

Waltham Forest

Early Years Provider Portal

User guide for adding **Cost & Fees Information**
on the Childcare Directory Record

June 2026

Statutory Guidance regarding Fees & Charges

A1.32 Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

A1.33 Local authorities should ensure that providers are aware that they can charge parents for the following extras in connection with the free hours, but these charges must be voluntary for the parent:

- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework

Providers can also charge parents for any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a free place.

A1.34 Local authorities should ensure that providers follow these terms in levying any chargeable extras.

A1.35 The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. They should set out, for each setting, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements.

Does your setting have a webpage with the fees and charges?

If your childcare business has the fees and charges clearly stated on your website, you can send the direct link to the fees webpage to childcare@walthamforest.gov.uk. We can then add this link to your **Cost area of your Directory Record**. Parents can then click on the link from your Directory Record to review the fees & charges information on your actual webpage.

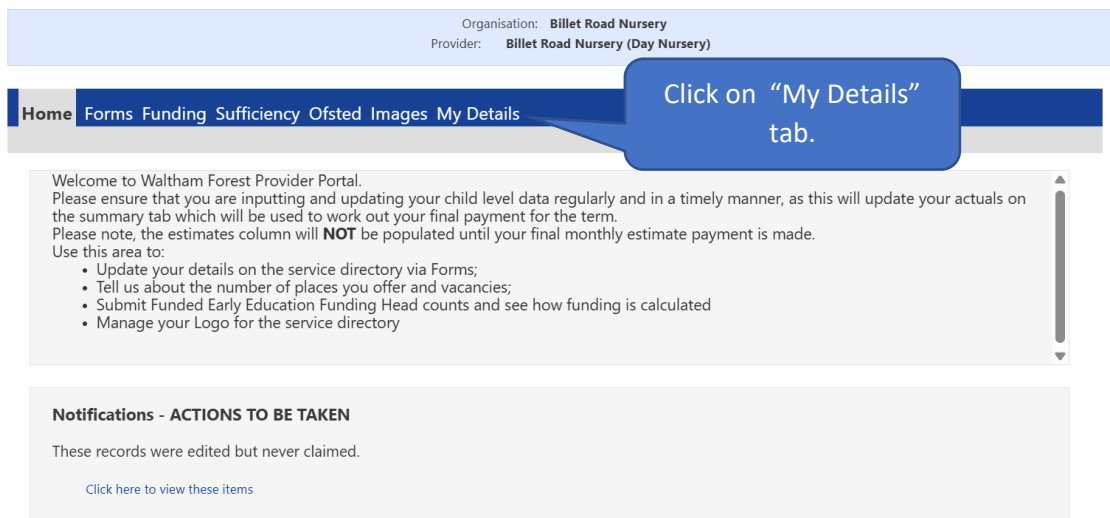
Updating fees and charges on your Directory record

If you don't have a webpage with your fees and charges or you would like the fees info to also be on your directory record in addition to your fees & charges webpage link, please follow the steps below.

Log in to your Providers Portal account as you would normally do. If you have any issues login in to your account or do not have access to the relevant Childcare Provider record, please email us on childcare@walthamforest.gov.uk.

My Details tab

Once you login you should see a new tab called "My Details".



Organisation: Billet Road Nursery
Provider: Billet Road Nursery (Day Nursery)

Home Forms Funding Sufficiency Ofsted Images My Details

Click on "My Details" tab.

Welcome to Waltham Forest Provider Portal.
Please ensure that you are inputting and updating your child level data regularly and in a timely manner, as this will update your actuals on the summary tab which will be used to work out your final payment for the term.
Please note, the estimates column will **NOT** be populated until your final monthly estimate payment is made.
Use this area to:

- Update your details on the service directory via Forms;
- Tell us about the number of places you offer and vacancies;
- Submit Funded Early Education Funding Head counts and see how funding is calculated
- Manage your Logo for the service directory

Notifications - ACTIONS TO BE TAKEN

These records were edited but never claimed.

[Click here to view these items](#)

Under “My Details” tab you can see two sections – Census and **Costs**.

