to consistently and reliably address the needs of every child. This does not apply to nappies, wipes and creams – these must be provided by parents/carers regardless of opting in or out.

Included in the non-food Consumables:

- o Sun cream during the warmer months – SPF 50 and UVA 5 Stars
- o Child's pain relief, for example Calpol or Nurofen
- o Bed linen for children to sleep or take rest (excluding Pre-School)
- o Face cloths to promote hygiene and cleanliness after mealtimes (excluding Pre-School)
- o The use of our cutlery and crockery

If choosing to opt out:

- o You must provide all the essential daily items, and nothing can be stockpiled or stored at the setting.
 - o If any of the items are missing:
 - Your child must return home with you
- OR**
- You must return within 30 minutes to deliver the items for the scheduled session.
 - o Requirements include:
 - One nappy per 3 hours of attendance plus 2 extras
 - Wipes for each session
 - Suitable and in-date suncream for the warmer months
 - Suitable and in-date nappy cream
 - Fresh bedding daily (for babies: fitted cot sheet in good condition plus a cellular blanket or sleeping bag meeting safety requirements with the correct TOG rating), (for children over the age of 2 years: a fitted bed sheet and a warm blanket in good condition).
 - 3 fresh face cloths with 2 spares in good condition
 - A in-date bottle of child's pain relief (cannot be left onsite unless requested otherwise)
 - Enough items of cutlery and crockery to sustain your child throughout their served meals for the day.
 - o All items will be returned to you at the end of your child's day/session with the understanding that these items have been returned to you unwashed. We will inform you if they have not been used.

- Children without suitable suncream will not be able to access the outdoor spaces in hot weather.

Enhanced provision

At both our Day Nursery and Pre-School, we provide a variety of activities in addition to meeting the core EYFS requirements. These offerings include yoga sessions, forest school experiences, and early reading support. Within the Day Nursery, children aged three years and above, or those approaching three who have been risk assessed, also can access an offsite football facility, Generation Football. We additionally conduct small group interventions at both settings, such as PALS, Wellcomms, and A Box of Feelings. These enhanced provisions are included within our consumables cost structure; no extra fees are added beyond the standard consumables charge. A comprehensive list of all interventions and activities, together with associated costs, is available upon request.

Additional charges outside of the Consumables Charge

During your child's time at nursery, we use EyLog which is an online learning journal and communication platform that helps nurseries and childcare providers record, track, and share your child's development and daily activities with you in a secure, digital format. It replaces paper-based methods with an interactive app and web portal, fostering a strong partnership between home and nursery.

- If you decide to withdraw your child from the nursery before their graduation, we want to ensure that you retain access to your child's developmental records and cherished moments captured on EyLog. You will be given the option to receive your child's EyLog memories, conveniently provided on a USB drive for you to take home – this is not included in your consumables charge and will be at a small additional cost.
- Similarly, when your child comes to the age where they will leave for Reception, we will offer you the opportunity to purchase the USB with your child's graduation concert included - this is not included in your consumables charge and will be at a small additional cost.
- Additionally, the company offers alternative methods for accessing these memories. Should you choose to leave, we will remind you of these other options, ensuring you can select the most suitable format for your needs.

There may be occasions where your child could participate in larger scale trips. In past years, we have had trips to Hobbledown in Hounslow and Cineworld in Feltham as a graduation treat. These trips will be planned and parents/carers will be given detailed information including a what3words location reference. These trips are not included in any consumables charge and will be charged as and when they happen, giving families the option to opt in or out.

Late fee's will be charged at £1.00 per minute of lateness after failure to pick up at the correctly stated time. These can either be added to your next invoice or paid on the spot.

If you have questions after reviewing this policy, contact us or request a meeting for clarification. We strive for transparency with families to maintain excellent care and uphold high standards of developmental support.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead