# Optional Extras Policy

**Jubilee Childcare Centre**

*"Our nature is to nurture"*

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| **Policy owner** | Jubilee Childcare Centre |
| **Applies to** | Children, parents/carers and staff |
| **Reviewed** | Annually, or sooner if guidance changes |
| **Linked guidance** | EYFS, DfE funded childcare guidance, food safety, allergy, health and hygiene guidance |

## 1. Our Jubilee Approach

At Jubilee Childcare Centre, our nature is to nurture. As part of Jubilee Primary School, our Christian ethos is reflected in our care for every child and family, guided by the principle: "Love your neighbour as yourself".

We aim to provide a warm, safe and well-organised nursery environment where children are cared for with dignity, consistency and kindness. This policy explains the optional extras available to families and how parents can choose whether to use nursery-provided items or provide their own from home.

## 2. Purpose of This Policy

This policy explains:

- which items and services are offered as optional extras;
- how parents can opt in or opt out;
- what parents must provide if they choose not to opt in;
- how charges will be applied if nursery items are used when home items are forgotten;
- how we ensure charges are clear, fair and transparent.

This policy should be read alongside our fees structure, admissions information, food policy, health and safety procedures, medicines policy and allergy procedures.

## 3. Optional Extras Offered

Jubilee Childcare Centre may offer the following optional extras:

- nappies;
- wipes;
- sun cream;
- Sudocrem/barrier cream;

- meals and snacks;
- experience days, visits, special activities or enrichment opportunities, which will be communicated to parents as and when they arise.

Parents are not required to opt in to these extras. Where a child attends using funded childcare hours, optional extras will not be a condition of accessing their funded place.

## 4. Parental Choice

Parents may choose to:

**Option 1: Opt in**
The nursery provides selected items or services and the parent agrees to pay the relevant charge as set out in the fees structure or optional extras schedule.

**Option 2: Opt out**
The parent provides the required items from home each day in the child's nursery bag.

Parents may discuss their choices with the nursery office or nursery manager if they are unsure which option is best for their child.

## 5. If Parents Choose to Opt In

Parents who opt in may find this helpful because:

- it reduces the number of items that need to be packed each day;
- it helps prevent items being forgotten;
- nursery staff can ensure supplies are available throughout the day;
- routines may be smoother for the child;
- products and meals used by the nursery can be managed consistently.

Parents should also consider that:

- opting in will involve an additional charge;
- the nursery may use standard nursery products rather than a family's preferred brand;
- parents must inform the nursery of allergies, sensitivities and dietary needs.

## 6. If Parents Choose to Opt Out

Parents who opt out must provide all required items from home each day. These must be clearly labelled with the child's name and placed in the child's nursery bag.

Depending on the child's needs and attendance pattern, this may include:

- enough nappies for the full session or day;
- wipes;
- named sun cream;
- named Sudocrem/barrier cream, if required;
- suitable meals and snacks, where nursery meals and snacks are not being used;
- any other agreed items needed for the child's care.

Parents who opt out may prefer this because:

- they can choose specific brands or products;

- they may already have suitable items at home;
- they may wish to manage costs directly;
- they can provide food that reflects family preference, culture or dietary need.

Parents should also consider that:

- items must be packed and replenished every day;
- forgotten items may result in nursery stock being used and charged at cost;
- food from home must meet nursery food safety, allergy and choking-risk requirements;
- creams can only be applied where written parental permission has been provided.

## 7. Forgotten or Insufficient Items

If a parent has opted out but an essential item is forgotten, unavailable, unsuitable or insufficient for the child's session, the nursery will act in the best interests of the child.

Where necessary, nursery stock may be used to meet the child's care, hygiene, health or welfare needs. This may include nappies, wipes, sun cream, barrier cream, meals or snacks.

Any nursery items used in these circumstances will be charged to parents at cost, in line with the current fees structure or optional extras schedule.