Organisation: **Billet Road Nursery**
Provider: **Billet Road Nursery (Day Nursery)**

Home Forms Funding Sufficiency Ofsted Images **My Details**

Census Costs

Click on the “Costs” tab

SUMMER 2026 CENSUS
To support the LA in their statutory duties, we will be collecting the following values.
This information will be collected for the following values.
Clicking Save will immediately update your details.
FUNDED AND NON FUNDED CHILDREN SHOULD BE INCLUDED
For the purposes of this collection, we define ages as:
a child eligible after reaching 9 months old has a date of birth between 1 April 2025 and 30 June 2025 (inclusive)
a 1-year-old has a date of birth between 1 April 2024 and 31 March 2025 (inclusive)
a 2-year-old has a date of birth between 1 April 2023 and 31 March 2024 (inclusive)
a 3-year-old has a date of birth between 1 April 2022 and 31 March 2023 (inclusive)
a 4-year-old has a date of birth between 1 April 2021 and 31 March 2022 (inclusive)

Select Year and Term

Academic Year 2025-26

You should now see different age groups as below:

Organisation: **Billet Road Nursery**
Provider: **Billet Road Nursery (Day Nursery)**

Home Forms Funding Sufficiency Ofsted Images **My Details**

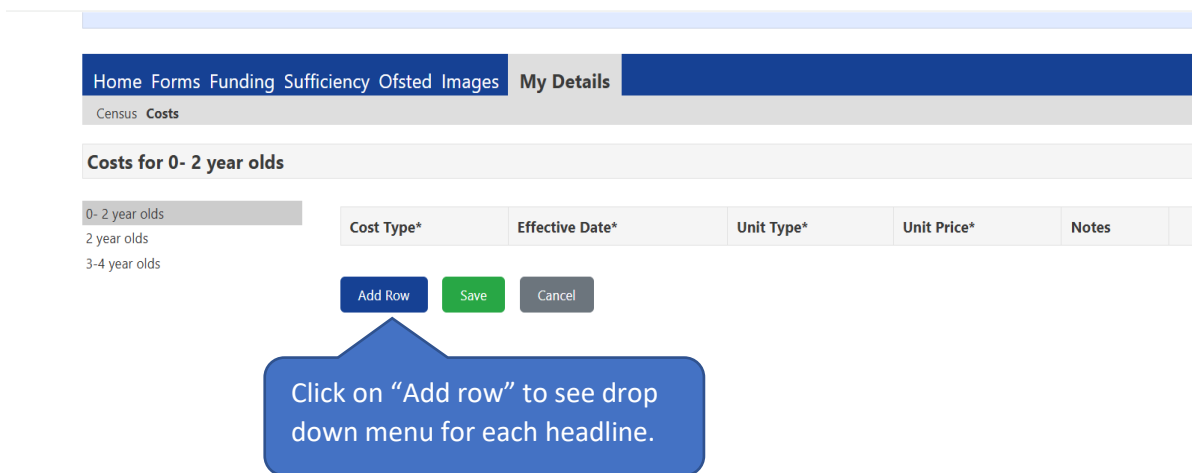
Census **Costs**

Select Age Group

0- 2 year olds
2 year olds
3-4 year olds

Click on a relevant age group to add the cost information

Click on “Add row” to see the drop down menus for different items.



Home Forms Funding Sufficiency Ofsted Images **My Details**

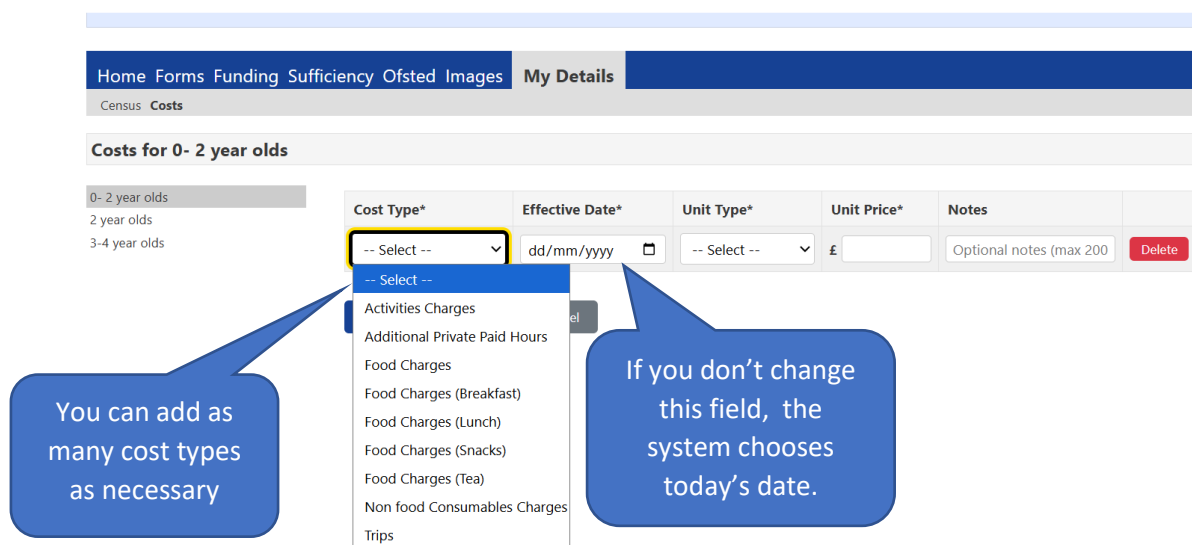
Census **Costs**

Costs for 0- 2 year olds

0- 2 year olds
2 year olds
3-4 year olds

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes
Add Row Save Cancel				

Click on “Add row” to see drop down menu for each headline.



