



## **21. FEEE, Contracts & Fees Policy – April 2025**

We recommend that all parents visit the Best Start in Life website to ensure that you understand and gain access to Funded Early Education Entitlement and Tax Free Childcare, prior to your child's first term before they turn 9 months old.

[Homepage](#) | [Best Start in Life](#)

### **Funded Early Education Entitlement (FEEE)**

Tiddles Day Nursery is a Private Independent business (PI) and works in partnership with the Local Authority (LA) to offer Funded Early Education Entitlement (FEEE). We apply FEEE during Term Time only 38 weeks per year. Details of how we provide Private Independent services and how to apply for FEEE hours, within our organisation are set out below:

#### **Understanding your Funded Early Education Entitlement (FEEE) options**

##### **FEEE1W for Nine month up to two- 15 Hours for eligible working families**

[Apply for free childcare if you're working - GOV.UK](#)

Definitions of funding is below: These dates have been fixed by the Department for Education and cannot be changed.

##### **Nine-month-old children of eligible working parents - FEEE1W**

From September 2024 you may be able to get FEEE1W for your child the term after they are nine months old if you meet the eligibility criteria.

###### **If 9 months old between**

1 April – 31 August  
1 September - 31 December  
1 January – 31 March

###### **They get FEEE1W**

1 September after they are 9 months old  
1 January after they are 9 months old  
1 April after they are 9 months old

- FEEE1W** – Working parents & children from 9 months old from the start of the term after they turn 2 years old. Eligibility criteria assessed via HMRC with eligibility code provided to setting – 15 hours per week (15 hours per week per child during term time only) From September 2024.

##### **FEEE2W Two-year-old children of eligible working parents**

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

###### **If their birthday is between**

1 April – 31 August  
1 September - 31 December  
1 January – 31 March

###### **They get FEEE2W**

1 September after their 2nd birthday  
1 January after their 2nd birthday  
1 April after their 2nd birthday

- FEEE2W** – Working parents & children aged 2-year-olds from the start of the term after they turn 2 years old. Eligibility criteria assessed via HMRC with eligibility code provided to setting – 15 hours per week (15 hours per week per child during term time only) From April 2024.



## **FEEE2 Two-Year-Old Funded Early Education Entitlement**

For further information please click on the following link [Help paying for childcare: Free education and childcare for 2-year-olds if you claim certain benefits - GOV.UK](https://www.gov.uk/help-paying-for-childcare-free-education-and-childcare-2-year-olds-claim-certain-benefits)

Help with childcare cost for 2-year olds Essex County Council use the Department for Education's Eligibility Checking Service (ECS) to check that children meet the eligibility criteria based on benefits their parents receive (including Universal Credit). Eligible two-year-olds can access their FEEE the school term after they turn two, see below:

### **If their birthday is between**

1 April – 31 August  
1 September - 31 December  
1 January – 31 March

### **They get FEEE2**

1 September after their 2nd birthday  
1 January after their 2nd birthday  
1 April after their 2nd birthday

- **FEEE2 – Eligibility for two-year-olds disadvantaged** – these are NOT universal and only offered to Eligible children via Essex County Council Education Portal.

## **FEEE3&4 Three- and Four-Year-Old FEEE – Universal 15 hours per week**

All 3- and 4-years olds are entitled to receive the universal funded 15 hours per week funding for 38 week per year (term time), from the term after they have their third birthday, see below:

### **If their birthday is between**

1 April – 31 August  
1 September - 31 December  
1 January – 31 March

### **They get FEEE3&4**

1 September after their 3rd birthday  
1 January after their 3rd birthday  
1 April after their 3rd birthday

## **FEEE3&4 Extended Funded Entitlement (EFE) Three- and Four-Year-Old FEEE**

Some children will be eligible for the EFE which is an additional 15 hours per week for 38 weeks per year. You will be able to check your eligibility using the online Childcare calculator - GOV.UK and complete an online application. Before you sign up for the extended entitlement, you need to look at all the options to make sure you choose the best package for you. It is possible that the childcare element of Working Tax Credit could be affected as you would likely be paying for less childcare.

