



9 Early years practice procedures

9.12 Funded offer and alternatives

ALL DAY – 9am to 3pm (3pm to 3.45pm chargeable as outside of our ALL DAY funded offer)

AM session – 9am to 12noon

PM session – 12.45pm to 3.45pm

(Each session is 3 hours, all day is 2 sessions)

AVAILABLE FUNDING

1. **UNIVERSAL for 3 & 4 year olds (also known as “15 hours”)** – available to everyone

Offering up to 15 hours funding entitlement weekly to all children, beginning the term after their **third birthday**.

2. **WORKING PARENTS ENTITLEMENT for 3 & 4 year olds** - available in addition to the Universal “15 hours”

We offer up to an additional 15 hours weekly (equalling 30 hours in total together with the universal funding) if both parents are working (or the sole parent is working in a lone parent family), and each parent meets the earnings criteria detailed below. To receive this entitlement parents will need to apply via the online Government ‘Best Start in Life’ website to obtain an eligibility code <https://www.beststartinlife.gov.uk/>

3. **WORKING PARENTS ENTITLEMENT for 2 year olds** – available in addition to the Universal “15 hours”

Up to 30 hours funding weekly is available to children the term after they turn 9 months old (St Mary's will take children as soon as they turn 2 years old) if, both parents are working (or the sole parent is working in a lone parent family), and each parent meets the earnings criteria (see below). To receive the working parents funding, parents will need to apply via the government ‘Best Start in Life’ website to obtain an eligibility code <https://www.beststartinlife.gov.uk/>

Weekly Earning Criteria:

- Each parent must be working (or the sole parent in a lone parent family) and earn, or expect to earn, the equivalent to 16 hours minimum wage or living wage per week.
- Each parent can earn up to £99,999 per year to be eligible. If one parent earns over £99,999 per year then the family will not be eligible to receive this funding.
- Parents are eligible to apply whether in paid employment, self-employed or on a zero hours contract.



Funded hours can be shared across other settings and childminders. Parents will be emailed by the Government website to re-confirm their eligibility **every three months**, failure to re-confirm may result in funding being withdrawn. If parents no longer meet the criteria, they will not be able to claim any additional hours, however they will be given the option to pay for these extra sessions at our non-funded rate (Universal 15 hours will not be affected by this).

In order to receive the **working parents** entitlement from the beginning of a term, you must have applied and received confirmation of your child's code by the following dates:

- ✓ To use in the **Autum Term** (Sept to Dec) – *applied for and confirmation received by 31st Aug*
- ✓ To use in the **Spring Term** (Jan to March) – *applied for and confirmation received by 31st Dec*
- ✓ To use in the **Summer Term** (Apr to Jul) – *applied for and confirmation received by 31st Mar*

4. FEET FUNDING for 2 year olds who meet the qualifying criteria

Eligible children can claim up to 15 hours weekly funding from the term after their second birthday. For further information please visit [Funded childcare parent portal - Surrey County Council](#)
All funded hours may be used however you wish but, only during our 'funded offer' and depending on availability.

Extra chargeable services offered to funded children:

- Lunch Service for children that only attend AM or PM (Daily service 12noon to 12.45pm)
- Breakfast Club from 8:15am (**This daily service is not part of our funded offer**)
- ALL DAY funded children who remain in setting from 3pm to 3.45pm will be invoiced for this daily service as it is outside of our funded offer for an ALL DAY place.
- Any unfunded sessions taken outside of their funded hours ie Universal child receiving 15 funded hours per week (2 ½ days) but attending 3 days will be charged for 1 unfunded session and 1 lunch service fee.

Daily Chargeable Fees & Services (Academic year 2025/26)

- ALL DAY end of day service 3pm to 3.45pm - £6.50
- Snack AM/PM - £1 (selection of – toast, oranges, bananas, apples, cucumber, milk & water)
- Snack ALL DAY - £2 (as above)
- Lunch service AM/PM children only - £6.50
- Breakfast club - £6.50
- AM or PM children voluntary contribution - 75p per session (see below)
- ALL DAY children voluntary contribution - £1.50 per day (see below)



PLEASE NOTE THAT:

- *Snack Fee is **optional** for funded children, you may send them with their own healthy alternative snack instead (see Alternatives).*
- *It is not a condition of an ALL DAY Funded place for a child to have to stay for the chargeable period between 3pm and 3.45pm.*
- *You may incur a charge if your child is picked up late*

VOLUNTARY CONTRIBUTION (Funded children only)

Due to ever rising costs and to enable us to deliver additional activities to enhance your child's learning at St Mary's Pre-school, we ask parents for a voluntary contribution to help us to continue to offer activities such as:

- Weekly cooking activities
- Forest School Provision
- Outside experiences
- Enhanced learning activities (eg caterpillar/butterfly experience)

This charge will be added to your child's invoice, if you choose not to pay it, as it is a **voluntary contribution**, then please speak to Manager's to advise that you would prefer that this charge is not added to the invoice.

Invoices

Fees are payable half termly or monthly by arrangement. Childcare Vouchers are accepted (including the Government Childcare vouchers).

Half termly – Invoices will be emailed half termly and will clearly state:

- Number of Free Universal sessions attended for 3 & 4 year olds
- Number of Free Working Entitlement sessions attended for 2,3 & 4 year olds
- Number of Free FEET sessions attended for eligible 2 year olds
- Number of Lunch service fees outside of funded offer for AM or PM children only
- Number of Snack fees
- Number of End of day service fees
- Number of Breakfast fees
- Number of Voluntary Contribution fees (Optional)

Fees continue to be payable even if your child is absent for any reason however, in the event of prolonged absence, Parents/Carers may consult our Trustees regarding fee payment. Each child's attendance at our setting is conditional upon continued payment of any necessary fees or receipt of funding. One half-term's notice must be given if a child is withdrawn from Pre-school, otherwise one half-term's fees are payable.



The St Mary's Pre-school does not charge advance fees or deposits.

ALTERNATIVES and DISADVANTAGED FAMILIES

Snack

Children may bring in their own snack. This should be provided in a named container and must be a healthy option such as - fruit, rice cakes, sandwich.

A snack will be provided free of charge (to children receiving EYPP only)

If it is in the best interests of any child and their family, funded entitlement hours may be offered in a different way ie. a child receiving 15 hours universal or FEET funding may benefit from using their hours over 3 days (5 hours a day) 9.30am to 2.30pm.

Property of The St Mary's Pre-school