

Funded Early Education Entitlement Schemes

The aim of the Government Funded Early Education Entitlement schemes is to provide children with access to quality, play based early education delivered in accordance with the statutory Early Years Foundation Stage (EYFS) framework, while supporting families with the cost of childcare. The funding is intended to support children's learning and development, rather than childcare alone, and must be offered by Ofsted registered providers that meet national standards for education, safeguarding and welfare.

All Funded Early Education Entitlement (known as FEEE) scheme hours are subsidised by both the Government and the early years provider, such as our nursery, hence the word 'funded' rather than 'free'. However, these scheme hours are offered free of charge to the eligible parent of the child attending.

Summary of schemes available for enrolment in Sept 2026 to March 2027

Funded Early Education Entitlement (FEEE) Schemes	Age accessible	Maximum number of hours accessible at our nursery	Starting Term	How to apply	
Scheme 1: For Working Families	9 months* – 4 years	570 per year (11.176 hours per week x 51 weeks)	September	You will need to apply for an eligibility code via the Government's Homepage Best Start in Life website and complete our FEEE application form at the end of this factsheet.	
			January		
			April		
Scheme 2: Families with Special Circumstances	2 – 3 years		September	If you are eligible, Oxfordshire County Council may send you an eligibility code, or you can apply via Government's Homepage Best Start in Life website and complete our FEEE application form at the end of this factsheet.	
			January		
			April		
Scheme 3: Universal	3 & 4 years		September	All 3 & 4 year olds are entitled to this scheme, there is no criteria to access the funded hours. However, you will need to complete our FEEE application form at the end of this factsheet.	
			January		
			April		
Delivery of free hours and accessibility					
Weekly Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time	9am-2.35pm	9am-2.35pm	FEEE not available	9am-2.35pm	9am-2.35pm
FEEE Hours accessible	5 hours 35 mins	5 hours 35 mins	n/a	5 hours 35 mins	5 hours 35 mins

Scheme 1: Funded Early Education Entitlement (FEEE) for Working Parents*

You may be eligible for up to 15 hours x 38 weeks = 570 hours a year of Funded Early Education Entitlement in the form of 'free' hours if you are a working parent.

Eligible criteria includes:

- Both parents (or a sole parent working in a lone parent family) must expect to earn the equivalent of 16 hours per week on the National minimum or Living wage,
- Each parent earns less than £100k per annum (net income).

At our nursery the 570 'free' hours are stretched over the 51 weeks a year that we are open, so you receive 11.176 'free' hours a week throughout the year.

*Please note:

- Although the scheme is applicable for children aged 9 months, entry at our nursery is from 10 months.
- Additional charges may apply; these include our Refreshment provision and our Enhanced provision & consumable charge. Parents will need to specify on their child's FEEE application form whether they wish to 'opt in' and purchase these additional chargeable options or 'opt out' with parents providing their own provisions.

Age accessible	Maximum no. of hours available at our nursery	Starting Term	When to apply	How to apply
10 months – 3 years	570 per year	September	April to August	You will need to apply for an eligibility code via the Government's Homepage Best Start in Life and complete our FEEE application form at the end of this factsheet.
		January	September to December	
		April	January to March	
10 months – 4 years	1140 per year* (Currently not available at our nursery)	*We currently offer 15 (570 per year) of the 30 free (1140 per year) weekly hours available under the Government ‘working parents’ scheme. The schemes and any increase to accessible free hours are reviewed annually in March. You are very welcome to share your additional entitlement with us and another provider. Please note the details of the other provider on your FEEE application form.		

To find out more about the Government scheme, see the eligibility criteria, how it works, and how to apply, please click on the government link here: [Childcare & Early Years Education | Best Start in Life](#)

Scheme 2: Families with Special Circumstances**

If you have a child aged between 2–3 years, you may be eligible for up to 15 hours x 38 weeks = 570 hours a year of Funded Early Education Entitlement in the form of ‘free’ hours if you are as a family in receipt of the following:

Eligible criteria includes:

- Income Support
- income-based Jobseeker’s Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

2–3 years can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order.

At our nursery the 570 ‘free’ hours are stretched over the 51 weeks a year that we are open, so you receive 11.176 ‘free’ hours a week throughout the year.

**Please note:

- We have taken the decision at our nursery to make children who are enrolled onto this scheme exempt from additional charges; this includes our Refreshment package and the Enhanced provision, activities and consumable charge. These ‘opt in’ provisions will be provided to the child free of charge, with our nursery absorbing these costs. Places are subject to availability.

