

Online Provider Portal help guide

How to provide information on costs for additional services

About this guide

This is a step-by-step guide for how to add and update information relating to costs for additional services offered alongside EYFE hours. Note this does not include costs for additional hours. You will enter these as part of the Termly Provider Update form.

This information is not required if you publish your costs on your website (if you have one) and you have provided a link to this information when completing your termly provider update form.

It is also not required if your provider offers EYFE to less than 10 children. However, you can still choose to provide this information, which will appear on the Family Information Service entry for your provider.

If your provider offers EYFE, cares for more than 10 children, and you do not have costs information on your website, you must complete the costs information on the Online Provider Portal

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Internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

How to open and complete the Costs page

1. [Sign in](#) to the Online Provider Portal.
2. If your account has access to more than one setting, choose the appropriate one from the 'select organisation' drop down at the top of the screen. For example, if you are the main contact for a day nursery and a pre-school, both settings will be listed.

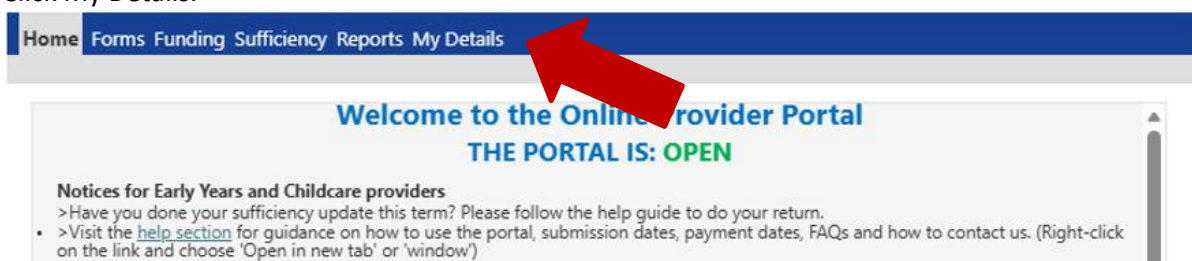
Once you have selected the relevant setting click the **Proceed** button

Please select an Organisation below

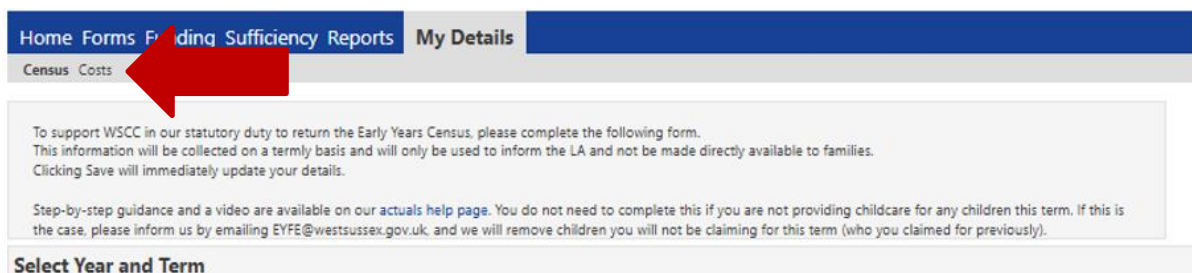
As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: **Proceed**