## **Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK**

- **FEEE3 & 4 Universal Hours** - 15 hours per week per child during term time only.
- **FEEE3 & 4 Extended Hours EFE** (additional 15 hours per week per child during term time only) for parents eligible for extended hours. Eligibility criteria to be met and confirmed via Government HMRC website.

All FEEE hours are applied during the hours 09:30 – 15:30 (maximum of six hours FEEE applied per day) during term time only (38 weeks per year in line with Essex County Council [Funding and term dates](#)) PI hourly rates are applied between 07:30 to 9:30 and 15:30 to 17:30, with the Voluntary Consumable Charge, you may opt out of this charge prior to the commencement of each term, if you wish – please see details of what Voluntary Consumables Charge incorporates.

**Tiddles Day Nursery does NOT provide stretch FEEE.**

## **Parent Agreement Form (PAF)– for FEEE Hours**



Parents will be provided the Parental Agreement Form (PAF) and returned to the Tiddles Day Nursery prior to the Headcount Date. Your child's funded hours cannot be transferred after this day and the funded hours cannot be amended after this day. This is because your Provider will be required to submit their claim for the hours to Essex County Council based on the funding agreed as of Headcount Day.

#### The purpose of the PAF

- The PAF is the authorisation provided by parents for Providers to confirm the funding that they claim from Essex County Council.
- By signing the PAF, the parent/carer is authorising the chosen Provider to claim for an agreed number of funded hours from their funding entitlement.
- The PAF is used to confirm the number of funded hours from the child's entitlement that parent/carers are claiming with one or more Provider, and that the entitlement does not exceed the maximum offer for the term.
- The PAF is used to confirm the eligible entitlement eligibility code.
- If relevant, the PAF is used to confirm which Provider should claim (Disability Access Funding) DAF on your behalf.
- The PAF is used to collect the parent/carer information to enable the provider to check if the child is eligible for Early Years Pupil Premium (EYPP).

#### Shared Funding

All funding, excluding FEEE2, can be shared between 2 Providers if needed, providing either setting does not have a Sole Provider Policy in place. If you opt to share the funding, you must ensure the total hours claimed do not exceed the maximum funded hours per week.

#### **Childcare Vouchers - Government Tax Free Childcare.**

We accept most childcare voucher schemes including the Government Tax Free Childcare scheme, we recommend all parents check with their employers to understand which tax-free scheme they use. Please discuss this prior to your child joining the setting.

**Government Tax Free Childcare scheme – [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government-tax-free-childcare)**

[You can use the link above to find out if you are eligible to use the Government Tax Free Childcare scheme. You will need to use these details to find the setting:](https://www.gov.uk/government-tax-free-childcare)

#### **2819328 CM133PF**

Once your child's place has been confirmed you will be required to confirm which payment scheme you will be using to pay for your childcare. We ask that you use your child's name and invoice number as reference where possible.

#### **Voluntary Consumable Charge**

*Consumables for children accessing FEEE - voluntary daily charge. As the government funding is there to cover the basic provision of EYFS, there are certain things that are excluded from funding. Examples of these are:*



*Meals, desserts and snacks, wipes, and sun cream*

*Extra activities such as outings, gardening, cooking, music, or special events and parties or extra-curricular activities*

*Additional high-quality resources such as sensory equipment, woodwork tools, baking supplies, or specialist educational sessions*

*We strongly believe that early years education should be rich, engaging, and full of real-world experiences. To go beyond the basics and provide the quality of care and learning we are proud of, we offer an enhanced provision—which costs more to deliver than government funding provides*

*If you do not wish to pay for the Voluntary Consumable Charge, please confirm in writing to Tiddles Day Nursery where we are happy to work with every family to provide alternative arrangements. Consumables are charged at £4.50 per day*

*If you choose to opt out of the Voluntary Consumable Charge, you will be required to provide Snack fruit only, Lunch, Tea these items must be in line with our Healthy Eating policy (no crisps, chocolate, biscuits, no items containing nuts). Wet wipes to be used throughout the day, nappy cream & sun cream. If you fail to provide these daily the consumable charge will be applied and payable on the day. During Extra curriculum activities your child will be offered an alternative activity.*

#### **Food/Snacks**

Morning snack (10:00am), cooked hot meal and dessert at lunch (12:30) and tea (15:45). We have a 5\* rating from environmental health and we cater for all dietary and allergy requirements. Your child will be provided with our four week rotating healthy menu in line with our healthy eating policy.