Age accessible	Maximum no. of hours available at our nursery	Starting Term	When to apply	How to apply
2 – 3 years	570 per year	September	April to August	If you are eligible, Oxfordshire County Council may send you an eligibility code, or you can apply via Government’s Homepage Best Start in Life website and complete our FEEE application form at the end of this factsheet.
		January	September to December	
		April	January to March	

To find out more about the Government scheme, see the eligibility criteria, how it works, and how to apply, please click on the government link here:

[15 hours for 2 year olds receiving support | Best Start in Life](#)

Scheme 3: Universal*

Eligible criteria includes:

- All children aged 3 & 4 years who live in England are entitled to this offer irrespective of income levels, benefit status or family circumstances.

At our nursery the 570 ‘free’ hours are stretched over the 51 weeks a year that we are open, so you receive 11.176 ‘free’ hours a week throughout the year.

*Please note:

- Additional charges may apply; these include our Refreshment package and our Enhanced provision, activities & consumables charge. Parents will need to specify on their child’s FEEE application form whether they wish to ‘opt in’ and purchase these additional chargeable options or ‘opt out’ with parents providing their own provisions.

Age accessible	Maximum no. of hours available at our nursery	Starting Term	When to apply	How to apply
3 & 4 years	570 per year	September	April to August	All 3 & 4 year olds are entitled to this scheme, there is no criteria to access the funded hours. However, you will need to complete our FEEE application form at the end of this factsheet..
		January	September to December	
		April	January to March	

To find out more about the Government scheme, see the eligibility criteria, how it works, and how to apply, please click on the government link here:

[Childcare & Early Years Education | Best Start in Life](#)

What do the 'free' hours cover?

The 'free' hours under the Funded Early Education Entitlement schemes are for the provision of early education. Funded Early Education Entitlement hours are not intended to cover the full cost of childcare and additional charges may apply if you wish to purchase our 'Daily Refreshment Package' and contribute to the 'Enhanced provision, activities & consumables'.

What do the 'free' hours NOT cover?

Detailed in the table below are provisions that our nursery offers that are not covered by the 'free' hours. These charges are called 'opt in' and 'opt out' charges and will be added to your monthly invoice should you choose to purchase them. Further information detailing our charges can be found on our nursery website under 'Fees and Admissions'.

Scheme		Summary of additional 'opt in' or 'opt out' additional voluntary charges	Cost per
Scheme 1: 10 months – 3 years	Scheme 3: 3 & 4 years	Additional hours attended above the 570 'Free' annual Early Education Entitlement hours.	£10.20 hour
		The 13 weeks outside of a local authority school academic year (our provision is open 51 weeks a year, a local authority academic year is 38 weeks).	£101.44 session
		Daily Refreshment package.	£9.64 day
		'Enhanced provision, activities & consumables' voluntary charge This is a voluntary contribution towards providing these additional activities and resources offered by the early years provision (both internal and external), that provide an enhancement as well as additional consumables which would have normally been purchased by a parent, but the provision has chosen to supply.	£0.50 'free' hour
Scheme 2 2 – 3 years		Additional hours attended above the 570 'Free' annual Early Education Entitlement hours.	£10.20 hour
		The 13 weeks outside of a local authority school academic year (our provision is open 51 weeks a year, a local authority academic year is 38 weeks).	£101.44 session
		Daily Refreshment package.	Exempt from the charges
		'Enhanced provision, activities & consumables' voluntary charge This is a voluntary contribution towards providing these additional activities and resources offered by the early years provision (both internal and external), that provide an enhancement as well as additional consumables which would have normally been purchased by a parent, but the provision has chosen to supply.	

Tax Free Childcare

To be eligible for Tax-Free Childcare, you, and your partner (if you have one), must:

- be at least 16 years old
- be in the UK, or treated as being in the UK
- be responsible for the child you are applying for
- be in qualifying paid work, which can include being:
 - self-employed
 - on shared parental, maternity, paternity, or adoption leave
 - on sick leave or annual leave
- expect to earn on average at least a weekly amount equivalent to 16 hours a week at the National Minimum Wage or National Living Wage over the next 3 months
- not be earning more than an adjusted net income of £100,000 per year
- not be in receipt of:
 - Universal Credit
 - Childcare Vouchers

If you're not currently working, you may still be eligible if your partner is working, and you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance or (in Scotland only) Carer Support Payment
- contribution-based Employment and Support Allowance
- national insurance credits on the grounds of incapacity for work or limited capability for work

You can apply if you're starting or re-starting work within the next 31 days.