Home Forms Funding Sufficiency Ofsted Images **My Details**

Census **Costs**

Costs for 0- 2 year olds

0- 2 year olds
2 year olds
3-4 year olds

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes
-- Select -- -- Select -- Activities Charges Additional Private Paid Hours Food Charges Food Charges (Breakfast) Food Charges (Lunch) Food Charges (Snacks) Food Charges (Tea) Non food Consumables Charges Trips	dd/mm/yyyy	-- Select --	£	Optional notes (max 200)

You can add as many cost types as necessary

If you don't change this field, the system chooses today's date.

Costs for 0- 2 year olds

0- 2 year olds
2 year olds
3-4 year olds

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
-- Select --	dd/mm/yyyy	-- Select --	£	Optional notes (max 200)	Delete

Add Row Save Cancel

Choose unit type to go with the cost type you are inserting.

Costs for 0- 2 year olds

0- 2 year olds
2 year olds
3-4 year olds

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Additional Private Pa	04/05/2026	Per Day	£ 95.00	Optional notes (max 200)	Delete
Additional Private Pa	04/05/2026	Per Month	£ 1200.00	Optional notes (max 200)	Delete
Food Charges	04/05/2026	Per Day	£ 15.00	Optional notes (max 200)	Delete
Non food Consumab	04/05/2026	Per Day	£ 5.00	Includes nappies, nappy	Delete
-- Select --	dd/mm/yyyy	-- Select --	£	Optional notes (max 200)	Delete

Add Row Save Cancel

You can add same cost type with several unit types.

Once you have finished adding the fees & charges click save.

Once you have saved the fees & charges it should automatically appear on your directory record if your record is public. If you are a childminder and your record is not public, you can contact childcare@walthamforest.gov.uk or call 0208 496 3566 regarding publishing your record.



About Provider

Service Description:

is a lovely home from home safe environment where your children will benefit from our super curriculum. We have been open and caring for children for over 14 years. We combine the best of traditional and Montessori teaching methods to give every child a structured educational plan to include reading, writing, art, music and movement as well as having fun!

Each child is assigned to a keyworker who are responsible for record keeping and monitoring. All our staff are fully qualified and our nursery is multi-cultural with English, French, Polish and Arabic spoken.

Contact Details

Address: Higham Hill Joint Service Centre,
313 Billet Road,
Walthamstow, London, E17 5PX

Email: test@walthamforest.gov.uk

Telephone: 07785485218

Ofsted Details

Ofsted Reference: EY521345

Service Information

Total Vacancies: 8

Registered for 2yr Old Funding: Yes

Registered for 3/4yr Old Funding: Yes

Registered for 9m-2yr Old Funding: Yes

Offers Extended Hours: Yes

Offers Stretched Entitlement: Yes

Availability: Term Time Only

Schools Visited:

- George Mitchell School: PM
- Acacia Nursery:

Facilities:

- Available Parking
- Outdoor Play Space

Languages Spoken:

- Belarusian
- Norwegian

Answered Questions:

- Do You Offer Tax Free Childcare?: Yes

Daily Session Times:

- Monday: 12:00 - 18:00 Funded Places
- Tuesday: 11:00 - 16:00 Funded Places
- Wednesday: 11:00 - 18:00 Funded Places
- Thursday: 11:00 - 18:00 Funded Places
- Friday: 11:00 - 18:00 Funded Places

Provider Costs:

0- 2 year olds

- Additional Private Paid Hours: £95.00 Per Day from 05-May-2026
- Additional Private Paid Hours: £1200.00 Per Month from 05-May-2026
- Food Charges: £15.00 Per Day from 05-May-2026
- Non food Consumables Charges: £5.00 Per Day from 05-May-2026

2 year olds

- Additional Private Paid Hours: £95.00 Per Day from 05-May-2026
- Additional Private Paid Hours: £1200.00 Per Month from 05-May-2026
- Food Charges: £15.00 Per Day from 05-May-2026
- Non food Consumables Charges: £10.00 Per Day from 05-May-2026

3-4 year olds

- Additional Private Paid Hours: £90.00 Per Day from 05-May-2026
- Additional Private Paid Hours: £990.00 Per Month from 05-May-2026
- Food Charges: £10.00 Per Day from 05-May-2026
- Non food Consumables Charges: £7.00 Per Day from 05-May-2026

The fees & charges
Information will now
appear on your Directory
record,