



“Free Early Education for 2 year olds (FEET) is a government initiative that funds 15 hours of early education for 2-year-old children who would benefit most from early access to childcare. Please visit [www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#is-my-child-eligible-to-free-childcare\\_tabear-olds-feet-information-for-parents](http://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#is-my-child-eligible-to-free-childcare_tabear-olds-feet-information-for-parents) to read about the eligibility criteria.

Free Early Education for 3 and 4 year olds enables all parents to access up to 15 hours of funded early education a week for their child” and from September 2017 this will be increased to 30 hours’ subject to meeting certain criteria.

Both of these initiatives ensure that every child can receive some free access to preschools and nurseries from at least 3 years old, and in some cases, from 2 years old.

## Our policy on Flexible Funding is as follows:

### 1. OPERATING HOURS

Chuckleberries will open to provide flexible day care from 8 am until 3pm in the short term working towards closing at 6pm. Funding can only be claimed between the hours of 9am to 3pm.

### 2. PATTERN OF DELIVERY

Parents and carers can use their free 15 hours for their 2, 3 and 4 years old on a flexible basis across the 5 days of the week that Chuckleberries operates. We offer:

5 x 3 hour sessions:	09.00-12.00
5 x 4 hour sessions:	09.00-13.00
5 x 6 hour sessions:	09:00- 15:00

Parents can use their entitlement flexibly, choosing any of these sessions for their child to total a maximum of 15 hours. For example:

- a) 3 sessions of 9-1 and 1 session of 09.00-12.00 which equals 15 hours **Or**
- b) 2 sessions of 08:45-14:45 and 1 session of 09:00-12:00 which equals 15 hours

\* We do not make an additional charge for lunch this is incorporated into the funded hours but parents are asked to provide a packed lunch full of healthy and nutritious goodies.

\*\* Registration fees are not charged where a child is **only** claiming funded hours.

### 3. ADDITIONAL HOURS

Additional hours will be charged for at the Chuckleberries hourly rate of £5.00 for 2 year olds and £4.60 for 3 and 4 year olds.

This will clearly be shown on invoices where Funded Hours will be shown at a zero value.

### 4. SPLIT FUNDING

If a child is attending another preschool or nursery, the funding may be split between the two or more settings. Each setting can apply for its respective portion of the funding.

### 5. HOW TO APPLY

#### 5.1 2 year old Funding:

Parents need to contact West Sussex County Council and complete the forms on line.



### 5.2 3&4-Year-old Funding:

Parents who wish to claim the FE should register the child with Chuckleberries no later than the **headcount date**. In exceptional circumstances, for 3 and 4 year olds only, claims may be accepted for FE after this date, for example:

- moving from outside of West Sussex after headcount
- missed headcount due to serious illness
- children from traveller communities
- children with an additional need whose provider start has been supported by a professional such as a GP, Portage, Speech and Language, Health Visitor etc. or for whom a FIRST request has or will be made
- children looked after (foster care etc.)
- asylum seekers/refugees • ethnic minorities, English not first language
- child of parent who is in a women's refuge or part of a Witness Protection Programme
- other vulnerable children

Parents will be sent a letter with the following forms and information and asked to complete it and return by the appropriate date.

1. Free Entitlement Parent Declaration Form
2. Notes on Completion of the Free Entitlement Parent Declaration Form
3. Privacy Notice

Chuckleberries will then apply for the funding on your child's behalf. The process for claiming the 30 hours funding has as yet to be fully finalised and we will advise the procedure when it is known.

### 5.3 Availability:

- At this setting Free Entitlement is available as a stretched offer over 48 weeks of the year.
- To be eligible for funding children must be on role on 'headcount' day. If your child accesses care prior to, but is not on role during headcount, session fees will be due.

### 5.4 Applications for Funding: Applications for free entitlement places will be given priority in the following order:

- Children already attending the setting-giving consideration to their age and availability of sessions
- Children attending St James' C.E Primary School or with siblings at St James'
- Children whose paid fees are up to date
- Children joining the waiting list in date order-giving consideration to their date of birth

### 5.5 Amendment to Booked Sessions:

- Two weeks' notice is required to alter booked sessions and will only be implemented if sessions are available.
- Exceptional circumstances will be considered by the Committee.
- Funded sessions will not be altered during the last half term of the academic year.

### 5.6 Cancellation to Booked Sessions:

- Cancellation of sessions also requires four weeks' notice and in accordance with the West Sussex Free Entitlement agreement four weeks funding in lieu of notice will be retained if the appropriate notice is not given.

## FLEXIBLE FUNDING



### 5.7 Invoicing:

- Your child's invoice will reflect the number of hours your child attends including the number of Free Entitlement hours claimed.
- Additional Hours above the 15 funded hours will be charged for at the Chuckleberries hourly rate of £5.00 per hour for children between 2 and 3 and £4.60 per hour for 3 and 4 year olds.
- In the case of a child claiming Funded Hours only an invoice will reflect the number of hours of funding claimed but shown at a zero value