Find out more about <https://www.gov.uk/tax-free-childcare>. If eligible, you can receive Tax-Free Childcare for your child until 1st September after their 11th birthday, or until 1st September after their 16th birthday if they are disabled.

You can also claim Tax-Free Childcare alongside the Funded Early Education Entitlement schemes .

4.4 FEEE 'Opting out' policy

Refreshment Policy

Introduction

This policy outlines the expectations and requirements for families who choose not to purchase the nursery's 'Daily Refreshment package'. It ensures compliance with the Funded Early Education Entitlement (FEEE) provider agreement and aligns with food safety, nutrition, and safeguarding standards. Our setting employs a qualified chef who prepares all snacks and meals within a carefully controlled environment, following strict food hygiene, safety, and nutritional procedures in line with Food Standards Agency guidance. In addition, staff oversee all snack and mealtimes, ensuring food is served safely, meets dietary requirements, and supports children's health and wellbeing.

Our Aim

Where a family choose to provide refreshments for their child, our nursery still retains overall responsibility for the safety and suitability of all food consumed by children on the premises. This policy is therefore in place to ensure:

- Food safety standards are consistently maintained.
- Risks relating to allergies, contamination, and storage are minimised.
- All children receive appropriate, nutritious food.
- Staff can effectively manage and supervise mealtimes within a controlled environment.

Nut Policy

To ensure the safety and wellbeing of all children, our nursery operates as a **nut free environment**. This is due to the potentially severe and life threatening nature of nut allergies, where even trace amounts can cause serious reactions. While we recognise that some products may be manufactured in environments where nuts are present, we take all reasonable steps to minimise risk within our nursery. By maintaining a nut free approach and carefully managing all food brought onto the premises, we aim to create a safe, inclusive environment for all children, particularly those with diagnosed allergies.

We ask all families to fully support this by adhering strictly to our food and allergen guidelines at all times and ensure the food they provide does not contain nuts. Families must be aware of the difference of packaging labels that can and cannot be accepted. Those labelled "may contain nuts" are *not* allowed. Products that are labelled "made in a factory where nuts are present" are acceptable.

Parent Responsibility

Families who choose to 'opt out' of the refreshment package must provide all food required for their child throughout the Free Early Education Entitlement session. This includes: 1) Morning snack, 2) Lunch, and 3) Afternoon snack.

Breakfast (8.30am–9.00am) and High Tea (3.30pm–4.15pm) do not form times within the Free Early Education Entitlement hours, therefore, parents are *not* required to provide these meals.

Food Safety & Storage Requirements

All snacks and meals provided must be premanufactured, commercially packaged, sealed with the manufacturers ingredients listings on the packaging intact; ensuring the product meets Food Standards Agency compliance standards. Food prepared at home will *not* be accepted. In addition, food must be:

- Be ready to eat e.g. does not require reheating or refrigeration,
- Be age appropriate, considering the child's developmental stage (9 months to 5 years),
- Be nutritionally balanced, supporting healthy growth and development,
- All items must be stored in a suitable, insulated lunch box/container,
- Boxes must be clearly labelled with the child's name and stored inside the child's rucksack,
- Must not contain nuts.

Families are responsible for ensuring food remains safe in both hot and cold weather conditions as the nursery cannot take responsibility for food that becomes unsafe due to improper storage.

Water and milk are provided by the setting and therefore are not required, families must refrain from providing any other alternative drinks, unless prior agreed with your child's key person and the reason is related to their child requiring formula or breastmilk, or an allergy.

Nutritional Expectations

Food provided must be low in sugar and salt and include a balance of fruit and vegetables, carbohydrates, protein, and dairy or alternatives. The following food are prohibited and are not allowed:

- Crisps,
- Sugary desserts, cakes, sweets, chocolate and chocolate coated products,
- Processed foods high in salt,
- Foods that may cause a choking hazard including olives, grapes, cherry tomatoes, large blueberries, popcorn and cocktail sausages.
- Contains nuts or is a nut based product.

Hot Meal Option at Home

If a family would like to ensure their child receives a hot meal at lunch time, they may if they wish, collect their child at 11:30am and take them off the premises and provide their child with a hot lunch at home. Families are requested to return their child at 12:30pm, once lunches at nursery have finished so they can continue their session.