3. Click My Details.

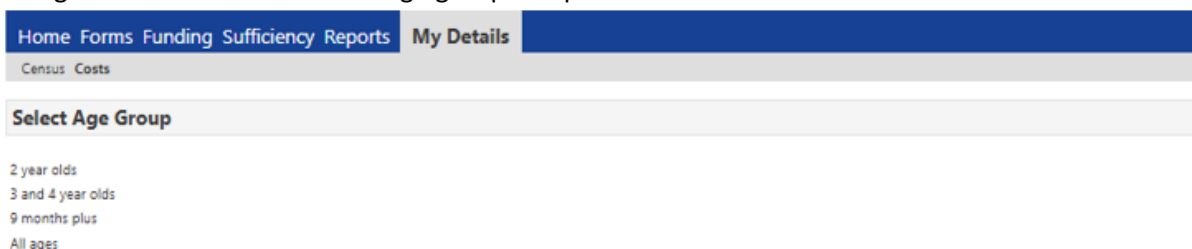


4. Click Costs.

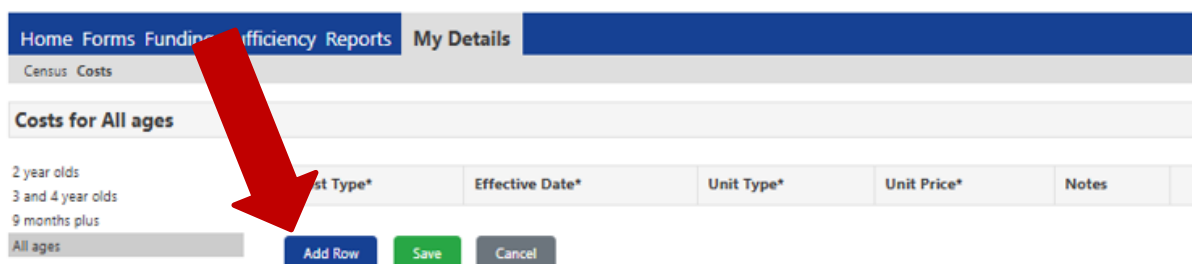


5. If you wish to add costs for additional services that apply to all age groups, click All ages.

If you have charges which vary based on age group, or are unique to an age group, click the relevant age group. Examples may include a class that is only available to 3 and 4 year olds, or a different charge for consumables for one age group compared to the others.



6. If you have previously added costs on this screen, these will appear now. Otherwise, the form will be blank. Click Add Row.

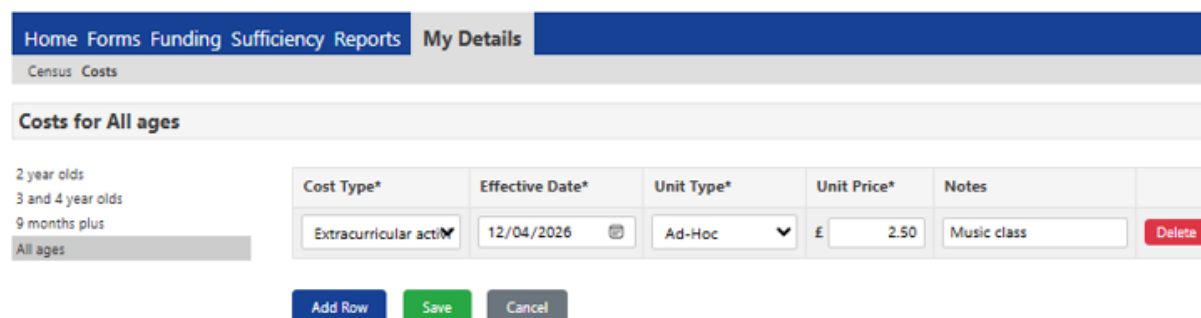


The screenshot shows the 'Costs for All ages' form. At the top, there is a navigation bar with 'Home', 'Forms', 'Funding', 'Sufficiency', 'Reports', and 'My Details'. Below this is a sub-header 'Census Costs'. The main section is titled 'Costs for All ages'. On the left, there is a list of age groups: '2 year olds', '3 and 4 year olds', '9 months plus', and 'All ages'. The 'All ages' option is selected. To the right of the age groups is a table with columns: 'Cost Type*', 'Effective Date*', 'Unit Type*', 'Unit Price*', and 'Notes'. Below the table are three buttons: 'Add Row' (blue), 'Save' (green), and 'Cancel' (grey). A large red arrow points from the top left towards the 'Add Row' button.

7. For each cost:

- Select the appropriate **Cost Type**. If it is not listed, you can use the Other (please specify) option.
- Set the **Effective Date** to the date the charge will apply from, either by choosing from the calendar or typing the date in the format dd/mm/yyyy. In this example, the charge applies from the beginning of the summer 2026 term, so the date it is effective from is 12/04/2026.
- Add the **Unit Type**. This is the frequency with which the charge applies. For example, lunch charges may be per day, consumables hourly or per session. For any extracurricular activities or any services that do not occur every day or session, you should use Ad-hoc, and specify frequency in Notes along with a description of the service.
- Add the **Unit Price**. This is the amount charged per unit as specified in Unit Type.
- Finally, if you need to add further information (such as specifying what kind of extracurricular class, or what is included in the consumables charge), you can add these under **Notes**, e.g. "Farm visit (once per month)".

