

FUNDED ENTITLEMENT GUIDANCE

Admissions Policy

Providers should ensure that their admissions information is clear and accessible for parents, for example, by publishing the number of standalone 15 and 30 hour places they offer to enable parents to make an informed decision on where to take up their child's entitlement.

Invoicing

Providers should ensure they have clear invoicing structures in place for parents.

Publishing the Funded Entitlement Offer

To ensure that parents can make informed decisions on their choice of childcare, providers should publish a statement of how and when they deliver the funded entitlement.

Suffolk County Council encourage providers to offer, as a minimum a session of funding daily to parents where no additional charges are made, for example 9.00am to 12 noon.

Funding does not have to be limited to specific hours and can be offered during every hour of operation if the provider so wishes.

Providers can choose to have a number of funded offers available.

Example of how the funded entitlement could be offered

This example is of a provider with 2 different funded options for parents.

- **Option 1** - 1pm to 4pm each day – no additional charges.
- **Option 2** - 8am to 6pm each day – this option will include a package of additional charges of £12 per day for meals and snacks

Additional Charges

The Early Education funding is to support the hours of early years provision. Settings can make **additional charges**. These should not be called 'optional' or 'top up' charges.

An 'Additional Charges' policy must be published and available for parents detailing any additional charges (if applicable) made during funded periods. This policy will include, for example, the charges for meals, additional activities or additional hours.

Providers should have a separate agreement for any additional hours or activities, which clearly sets out for how long the parent has opted to pay the additional charges and the circumstances when the parent can opt out of paying the additional charges. Parents agreeing to access funded sessions where additional charges apply should sign an agreement indicating their consent.