Please note that additional free early education entitlement hours will *not* be provided in lieu of the lunch time period should a family wish to take their child off the premises for the purpose of a hot lunch.

Non Compliance

If refreshments provided by a family does not meet the requirements set out within this policy, they will be deemed non-compliant and will be removed. In such circumstances, the child will be provided with the nursery's daily refreshment package and the family will be charged accordingly.

Continued non-compliance with this policy may result in the family being required to either opt into the Daily Refreshment Package or relinquish their free early education entitlement place at the nursery. This is because our nursery has a legal and professional responsibility to ensure that all food consumed on the premises is safe, nutritionally appropriate, and compliant with food safety, allergen, and safeguarding requirements. Failure to adhere to these standards may place your child and other children attending at risk, and prevent our nursery staff from maintaining a safe and controlled environment for all children, including those with allergies or specific dietary needs. As a result, ongoing non-compliance may compromise the nursery's ability to meet statutory requirements and safely accommodate a child within the provision.

Family Agreement

Families wishing to 'opt out' of the nursery's Daily Refreshment Package and provide snacks and meals for their child must adhere to this policy. Families will be required to sign a written 'opt out' agreement confirming that they understand and will comply with all requirements set out within this policy.

Enhanced Provision, Activities and Consumables Policy

Introduction

This policy outlines the expectations and requirements for families who choose not to opt in and pay a contribution towards the nursery's Enhanced Provision, Activities and Consumables charge. It ensures compliance with the Funded Early Education Entitlement (FEEE) provider agreement and reflects our commitment to transparency, inclusion, and high quality early education.

The Government's Funded Early Education Entitlement free hours cover the delivery of the statutory Early Years Foundation Stage (EYFS) framework. Our nursery offers additional enhanced experiences, resources, and consumables that go beyond these statutory requirements to enrich children's learning and development.

Families choosing not to contribute will still receive their child's free hours; however, they will be required to provide equivalent resources to enable their child to access aspects of the provision where appropriate.

Opting Out of the Enhanced Provision Charge

Families who choose to opt out must notify the nursery within their FEEE Application form of the request. The nursery will work in partnership with each family to ensure children can continue to access their funded place without disadvantage, while clearly identifying which elements fall outside the funded entitlement.

What Families Will Need to Provide

Where families opt out, they will be required to provide or arrange the following to support their child's participation:

Learning and Communication Resources

- An alternative method for receiving and contributing to observations and assessments will be in place of our digital platforms Tapestry and Nursery in a Box parent apps.

Creative, Sensory and Play Materials

- We will ask a family to make a financial contribution or provide ingredients when the group plans food based activities such as baking.
- We will ask a family to make a financial contribution or provide enhanced resources for themed crafts and celebrations, such as at times of celebrations, Easter, Mother/Father's day, Halloween and Christmas.
- We will ask a family to make a financial contribution for specific enrichment activities such hatching eggs, butterflies and outdoor activities such as planting.

Outdoor Learning and Clothing

- Families will be required to provide their child with weather appropriate clothing, including a waterproof jacket/all in one, wellingtons, hat and spare clothes

Trips, Visits and Experiences

- We will ask a family to make a financial contribution towards off site visits, outings, or special visitors, this includes transport when required.

Celebrations and Events

- We will ask a family to make a financial contribution towards the provision of items for seasonal events, parties, or celebrations.

Consumables

- Families will be required to provide their child with:
 - sunscreen in accordance with our sun care policy,
 - biodegradable wet wipes
 - a wash bag for soiled or wet clothes and,
 - a ruck sack that can be kept at nursery throughout their session attendance to store all of their items.

Important Information

- Children will not be excluded from activities and resources if a family is unable to financially contribute; however, an overall continued lack of contributions from families may jeopardise the ability to offer enhancements and their children's experiences.
- The nursery will make reasonable adjustments to ensure inclusion; however, some enhanced experiences may not be accessible without the required resources or contributions.
- All provisions will continue to meet statutory requirements of the Early Years Foundation Stage (EYFS).
- This policy is in line with guidance from the Department for Education regarding funded early education and voluntary charges.

Family Agreement

By opting out of the Enhanced Provision, Activities and Consumables charge, families must acknowledge and accept the terms outlined within this policy.

