

FACTSHEET – FEEE POLICY & CHARGING

What is a FEEE and Charging Policy?

Each setting should produce their own FEEE and Charging Policy that must be shared with parents and carers before any contract or Parental Statement of Undertaking (PSOU) is signed. Parents / carers should clearly understand the provision's FEEE offer, including charges, to establish which provision is most suitable for their child's needs. For more information regarding FEEE Offers, view our [Making your FEEE Offer Clear factsheet](#).

What FEEE and charging information should be shared with parents / carers?

- [2-Year-Old Offers and Eligibility Criteria](#) including the application process (if applicable)
- [3- & 4-Year-Old Universal Offer and Eligibility Criteria](#)
- [3- & 4-Year-Old Extended Offer and Eligibility Criteria](#) including the application process <https://www.childcarechoices.gov.uk/>
- Stretched Offer (if applicable) it should be made clear to parents how many weeks are stretched over the year e.g., 49, 50 or 51 etc. Please read [The Stretched Offer](#) factsheet.
- [Tax Free Childcare](#) (Leaflets & Websites)
- [Early Years Pupil Premium \(EYPP\)](#)
- [Early Years Pupil Premium \(EYPP\) - Parent Leaflet](#)
- [Disability Access Fund](#) (Leaflets, Website and application process)

Suggestions of specific FEEE and charging information that each setting should share with parents?

- The setting's opening times.
- When does the setting offer government funded sessions / hours? These hours must be clearly defined to enable parents / carers to make an informed choice.
- The total number of FEEE places available at the setting and how they are filled.
- Information on how deposits are administered and when they are returned.
- Clear information on notice periods including timeframes and charges.
- The setting's policy on Bank Holidays or closures must be clearly explained.
- The setting's policy on attendance and sickness must be clearly explained.
- How the setting offers flexible packages of government funded hours, ensuring no session is longer than 10 hours, with no minimum session length, funding is not offered before 6.00am or after 8.00pm; with a maximum of two sites in a single day (in line with national parameters).
- Parents / carers should be aware that they must sign a contract and a PSOU before funding can be claimed.

- Parents / carers should be aware that they must provide the setting with the child's birth certificate or equivalent before funding can be claimed.
- Parents / carers should be aware that they must apply for the 2-year-old codes (for families who are in receipt of additional forms of government support) or the Working Parent Entitlement codes and supply the setting with valid codes (and a confirmation email in the case of 2-year funding whose families are in receipt of additional government support) before funding can be claimed.
- Parents / carers should be aware that they must reapply for their Working Parent Entitlement code every 3 months / by the validity end date via their government gateway account.
- Explain that parents / carers will receive their FEEE offer in a written format and provided with detailed charges / breakdowns of any additional charges before a place is agreed.
- Explain to parents / carers that the FEEE rate paid to settings for their child/ren is a private matter between the local authority and the providers and should not be shared with them as per the government's guidance. Therefore, invoices should show total FEEE hours received and not as a monetary amount.
- Ensure that no 'top-up' is charged to parents / carers (any difference between a provider's normal charge to parents / carers and the funding they receive from the local authority to deliver the free places). For example, a child is attending 50 hours per week. Of these 50 hours, 15 universal and 15 extended hours of FEEE are being claimed, therefore the parent has 20 non-funded hours to pay for plus any food costs or consumables. The provider deducts the 15 universal / extended hours FEEE funding that the local authority provides from their full-time session cost and charges the parent the remaining balance, that equates to their daily rate. The provider therefore receives back the full cost of their advertised session from both the local authority and the parent. This explanation 1) assigns a monetary value to the FEEE hours and 2) is a top-up.
- Government funded hours should be delivered consistently regardless of whether a parent / carer pays for additional hours, meals, consumables, or extras.
- The purchase of additional hours paid for by parents / carers, is not a condition of accessing a funded place and this is clearly advertised before a place is agreed.
- Parents / carers should be made aware that FEEE funding covers the cost of high-quality childcare but does not include additional hours, meals, snacks, consumables, or other extras (the list below is not exhaustive):
 - Meals and snacks.
 - Consumables e.g., nappies / sun cream.
 - Forest Schools.
 - Sports and Music sessions led by external providers.
 - Cooking and other specialised activities.
 - Specialist resources.
 - Off-site outings / trips including transport.

- Ensure the charges for meals and snacks to parents / carers of children accessing a funded place are not a barrier to access.
- Additional costs should be clearly explained when parents / carers sign up to the setting.
- Any other contractual conditions that are applicable to the provision.



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For more information see: [FEEE information for Providers](#)