Please note that if a child has special dietary requirements the menu can be adjusted to meet their needs.

## **Contract Options with Tiddles Day Nursery**

Parents are required to complete a Registration Form prior to confirmation of a place at Tiddles Day Nursery which is a Private/Voluntary/Individual (PI) Early Years Provider, and confirm the contract your wish to receive.

Please see details of our contracts below.

- **PI Full Time contract Not Eligible for FEEE:** 08:30 to 17:30, Monday to Friday 48 weeks per year
- **PI Term time contract Not Eligible for FEEE:** 08:30 to 17:30, Monday to Friday 38 weeks per year – with 50% hold space for 10 weeks per year – with the option to use your hold days during these 10 weeks with the top up fee of 50% when used. Bookings must be made in writing no less than four weeks prior for hold days when required.
- **FEEE Full Time contract:** 08:30 to 17:30, Monday to Friday 48 weeks per year (FEEE hours are applied from 9:30 to 15:30, during term time only – 38 weeks) PI hourly rate is applied outside of FEEE hours. 10 weeks at PI Full time day rate.
- **FEEE Term time contract:** 08:30 to 17:30, Monday to Friday 38 weeks per year (FEEE hours are applied from 9:30 to 15:30, during term time only – 38 weeks) PI hourly rate is applied outside of FEEE hours. With 50% to hold space for 10 weeks per year – with the option to use your hold days



during these 10 weeks with the top up fee of 50% when used PI day rate. Bookings must be made in writing no less than four weeks prior for hold days when required.

- **FEEE Only contract:** 9:30 to 15:30 (during term time only 38 weeks per year). *If your child is only attending for their FEEE Only hours you will not receive an invoice if you do not wish to pay the voluntary consumable charge. We will confirm that we have applied for funding and you will need to ensure you complete the Parent/Carer Agreement form. Registration Fee will not be charged FEEE Only contracts*

## Absence from the Setting (Holiday & Illness)

### Childs'/Family Absence

In line with our Attendance Policy, parents must notify Tiddles Day Nursery within the first hour of them not attending and reason for not attending. Notice of Annual leave/holidays and/or occasional days off, parents must inform the setting either by email or by text message with the minimum of four weeks' notice. *Your child's place is still available to your child during their holiday and is non-refundable.*

In line with our Illness and Infection Control Policy, parents must inform the setting as soon as possible of your child's illness and symptoms. Please be aware that we are unable to make doorstep decisions about your child's health and parents must contact the setting with any questions by telephone, prior to attending. *Your child's place is held for your child during their illness and is non-refundable.*

### Additional Sessions

If you require additional childcare outside of your child's contracted days/hours, parents are asked to request additional session(s) by either email or in writing with as much notice as possible. Tiddles Day Nursery will confirm availability and fees for the requested session(s)/dates by return of email. The fee for the additional session(s) will be added to your next invoice. Please note we are unable to claim additional FEEE hours for additional sessions.

Cancellation of the additional session(s) must be made with a minimum of four weeks' notice, if sufficient notice is not made the session(s) is non-refundable.