Produced by:	Signed:  Print: Rebecca Warner	Date: January 2026	Review Date: February 2027
(Lead) Rebecca Warner (Deputy) Beverly Massingham (Deputy) Jo Richens		Company Director Acting Nursery Manager Acting Deputy Nursery Manager	

Little Troopers Day Nursery
Funded Early Education Entitlement (FEEE) Application form

Child's Name:

Scheme	Sections to be completed – Please complete the form in BLACK INK and CAPITAL LETTERS
Scheme 1: Working Families	Complete sections 1, 2, 3, 4 (if applicable) 5, 6 & 7, plus eligibility code (11 digit code)
Scheme 2: Families with Special Circumstances	Complete sections 1, 2, 3, 4 (if applicable) 5 (additional hours only) 6 & 7 plus 2-3 year code (10 letter code)
Scheme 3: Universal	Complete sections 1, 2, 3 (Parent NI and code are NOT required), 4 (if applicable) 5, 6 & 7

1: Your Child's Details (All families)

Child's legal family name		Gender	
Child's legal forename		Address	
Name by which your child is known as (if different from legal forename)			
Date of birth (no spaces)	/ /	Postcode	
Child's first language		Child's Ethnicity	
Copy of birth certificate attached*	☐	(Tick here)	<i>*If you did not submit a copy of your child's birth certificate as the time of completing your child's Registration form, please provide a copy.</i>

2: Which scheme is your child eligible for (All families)

Scheme 1: Working Families (15 hours)		Scheme 2: Families with Special Circumstances (15 hours)		Scheme 3: Universal (15 hours)	
10 months – 3 years		2 -3 years		3 & 4 years	

3: Your Eligibility Code

(Please complete your contact details, for applications for schemes 1 & 2 this *must* be the details of the parent claiming the funding)

Parent's Full Name		Contact number	
Email address		National Insurance No.	
Scheme 1: (Only)		Scheme 2: (Only)	
Eligibility code (11 digits)		2 – 3 year code (10 letters)	

4: Sharing your FEEE hours within another provider (if you are sharing or transferring your child's free hours, please list the details below)

Provider Name		Days attending	Monday	Tuesday	Wednesday	Thursday	Friday
Start date with provider							
Leave date with provider	(if applicable)	Hours attending					
Please outline the pattern your shared provider will be claiming for the 'free' hours and over the no. of weeks: 38, 50,51 or 52.		(weeks)	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick the relevant box 'I have advised the provider of my plan to share the 'free' hours with Little Troopers'.					Yes		No
Additional Notes							

5: Parent Authorisation Please give Little Troopers Day Nursery permission to verify my eligibility claim using the details listed above:

Parent Signature		Date	
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6: Place Option and Additional Purchases (Please confirm whether you wish to purchase the additional optional extras that we can provider)

- Please choose and **tick** (✓) which type of place you are applying for, **Option 1: 'Free Hours Entitlement only place'** or **Option 2: 'Funded place'**.
- For option 2, please **tick** (✓) the optional extras you would like to purchase. These charges will be added to your child's monthly fees.

Opting out – If you decide to opt out of purchases and wish to provide your own for your child, **please** ensure you have read through our FEEE Opting Out policy so you are clear as to what you will need to provide for your child.

Additional Service Charges	Cost	Per	Option 1	tick (✓)		Option 2		tick (✓)	
			Free Hours Entitlement 'only' place			Funded Place		Please tick (✓) the opting in/out boxes to confirm your purchases	
Free hours	N/A	570 hours	9.00am-2.35pm			9.00am-2.35pm			
Additional hours (included)	£10.20	hour	N/A			8.30-9am & 2.35-5.30pm			
Option 2: Funded Place – Additional Purchases			Cost			Per		Opting In	Opting Out
Daily Refreshment package			£9.64			Per day			
Enhanced Provision, Activities & Consumables			£0.50			Per free hour x 570 hours			

Declaration of optional charges Please tick and sign to declare that you, the parent:

☐ have received and read the above charging policy,

☐ understand that my child's early education entitlement hours are offered free of charge,

☐ have been offered the option to bring in alternatives to any additional chargeable items e.g supply own refreshments, resources & consumables.

☐ understand that charges for refreshment, consumables, and optional activities & resources do not form part of the free hours, are voluntary, and should I not wish to purchase these options, I will be expected to provide my own for my child following the nurseries 'Opting out' policy..

☐ understand that declining optional charges will not affect my child's free hours place.

Parent Signature		Date	
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Eligibility Checked	Child FEEE hours added to Software	Fees applied to account	Statement sent	Eligibility Rechecked	Declaration form complete	FEEE process complete
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