The nursery will not withhold essential care from a child because an item has been forgotten. However, repeated failure to provide required items may result in a meeting with parents to agree a more suitable arrangement.

## 8. Nappies and Wipes

Parents may opt in to nursery-provided nappies and wipes or provide their own from home.

If providing nappies and wipes from home, parents must ensure that:

- enough nappies are provided for the full day or session;
- wipes are clearly labelled;
- products are suitable for the child's skin;
- the nursery is informed of any sensitivity, allergy or skin condition.

If nappies or wipes are not provided and nursery stock is required, this will be charged at cost.

## 9. Sun Cream

Parents may opt in to nursery-provided sun cream or provide their own named sun cream from home.

Sun cream will only be applied in line with parental permission and nursery procedures. Parents must inform the nursery of any skin sensitivity, allergy or product that should not be used.

If a parent has opted out but sun cream is not provided, the nursery may use nursery sun cream where this is necessary to support the child's safety and wellbeing outdoors. This will be charged at cost.

### 10. Sudocrem and Barrier Cream

Parents may opt in to nursery-provided Sudocrem/barrier cream or provide their own named cream from home.

Barrier creams will only be applied where written parental permission has been provided. Parents must provide clear instructions if a cream is to be used in a particular way.

If a parent has opted out but the child requires barrier cream and no suitable cream has been provided, nursery stock may be used where appropriate and charged at cost.

Any medicated or prescribed creams must be managed in line with the nursery's medicines policy.

### 11. Meals and Snacks

Parents may opt in to nursery-provided meals and snacks or provide food from home, depending on the nursery's agreed arrangements.

Nursery meals and snacks are planned to support children's health, development and wellbeing. The Early Years Foundation Stage requires providers to support children's health and safety, and from September 2025 providers should have regard to the government's early years nutrition guidance unless there is a good reason not to.

Where parents provide meals or snacks from home, food must:

- be suitable for the child's age and stage of development;
- be clearly labelled;
- meet nursery allergy and food safety requirements;
- avoid foods that present a high choking risk unless prepared safely;
- be stored safely in line with nursery procedures;
- not contain items that conflict with the nursery's allergy restrictions.

**If a child does not have enough suitable food for the day, the nursery may provide a meal or snack to ensure the child is cared for appropriately. This will be charged at cost.**

### 12. Allergies, Dietary Needs and Product Sensitivities

Parents must inform the nursery of any allergy, intolerance, medical need, dietary requirement, skin sensitivity or product sensitivity.

This includes allergies or sensitivities linked to:

- food;
- sun cream;

- wipes;
- nappies;
- barrier creams;
- prescribed creams;
- religious or cultural dietary requirements.

The nursery will work with parents to ensure that children's needs are understood and managed safely.

### 13. Experience Days and Special Activities

From time to time, the nursery may offer experience days, visits, visitors, celebrations or enrichment activities.

Parents will be informed in advance of:

- the nature and purpose of the activity;
- the date and arrangements;
- the cost, where applicable;
- whether permission is required;
- whether the activity is optional.

Where an experience day is optional and a parent chooses not to pay, the child will still be cared for and offered a suitable alternative activity where appropriate.

### 14. Charging and Transparency

All optional extra charges will be shared clearly with parents through the nursery fees structure, optional extras schedule, invoices or parent communications.

Charges for optional extras will be:

- clearly explained;
- voluntary where linked to funded childcare hours;
- itemised where appropriate;
- charged only where parents have opted in or where nursery stock has been used because essential items were forgotten, insufficient or unsuitable;
- charged at cost when emergency nursery stock is used for a child who has opted out.

Parents may request a breakdown of consumable charges.

### 15. Access to Funded Childcare

Jubilee Childcare Centre recognises that funded childcare hours must be accessible without mandatory charges. Parents will not be required to purchase optional extras as a condition of accessing a funded place.

Where a parent does not wish to pay for optional extras, they must provide the required items from home so that their child's care needs can be met safely and appropriately.

