



Fees & Funding Information Pack

Flexible funded hours • Private fees • Example combinations
Mock invoice • 2026–27 funded calendar

Opening hours
Monday to Friday • 8:30am–6:00pm

Private childcare rate
£7.00 per hour

This pack explains exactly when funded hours apply, when private fees are charged, and what a family can expect to pay.

Please keep this pack with your childcare contract.

The quick answer

You may use your funded hours flexibly at any agreed time during Little Lemon's opening hours.

There are no fixed "funding-only" core hours. Your regular attendance pattern must be agreed in advance and remains subject to available places and childminding ratios.

How your charge is worked out

Booked childcare hours – funded hours available at Little Lemon's that week = private hours

Private hours × £7.00 = private fee due

- Funded hours are shown on the invoice at £0.00.
- Any booked hours above your available funded entitlement are private hours at £7.00 per hour.
- During non-funded school-holiday weeks, all booked attendance is charged privately.
- There is no consumables charge. Parents provide meals, drinks, nappies and wipes as needed.
- No parent must buy private hours in order to access a funded place.
- Fees are invoiced monthly in advance and cleared payment is due by the 1st of each month.
- A different payment schedule applies only when it has been agreed in writing.

Funding is calculated weekly; payment is monthly.

"15 hours" and "30 hours" mean funded hours per week for 38 funded weeks. The tables in this pack use one week to explain the entitlement, but parents receive one itemised monthly invoice and pay by the 1st.

Who may receive funded childcare?

Funding is subject to national eligibility rules and a valid claim being agreed with Little Lemon's.

Entitlement	Typical eligibility	Weekly offer
Universal 3 & 4-year-old funding	All eligible children from the term after the relevant age/date rules are met	15 hours for 38 weeks
Working-parent entitlement	Eligible working families with children from 9 months to school age	Up to 30 hours for 38 weeks
Two-year-old support	Eligible families receiving specified support	15 hours for 38 weeks

When can funding start?

For a term starting	Apply / have a valid code by	Usual funded start point
September	31 August	Autumn term
January	31 December	Spring term
April	31 March	Summer term

- Working-parent eligibility codes normally need to be reconfirmed every three months.
- Please give Little Lemon's the child's details and valid code in time for verification.
- Funding cannot be treated as confirmed until the code and claim have been validated and the funded start date has been confirmed in writing.
- Until that confirmation and start date, all childcare used is private at £7.00 per hour.
- Funding cannot be backdated unless Hertfordshire specifically authorises it.
- Entitlement may be split between providers. Only the hours allocated to Little Lemon's can be deducted here.

Official eligibility checker: www.childcarechoices.gov.uk
Parents remain responsible for applying and reconfirming on time.

Funded weeks: 2026–27

Little Lemon's offers funding during the following term-time periods. Dates reflect the current Little Lemon's calendar and should be read with closure notices.

Term	Funded attendance dates	Not funded / holiday period
Autumn 1	1 September–23 October 2026	26–30 October 2026
Autumn 2	2 November–18 December 2026	21 December 2026–1 January 2027
Spring 1	4 January–12 February 2027	15–19 February 2027
Spring 2	22 February–25 March 2027	26 March–9 April 2027
Summer 1	12 April–28 May 2027	31 May–4 June 2027
Summer 2	7 June–22 July 2027	From 23 July 2027

During funded weeks: available funded hours are deducted first; any remaining booked hours are private.

During the holiday periods above: funded hours do not apply. If Little Lemon's is open and your child is booked to attend, all booked hours are private at £7.00 per hour.

Closures, bank holidays and changes

- No private fee is charged when Little Lemon's is closed or Kayleigh is unavailable.
- Planned closures and bank-holiday arrangements are confirmed separately.
- Term dates can change. Families will be told in writing if an amended date affects their invoice.

Funding is term-time only: 38 weeks each year. It is not currently stretched over 52 weeks.

Private fees at a glance

The private rate is £7.00 per hour. Charges follow the agreed booked start and finish times.

Booked session	Hours	Private fee
8:30am-12:00pm	3.5	£24.50
9:00am-3:00pm	6	£42.00
8:30am-3:00pm	6.5	£45.50
8:30am-5:00pm	8.5	£59.50
8:30am-6:00pm	9.5	£66.50

Example cost of one private week

Full days (8:30am-6:00pm)	Hours in this week	Fee for this week
1 day	9.5	£66.50
2 days	19	£133.00
3 days	28.5	£199.50
4 days	38	£266.00
5 days	47.5	£332.50

These figures show the fee if all listed hours are private. In a funded week, the family's available funded hours are deducted before the £7 rate is applied.

Example combinations: 15 funded hours

These are single-week illustrations because the entitlement is measured weekly. They are not invoices. The actual monthly invoice totals all chargeable private hours booked in that calendar month.

One-week example pattern	Booked	Funded	Private	Fee for this week
5 days • 9:00am–12:00pm	15h	15h	0h	£0.00
2 days • 8:30am–6:00pm	19h	15h	4h	£28.00
3 days • 8:30am–3:00pm	19.5h	15h	4.5h	£31.50
3 days • 8:30am–6:00pm	28.5h	15h	13.5h	£94.50
5 days • 9:00am–3:00pm	30h	15h	15h	£105.00
5 days • 8:30am–3:00pm	32.5h	15h	17.5h	£122.50

Worked example

Two full days: 2×9.5 hours = 19 booked hours
19 booked – 15 funded = 4 private hours
 $4 \times £7.00 = £28.00$ chargeable for this example week
This amount is included within the monthly invoice; it is not paid weekly.

