

## **FE Policy:**

### **Early Years Funded Entitlement Policy**

#### **What is the Early Years Funded Entitlement?**

Early Years Funded Entitlement (EYFE), previously called Free Entitlement, is Government funding allowing all eligible children to access funded early years education and childcare.

The West Sussex Early Years Funded Hours booklet explains the funding in detail. This is the direct link [westsussex.gov.uk/FundedChildcare](https://westsussex.gov.uk/FundedChildcare). This document explains who is entitled to claim the funded hours, when the hours will start to be paid and the benefits of using a good registered early years setting for your child.

#### **How do I claim EYFE?**

You can claim online at <https://beststartinlife.gov.uk> and follow the links.

Most families will be better off claiming EYFE than paying for childcare using Universal Credit. If you are eligible for Universal Credit, you should contact HM Revenue and Customs (HMRC) on 0345 300 3900 or online at [gov.uk/help-with-childcare-costs/universal-credit](https://gov.uk/help-with-childcare-costs/universal-credit) to check if your claim is affected.

You can also check what help you may get with childcare costs at [gov.uk/childcare-calculator](https://gov.uk/childcare-calculator).

#### **How can I use our funded hours at Woodstock Day Nursery?**

Each Early Years setting (nursery or pre-school or childminder) is entitled to choose how these hours are offered to families

At Woodstock we offer

- Full day session, 8am to 6pm – can use up to 8 FE hours
- School day session, 8am to 3.30pm – can use up to 6 FE hours
- Morning session, 8am to 1pm – can use 5 hours
- Afternoon session, 1pm to 6pm – can use 5 hours

Additional hours are known as 'private hours' and will be charged at the nursery's hourly rate, presently £9.50 per hour (correct at present until at least March 2027).

The nursery opens for an early session at 7.30am and closes at 6pm, Monday to Friday. Full details can be seen on our Fees List and Application Form.

## **I understand that some settings charge for Consumables, does Woodstock Day Nursery?**

Yes, we do charge a contribution for Consumables.

The government has clearly stated that FE hours are intended to cover a good standard of care and education following the Early Years Foundation Stage (EYFS). The funding is not expected to pay for meals or additional items such as nappies or any extras such as Beach Explorers and outings.

Appendix A of the Explanation of Voluntary Contributions document clearly explains what is included in the following charges shown on any invoice

- Meals
- Consumables
- Extras

Appendix A of the Explanation of Voluntary Contributions document also summarises the costs of these items provided by the nursery.

Appendix B of the Explanation of Voluntary Contributions document explains what should be provided by the parent/carer to avoid these charges and how the items should be brought into nursery.

## **I have heard that these extra charges are Voluntary and that I do not have to pay them?**

Yes, the government has stated that FE hours must be free and that any additional charges must be voluntary.

The setting is permitted to set their own rates for any additional hours over and above the FE hours booked.

The setting is permitted to clearly state what needs to be provided by the parent to avoid any charges from the setting. These alternatives are explained in Appendix B of the Explanation of Voluntary Contributions document.

## EXPLANATION OF VOLUNTARY CONTRIBUTION CHOICES

Additional paid hours already include all the costs incurred by the nursery for meals, non-food consumables and extra-curricular activities listed in Appendix A attached to this document.

At present, the funding received from the Local Authority to pay for your child's FE hours is sufficient to cover the nursery's costs for all babies/toddlers accessing the 9+ months FE. Please select an Option from the following 4 choices even though the payment is zero at present. **This Option choice will continue throughout your child's journey through nursery unless you request a new form to change your selection.**

The funding received reduces for 2-year-olds resulting in the nursery needing to request a small contribution for consumables to enable us to continue to offer the same level of service. Please select an Option from the following 4 choices for 24-35 months. **This Option choice will continue throughout your child's journey through nursery unless you request a new form to change your selection.**

The funding reduces further for all 3- and 4-year-olds. This is our largest age group, and the nursery requests an increased, but still small contribution for consumables to enable us to continue to offer the same service. Please select an Option from the following 4 choices for the 36+ months. **This Option choice can be changed in March, July or December to enable us to plan for the next term.**

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### OPT IN Option 1:

#### Supporters Contribution

For children aged:

- 9+ months zero
- 24-35 months £0.35 per funded hour per week + £1.00 per lunch (included for children entitled to EYPP)
- 36+ months £0.85 per funded hour per week + £5.25 per lunch (included for children entitled to EYPP)

Pay a supporter's fee to cover all the enhanced provision beyond the basic EYFS, including meals and non-food consumables, extra outings and extra-curricular activities as listed in our funding policy. This option adds a little bit to a community pot to support lower income families to access this same level of care and activities.