## 16. Review of Choices

Parents may request to review or change their optional extras choices by speaking to the nursery office or nursery manager.

Changes may need reasonable notice so that staffing, catering, ordering and care arrangements can be managed effectively.

## 17. Parent Partnership

We value open and respectful communication with families. If parents are experiencing difficulty providing items from home or paying for optional extras, we encourage them to speak with us as soon as possible so that we can discuss available options sensitively and in the best interests of the child.

## Sources Used to Inform This Policy

- Department for Education: Early Years Foundation Stage statutory framework and early years nutrition guidance.
- Department for Education: early education and childcare statutory guidance, including expectations around optional charges and access to funded places.
- Food Standards Agency: food allergen and safer food guidance.
- NHS: healthy eating guidance for young children and sun safety information.

**Parent Acknowledgement and Optional Extras Form**

**Jubilee Childcare Centre**

**Optional Extras Policy Agreement**

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## Child and Parent Details

| | |
|---|---|
| **Child's full name** | |
| **Date of birth** | |
| **Parent/carer name** | |
| **Date** | |

## 1. Policy Acknowledgement

Please tick to confirm:

☐ I have read and understood the Jubilee Childcare Centre Optional Extras Policy.

☐ I understand that optional extras are voluntary and that I am not required to opt in.

☐ I understand that if I choose not to opt in, I must provide the required items from home each day in my child's nursery bag.

☐ I understand that items provided from home must be clearly labelled and suitable for nursery use.

☐ I understand that if essential items are forgotten, insufficient or unsuitable, nursery stock may be used to meet my child's care, hygiene, health or welfare needs.

☐ I understand that where nursery stock is used because home items were not provided, this will be charged at cost.

☐ I understand that any allergies, intolerances, dietary needs, skin sensitivities or medical needs must be shared with the nursery.

## 2. Optional Extras Choices

Please tick your choices below.

| Optional extra | I wish to opt in | I will provide from home |
|---|---|---|
| Nappies | ☐ | ☐ |
| Wipes | ☐ | ☐ |
| Sun cream (Apr-Sep) | ☐ | ☐ |
| Sudocrem/barrier cream £ | ☐ | ☐ |
| **Meals**<br>Breakfast £1.50<br>Lunch £2.50<br>Tea £1.50 | ☐ | ☐ |

| Optional extra | I wish to opt in | I will provide from home |
|---|---|---|
| Snacks (£1.00) | ☐ | ☐ |
| Experience days/special activities | ☐ I will decide when notified | ☐ I do not wish to opt in at this stage |

## 3. Permissions and Important Information

### Sun cream permission

☐ I give permission for nursery staff to apply sun cream to my child in line with nursery procedures.

Name/brand of sun cream, if provided from home:

_____

Any known sensitivities or allergies:

_____

_____

### Sudocrem/barrier cream permission

☐ I give permission for nursery staff to apply Sudocrem/barrier cream to my child in line with nursery procedures.

Name/brand of cream, if provided from home:

_____

Instructions for use:

_____

Any known sensitivities or allergies:

_____

### Food, allergy and dietary information

Please provide details of any allergies, intolerances, dietary requirements, cultural or religious food requirements, or foods your child must not be given:

_____

_____

_____

## 4. Parent/Carer Declaration

I confirm that I have read and understood the Optional Extras Policy and the choices I have made above.

I understand that I am responsible for providing required items from home each day if I choose not to opt in to nursery-provided optional extras.

I understand that nursery items used due to forgotten, insufficient or unsuitable items will be charged at cost.

**Parent/carer signature:** _____

**Printed name:** _____

**Date:** _____

## 5. Nursery Use Only

| | |
|---|---|
| **Form received by** | |
| **Date received** | |
| **Entered on nursery system** | ☐ Yes ☐ No |
| **Notes** | |

Additional notes / follow-up actions:

_____
_____
_____
_____
_____
_____