

09 Early Years Practice Procedures

09.01b Opt Out or Opt in Place Structure

Our Aim

This policy explains what a child receives when parents choose either an Opt In or Opt Out place for children claiming Early Years Entitlement funding.

Parents sign a contract for either option. To move between Opt In and Opt Out, the required notice period must be followed and a new contract can only be offered if a place is available.

✓ What is Included in an OPT IN Place

👤 EYFS Requirements

- All EYFS statutory framework requirements are met every session.
- Sessions available: 7:45am – 5:30pm.

📚 Learning & Development

- All EYFS learning and development requirements met.
- Regular verbal updates.
- Full Family app access for parents & invited family members:
 - Daily care info
 - Learning & development updates
 - Instant messaging with staff
 - Video meeting access
 - Secure PIN code sign-in/out
 - Guidance to support learning at home
- Written assessment every term plus a face-to-face meeting.
- Stay & Play sessions every half term.

🌳 Activities & Experiences

- Trips: parks, schools, library, zoo
- Forest School weekly
- Netball coaching weekly
- Story Sense weekly (sensory story group)
- Diddi Dance weekly
- Cooking activities weekly

Food & Meals

- Breakfast, snacks, lunch and tea provided
- All meals nutritionally balanced
- All dietary requirements met

Celebrations & Extras

- Celebrations such as Easter, Christmas, Sports Day, Graduation
- Gifts, parties, venue hire and resources are included
- Parents receive access to online first aid training

What is Included in an OPT OUT Place

EYFS Requirements

- All EYFS statutory requirements met each session.
- Sessions available ONLY:
 - 9:15am – 12:15pm, and
 - 1:00pm – 4:00pm
- (Food cannot be brought in, so breakfast/lunch/tea sessions are not available.)

Learning & Communication

- All EYFS learning and development requirements met.
- Regular verbal updates.
- Written assessment only for:
 - 2-year check
 - Transition to school

Additional Notes

- No extra sessions can be purchased privately under Opt Out.

What is NOT Included in an OPT OUT Place

Food & Meal Services

- No meals provided.
- Parents may send one snack per session (AM or PM) that must follow nursery standards:
 - No allergens
 - No sugar
 - No egg
 - Nutritious items only
- Children cannot attend breakfast, lunch, or tea clubs.

Trips

- For trips, children will stay in the nursery only if space and ratios allow.
- If not possible:
 - The child cannot attend that session
 - An alternative session will be offered to make up funded hours.

Extra-Curricular Activities

When activities like Diddi Dance or Story Sense take place:

- The child may stay in another room if ratios and space allow.
- If not possible, the child cannot attend that session, and an alternative session will be offered.

Family App Access

- Parents do NOT receive Family access.
- Only daily verbal handovers are given.

Other items NOT included:

- Nappy sacks
- Nappy cream
- Wet wipes
- Suncream
- Waterproof outdoor clothing
- Anything else listed in the Opt In package

Children will be offered alternative EYFS-appropriate activities during Opt In sessions.

If this is not possible, the child cannot attend, and another session will be provided.

Children Receiving Early Years Pupil Premium (EYPP)

- Children with EYPP may have an Opt In place with NO extra charges.

Further Guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE, 2025).