



## Key areas to consider when delivering Free Entitlement

Please read Appendix H of the [Provider Declaration](#) for more information on the audit process.

### 1. Notice periods for Free Entitlement (FE) hours

You can specify a reasonable notice period for hours parents pay for. However, for Free Entitlement (FE) hours, there is a maximum notice period of up to four weeks. After this period, funding should be made available for transfer to the child's new provider(s). Early Years Pupil Premium funding should also be transferred if you had received this.

If a child attended elsewhere between the start of term and prior to Headcount Day, funding for the time attended **must** be passed on to the previous provider. See section 1.26 of the Provider Declaration.

### 2. Minimum and maximum session lengths

Providers can recommend a minimum attendance and explain the benefits of their suggested attendance to a parent. However, for FE hours, providers **cannot** enforce a minimum session length. The maximum attendance of FE hours in a day is 10 hours. See section 1.5 of the Provider Declaration.

### 3. Deposits and administration fees

If a child attends **only** FE hours in your setting, you **cannot** charge for a non-refundable deposit or administration fees. For 3 and 4 year olds, you may charge a refundable deposit which **must** be refunded shortly after headcount. 2 year olds accessing **only** FE **cannot** be charged any deposits or administration fees, whether refundable or not. See section 1.14 of the Provider Declaration.

#### **4. Invoices for children accessing FE only**

If a child only attends FE hours and accesses no chargeable hours or services, an invoice **must** still be provided which confirms FE hours accessed with a zero monetary figure. See section 1.15 of the Provider Declaration.

#### **5. Chargeable and non-chargeable consumables, and voluntary contributions**

Appendix L of the Provider Declaration outlines what consumables and services can be charged for and which are considered non-chargeable.

Chargeable consumables/services should be clearly detailed to parents within your policies and on invoices. These **must** be optional, with parents able to opt out of such services (such as trips and extra activities) if these fall within FE hours. Parents **must** also be allowed to supply their own consumables, including food, nappies, wipes and suncream.

For any non-chargeable items listed in Appendix L, or for any enhanced offer your provider offers, such as increased ratios, you may ask for a voluntary contribution from parents. This **must** be voluntary and **must** not affect access to FE hours. You are also unable to include this on any invoices that include FE.

#### **6. Providing meals and snacks, and facilitating packed lunches**

Where breakfast, lunch and snacks are offered during FE hours, providers may offer these meals as an additional service. Providers are of course allowed to charge for these, but this **must** be optional for the parent if offered during a child's FE hours. If the parent chooses not to take up this additional service, they **must** be allowed to provide a packed lunch or snacks, but you are able to specify restrictions in line with your settings healthy eating or allergy policies. You may specify in your policy that if no lunch is provided or lunch that does not comply to your policies is provided, you will provide an alternative meal at a cost to the parent. See section 1.18 of the Provider Declaration for more details.