### OPT IN Option 2:

#### Standard Contribution

For children aged:

- 9+ months zero
- 24-35 months £0.25 per funded hour per week + £1.00 per lunch (included for children entitled to EYPP)
- 36+ months £0.75 per funded hour per week + £5.25 per lunch (included for children entitled to EYPP)

Pay the standard fee to cover all the enhanced provision beyond the basic EYFS, including meals and non-food consumables, extra outings and extra-curricular activities as listed in our funding policy.

### **OPT IN Option 3:**

#### Community Supported Contribution

For children aged:

- 9+ months                      zero
- 24-35 months                £0.10 per funded hour per week + £1.00 per lunch (included for children entitled to EYPP)
- 36+ months                 £0.35 per funded hour per week + £5.25 per lunch (included for children entitled to EYPP)

Pay a fee that is supported by the setting and the community pot. This fee is aimed at families on a low income. This option would not include all Outings or Beach Explorers where high levels of staffing are required, but all the enhanced provision beyond the basic EYFS, including meals and non-food consumables would be included.

\*\*\* If all families were on this option the setting would struggle to continue to offer the present enhanced provision. Therefore, we do encourage you to pay a higher option fee where possible.

### **OPT OUT Option 4:**

#### Opt out of the funded hours consumables contribution completely

For children aged:

- 9+ months                      zero
- 24-35 months                zero
- 36+ months                 zero

Provide all food and non-food consumables daily **as laid out in Appendix B** of the funding policy. Please understand that your child will receive provision as outlined in the EYFS. If food and non-food consumables are not provided on any day or are not labelled as requested, you will be asked to come and collect your child for that day. We do not have the storage space to keep large quantities of such consumables on site for future use.

This option would not include extra parties and celebrations that are not part of the daily setting and EYFS.

**\*\*\* Please note that if a high percentage of parents choose this option it will lead to the setting being reduced to basic care and provision across the board.**

## **APPENDIX A**

### Meals:

£1.00 per lunch invoiced as LUNCH FEE, only applicable for children aged 2 years.

£5.25 per lunch invoiced as LUNCH FEE, only applicable for children aged over 3 years.

This includes all food and snacks provided by the nursery for

- morning snack – fruit and rice cake or similar
- two course lunch – meat (or vegetarian option) with vegetables  
pudding – under 36 months only
- afternoon snack - fruit and rice cake or similar
- lighter two course meal for tea – savoury meal or sandwiches  
home-made biscuit or cake
- Formula milk is provided for our youngest babies
- Drinks are provided **free of charge** with a choice of water or milk

For the younger age group Lunch and other snacks, meals can still be included free of charge.

### Non-Food Consumables:

Two named nursery bags for every child for clean spare clothes, outdoor clothing

Nappies, wipes, nappy bags, creams for all children not yet toilet trained

Wipes and nappy bags for all children toilet training and older children who have occasional accidents

Sun cream for all children

Provision of beds/pillows for children napping

Spare clothing for children who run out of spare clothing

Celebrating festivals from varied cultures throughout the year, e.g. Chinese New Year, Diwali, Eid, Christmas

Christmas gift for every child

Leavers gifts for children transitioning to school

Plants and seeds for the nursery garden for children to learn about growing vegetables and fruit and flowers

Caterpillars and similar for older children to experience nature's life cycles

## Extra-Curricular activities (not essential to meet the EYFS)

All these activities are provided to extend the children's understanding of the world around us and to encourage physical movement

- Outings for all age groups throughout the year, to the seashore, local parks or library; high adult to child ratios needed to ensure safety
- Visitors to share their knowledge or skills with the children, e.g. dentist, radiologist, musicians, police, fire service
- Nadia, our in-house artist, to introduce children to alternative mediums both indoors and outside (all age groups)
- Drumming with Dom, a fun way to introduce our 2-, 3- and 4-year-olds to rhythm
- Streetdance with Kerry, energetic exercise to extend the older children's understanding of rhythm and movement
- Beach Explorers for the pre-school group, visiting the beach to extend their understanding of the cycle of the oceans and the sea creatures on our shores; high adult to child ratios needed to ensure safety
- Christmas party for each age group
- Annual family tea party in early summer for all children
- Christmas nativity and celebration for the Tigers group
- Leavers celebration for school leavers group

## **APPENDIX B**

## Option 4: Parental responsibility

If you have chosen option 4 and prefer not to make a voluntary contribution to our enhanced service, please would you ensure that the following is provided for your child on every session attended.