## Fees from September 2025

	Session time	Under 1 Year old	1 Year old	2 year old	3 to 5 years
<b>FEEE hours – confirmed eligibility</b>	09:30 – 15:30	<b>£0.00 (from 9 months)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>PI Full day (including consumables)</b>	08:30 – 17:30	<b>£75.00</b>	<b>£68.75</b>	<b>£67.00</b>	<b>£64.00</b>
<b>PI Hourly Rate outside of FEEE hours</b>	08:30 – 09:30 15:30 – 17:30	<b>£12.50</b>	<b>£10.60</b>	<b>£9.90</b>	<b>£9.50</b>
<b>PI Morning Session (including consumables)</b>	08:30 – 12:30	<b>£52.25</b>	<b>£44.65</b>	<b>£41.85</b>	<b>£40.25</b>
<b>Afternoon Session (including consumables)</b>	13:30 – 17:30	<b>£52.25</b>	<b>£44.65</b>	<b>£41.85</b>	<b>£40.25</b>
<b>Breakfast club</b>	07:30 – 08:30	<b>£13.00</b>	<b>£11.00</b>	<b>£10.50</b>	<b>£10.00</b>
<b>PI Lunch Club upon request</b>	12:30 to 13:30	<b>£13.50</b>	<b>£13.00</b>	<b>£12.70</b>	<b>£12.40</b>
<b>Voluntary Consumable Rate – for children attending on FEEE hours per day (6 hours per day)</b>	<i>Daily charge please confirm you are happy to pay via your PAF</i>	<b>£4.50</b>	<b>£4.50</b>	<b>£4.50</b>	<b>£4.50</b>
<b>Unconfirmed early drop off &amp; late collection outside of contracted hours. Per 5 min time blocks - Please review our Collection/Drop off and Uncollected child policy.</b>	(Every 5 mins)  Commencing prior to 7:30 breakfast club (pre booked), 8:30 for non-breakfast club and after 17:30	<b>£25.00</b>	<b>£20.00</b>	<b>£18.00</b>	<b>£16.00</b>



<b>Late Payment after 26<sup>th</sup> of each month (as per contract)</b>	Chargeable daily per day (including weekends) until Invoice settled	<b>£10.00</b>	<b>£10.00</b>	<b>£10.00</b>	<b>£10.00</b>
<b>Registration Fee – For PI hour/day contracted hours.</b> <i>Registration Fee will be charged, when confirmation that your child has a secure place at Tiddles Day Nursery and is non-refundable.</i>				<b>£70.00</b>	

*All Fees and charges are reviewed annually commencing September. – parents are notified via Tapestry Memo.*

#### **How fees are calculated**

Fees are calculated weekly (excluding the four-week shut down), pro-rated and invoiced over 12 months from the start of your contract. When your child secures a FEEE place your PI contract comes to an end and your new FEEE contract commences from when your child is in receipt of their funded hours (Essex County Council Term Time). Between this time your fees will be pro-rated on a daily basis. Tiddles Day Nursery is closed on Bank/Public holidays, your pro-rated fee still applies on these days. Fees are still applicable if your child is unable to attend the setting for any reason.

#### **Setting Absence**

The setting is closed for annual leave for 20 days during the year (January – December) excluding bank holidays, parents are not charged during annual leave closure (excluding bank holidays). Parents will be notified of the closure dates with a minimum of four weeks' notice. Every effort will be made to close outside of term time.

The setting is closed on all Bank Holidays. If the setting is closed for a block week(s) over bank holidays these bank holiday dates will be added to the settings closure.

**FEEE - Bank Holidays** - If your child is in receipt of FEEE, Tiddles Day Nursery closes for all Bank Holiday's, in line with the PAF that parents receive to confirm FEEE hours, parents will not be able to access their entitlement and cannot take the entitlement to another provider.

#### **Inset Days**

Where possible, training will take place outside of working hours. Where this is not possible, parents will be informed of the dates that training will be taking place (and the setting closure). *Under this circumstance the session is non-refundable.* **FEEE** - Early years childcare providers can claim Inset/Training days up to three days per academic year. Notice of closures will be made in writing no less than four weeks prior to closure.

#### **Occasional closure**

The setting may need to close for personal or illness purposes. As much notice as possible will be given for these closures. Parents will be offered an alternative session for their child, within a three-month period of the occasional closure. If a child attends full time (5 days per week) you will be offered a refund for this closure.