If funding is shared

If a child has 15 funded hours but 6 are used at another setting, only 9 hours remain for Little Lemon's. A 19-hour booking would therefore be: $19 - 9 = 10$ private hours; $10 \times £7 = £70.00$.

These are examples, not compulsory attendance patterns. Other combinations can be agreed within 8:30am–6:00pm, subject to availability.

Example combinations: 30 funded hours

These are single-week illustrations because the entitlement is measured weekly. They are not invoices. The actual monthly invoice totals all chargeable private hours booked in that calendar month.

One-week example pattern	Booked	Funded	Private	Fee for this week
5 days • 9:00am–3:00pm	30h	30h	0h	£0.00
5 days • 8:30am–3:00pm	32.5h	30h	2.5h	£17.50
4 days • 8:30am–5:00pm	34h	30h	4h	£28.00
4 days • 8:30am–6:00pm	38h	30h	8h	£56.00
5 days • 8:30am–5:00pm	42.5h	30h	12.5h	£87.50
5 days • 8:30am–6:00pm	47.5h	30h	17.5h	£122.50

Worked example

Five full days: $5 \times 9.5 \text{ hours} = 47.5$ booked hours
 $47.5 \text{ booked} - 30 \text{ funded} = 17.5$ private hours
 $17.5 \times £7.00 = £122.50$ chargeable for this example week
This amount is included within the monthly invoice; it is not paid weekly.

Holiday-week comparison: if the same five full days are booked in a non-funded week, all 47.5 hours are private: $47.5 \times £7 = £332.50$.

Payment, invoices and absences

When payment is due

- Fees are invoiced monthly in advance.
- Cleared payment is due by the 1st of each month for childcare booked in that calendar month.
- Invoices are normally issued before the start of the month.
- A different payment schedule applies only when it has been agreed in writing.
- Invoices will separate funded hours (£0.00) from private hours (£7.00 each).
- Families should check booked hours, funded allocation and dates, and raise any query promptly.

Absence and closure charging

Situation	What happens to the charge?
Child is ill / absent while Little Lemon's is open	Contracted private fees remain payable. Funded absence is recorded under funding rules. An unwell child must not attend.
Family holiday during booked time	Contracted private fees remain payable unless a different written agreement applies.
Little Lemon's is closed / Kayleigh unavailable	No private fee is charged.
Non-funded holiday week while open	All booked attendance is private at £7.00 per hour.

Other points

- A refundable £100 placement deposit applies as set out in the childcare contract. It is not a charge for funded hours.
- Tax-Free Childcare may be used toward eligible private childcare fees. Parents must arrange this through their childcare account.
- Late collection or other charges, if applicable, are governed by the signed contract and relevant policy and will be itemised.

Mock invoice — example only

This is an illustration, not a bill. It shows a child booked for two full days each week during an example month containing four funded weeks, with 15 funded hours available each week at Little Lemon's.

EXAMPLE INVOICE	
Invoice to	Example Family
Invoice period	Example month • four funded weeks
Payment due	1st of the invoice month
Booked pattern	Monday & Tuesday • 8:30am–6:00pm

Description	Hours	Rate	Amount
Total booked childcare	76.0	—	—
Funded early education hours	60.0	£0.00	£0.00
Private childcare hours	16.0	£7.00	£112.00
Consumables / meals	—	—	£0.00
TOTAL DUE			£112.00

Calculation: 76 booked hours – 60 funded hours = 16 private hours
16 private hours × £7.00 = £112.00

What parents should see on a real invoice

- The invoice period and agreed booked pattern.
- Funded hours shown separately and charged at £0.00.
- Private hours shown separately at £7.00 per hour.
- Any additional charge listed separately, never hidden inside a funded-hour charge.
- The total due and payment deadline.

Your personal fee calculation

Complete this with Kayleigh when agreeing or changing a childcare pattern. Weekly hours establish the regular pattern; the invoice charges the actual private hours booked in that calendar month.

Day	Start	Finish	Booked hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL BOOKED HOURS			

Calculation	Hours / amount
A. Total booked hours for the week	
B. Funded hours allocated and available at Little Lemon's	
C. Private hours (A – B; minimum zero)	
D. Private hourly rate	£7.00
PRIVATE FEE FOR THIS WEEK (C × £7.00)	£

Remember: this funded-week calculation changes in a non-funded holiday week. During those weeks, all booked hours are private if Little Lemon's is open.

Agreed regular pattern from: _____

Parent/carer signature: _____ Date: _____

Childminder signature: _____ Date: _____

Before your funded place starts

Parent/carer checklist

- Check your eligibility at Childcare Choices.
- Apply by the deadline for the term in which you want funding to begin.
- Give Little Lemon's the valid code and required child/parent details.
- Confirm how many funded hours will be allocated here if using another provider.
- Agree the child's regular days, start times and finish times in writing.
- Check the personal calculation and first invoice before care begins.
- Reconfirm a working-parent code when prompted, normally every three months.

Please ask if anything is unclear

The aim is that every family knows exactly which hours are funded, which hours are private, how the fee is calculated, and when it must be paid before childcare begins.

Official information used for this pack

Childcare Choices: www.childcarechoices.gov.uk

GOV.UK early education and childcare guidance (valid from 1 April 2026):

www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-valid-from-1-april-2026

Hertfordshire term dates:

www.hertfordshire.gov.uk/services/schools-and-education/at-school/school-term-dates/school-term-dates.aspx

Document date: August 2026 Review: annually or sooner if funding rules, fees or opening hours change.

Little Lemon's opening hours: Monday–Friday, 8:30am–6:00pm

Private fee: £7.00 per hour

Payment deadline: the 1st of each month, in advance