1. Two named bags: 2 bags of different design clearly named on the outside. One for spare clean clothing, the other for outdoor clothing such as a waterproof splash suit and wellies. These can be left on your child's peg overnight
2. A separate drawstring bag, clearly named on the outside. To contain 5 nappies, wet wipes, nappy bags, nappy cream. This bag will be stored each day in the bathroom for quick access. The bag cannot be left at nursery overnight as we do not have sufficient storage space
3. Named sun cream brought in each day and taken home overnight as we do not have sufficient storage space
4. Small cushion in a pillowcase if your child may sleep at nursery. This must be taken home overnight as we do not have sufficient storage space
5. Requests will be made in advance, through the nursery messaging system, for any special items required for festivals and other celebrations throughout the year
6. Snacks and meals that are appropriate for the booked session, further details of what food should be included and how it is to be brought into nursery to ensure food safety are below. Please see [Early Years Foundation Stage nutrition guidance](#). This guidance must be strictly adhered to:
  - 8am to 1pm – a snack and a two-course lunch
  - 1pm to 6pm – a snack and a tea
  - 8am to 3.30pm – two snack boxes and a two-course lunch
  - 8am to 6pm – two snack boxes and a two-course lunch and a tea

### **SNACKS**

Each snack should be in a small storage box clearly marked with the child's name. All ingredients must be listed on the label. The label should also note any food allergies or intolerances or preferences, e.g. dairy free or no citrus fruit or vegetarian.

Please ensure that the food included meets the guidance see [Early Years Foundation Stage nutrition guidance](#).

If you need to send in two snacks, please mark them AM and PM.

### **LUNCH**

The main meal should include vegetables and arrive at nursery frozen, in a container that is securely covered but can be reheated in the oven or microwave. The container must be clearly labelled with the child's name. All ingredients must be listed on the label. The label

should also note any food allergies or intolerances or preferences, e.g. dairy free or no citrus fruit or vegetarian.

We will not accept a packed lunch box as an alternative to a cooked meal.

Please ensure that the food included meets the guidance see [Early Years Foundation Stage nutrition guidance](#).

This is the only method that we can abide by the Environmental Health advice on temperature control for food being served to children under 5 years of age who are particularly vulnerable to food poisoning. We know that it is arriving at a safe temperature, we will store safely and reheat to at least 75 degrees and then cool before serving.

The dessert should not be ice cream or any food high in sugar content. This should be in a separate storage box clearly labelled with the child's name. The label should also note any food allergies or intolerances or preferences, e.g. dairy free or no citrus fruit or vegetarian.

Please ensure that the food included meets the guidance see [Early Years Foundation Stage nutrition guidance](#).

## TEA

Please ask the nursery what food will be served at teatime on your child's session to enable you to provide something similar. Some Teas may include sandwiches; others are a cooked dish of pasta or sausages along with vegetables.

There will also be a homemade cake or biscuit included to finish the meal.

The container must be clearly labelled with the child's name. All ingredients must be listed on the label. The label should also note any food allergies or intolerances or preferences, e.g. dairy free or no citrus fruit or vegetarian.

Please ensure that the food included meets the guidance see [Early Years Foundation Stage nutrition guidance](#)

Unfortunately, if any of the above items at 1 – 6 are forgotten on any session, we will ask you to deliver them to nursery as soon as possible or collect / take your child home. **Please understand that all these items will need to be confirmed as present on arrival each session.** We will not be able to cater for children not booked in for snacks and meals. Thank you for understanding that we have very limited storage space for these extra bags and boxes.

Should you have any questions about any of the above please speak to one of the Nursery Managers, Vicky or Hayley or email the Nursery Director, Anne at [anne@woodstock-dn.co.uk](mailto:anne@woodstock-dn.co.uk)