If you have two different charges for the same type of cost, you can list these on two separate rows (e.g. if you have a snack charge for the morning and for the afternoon, you can add two Snack rows, and add a note to indicate morning or afternoon snack).



The screenshot shows the 'Costs for All ages' form with a row of data entered. The 'All ages' option is selected. The table has columns: 'Cost Type*', 'Effective Date*', 'Unit Type*', 'Unit Price*', and 'Notes'. The row contains: 'Extracurricular acti...', '12/04/2026', 'Ad-Hoc', '£ 2.50', and 'Music class'. There is a 'Delete' button next to the row. Below the table are three buttons: 'Add Row' (blue), 'Save' (green), and 'Cancel' (grey).

- Click Save. A green confirmation banner will appear. If you wish to add more costs, click Add Row and repeat the prior steps.

Costs saved successfully.

Costs for All ages

2 year olds
3 and 4 year olds
9 months plus
All ages

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Extracurricular activi	12/04/2026	Ad-Hoc	£ 2.65	Music class	Delete

Add Row Save Cancel

- If you wish to update or delete a cost, you can update the relevant fields or click Delete on the relevant row, and then click Save.

Costs for All ages

2 year olds
3 and 4 year olds
9 months plus
All ages

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Extracurricular activi	12/04/2026	Ad-Hoc	£ 2.65	Music class	Delete
Breakfast	01/01/2026	Per Day	£ 1.50	Optional notes (max: 200)	Delete
Lunch	01/09/2025	Per Day	£ 3.50	Optional notes (max: 200)	Delete
Non-food consum	01/09/2025	Per Hour	£ 1.00	Optional notes (max: 200)	Delete
Snacks	01/09/2025	Per Day	£ 0.50	Optional notes (max: 200)	Delete

Add Row Save Cancel

10. Once you have added all costs which may apply alongside EYFE, you have completed the required information. There is no further need to submit, as the information is updated as soon as you click Save. You are able to access and amend this information at any time.

The Early Years Funding Team may contact you if any of the information provided suggests your charges are non-compliant with the EYFE Provider Declaration (such as charging for items listed as non-chargeable in Appendix L).

Note that you must not list early drop off or late collection fees. These fees relate to charges that occur outside of EYFE hours, and therefore do not need to be included. You should ensure these fees are clear in your own policies.

We may also contact you if it has been some time since you updated your costs to prompt you to review your costs and confirm they are up to date.

Note that the following charges should not be included:

- Voluntary contributions (i.e. donations to enhance the provision)
- Early drop-off charges
- Late collection fees.

Please see below an example of a completed Costs page.

Costs for All ages

2 year olds
3 and 4 year olds
9 months plus
All ages

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Breakfast	01/04/2026	Per Day	£ 1.50	Optional notes (max 200)	Delete
Lunch	01/01/2026	Per Day	£ 3.50	Optional notes (max 200)	Delete
Snacks	01/04/2026	Per Day	£ 0.75	Morning snack	Delete
Snacks	01/04/2026	Per Day	£ 1.20	Afternoon snack	Delete
Non-food consumables	01/09/2025	Per Hour	£ 1.00	Includes nappies, wipes etc	Delete
Trips	01/09/2025	Ad-Hoc	£ 6.00	Farm visit (once per month)	Delete
Extracurricular activities	01/01/2025	Ad-Hoc	£ 4.00	Weekly french lesson	Delete
Extracurricular activities	01/01/2026	Ad-Hoc	£ 5.00	Forest School sessions. H	Delete

Add Row Save Cancel

THIS IS THE END OF THIS GUIDANCE DOCUMENT

If you have any feedback for how this guidance could be improved, you can complete an Online Provider Portal Feedback Form found under Forms on the OPP.

[Home](#) [Forms](#) [Funding Sufficiency Reports](#)

[Fill In Forms](#) [View Forms](#)

Fill In Forms

Please select a form below to update your details:

- [Online Provider Portal Feedback Form](#)
- [Staff Update Form v2](#)
- [Termly Childcare Provider Update](#)

END