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Purpose of the Software

The Funded Early Education Portal is a web-based system designed to facilitate the collection of all data for funded early education for 2, 3 and 4 year olds and the DfE Census. It also enables providers to check eligibility codes for 30 hours funded childcare.

The portal provides the following benefits:

- The new system makes it quicker and easier to record, update and share information with us and helps to keep children’s information secure
- Reduces/eliminates the requirement to submit manual paperwork
- Allows the checking of the exact hours a child is entitled to
- Manages the hours of a child in two or more settings
- Increases the speed of processing claims and amendments
- Reduces/eliminates duplicate claims
- Allows new starters to be entered any time in the funding period
- Allows transfer of funding between providers
- Allows the increase/decrease of hours for a child within the funding period
Section 1 – Logging In
Starting the Software

To log on to the Funded Early Education Portal please enter the following web page address into your internet browser.

https://www4.surreycc.gov.uk/feeportal

On the welcome screen you will be prompted to add your user name and password

Once you select Sign in, you will be taken to the Verification page

You will be sent a text message with a code, enter the code into the verification page and click on the OK button.

Please Note:
The following screenshots will be based on a provider called “Pear Tree Nursery”
Section 2 – Home Page
The home page is where all portal functions are accessed

- **Home** takes you back to this home screen from wherever you are in the portal

- You can navigate the portal using additional menu items such as Provider details, Provider agreement, Child search, Funded children and Reports

- **Sign Out** is how you end your session on the portal
Section 3 – Provider Details
Provider Details

Details of an early years provider registered with Surrey County Council to claim funded early education.

View Provider details

This page displays the following details: Provider name, DfE URN, Ofsted number, Address, Postcode, Telephone, Provider email, Registered person.
To request a change to your details, select the update link which will take you to the “Update provider details” page.

**Update provider details**

This page gives you the option to change the following details:

- Telephone
- Provider email
- Registered person

To change your provider details, type in all the new details and select submit to update your record.
Section 4 – Provider Agreement
Provider Agreement

To provide funded early education in Surrey you will need to have completed a provider agreement.

- Without an active provider agreement in place on the portal you will not be able to make claims.

- The Funded Early Education Portal enables you to be able to complete provider agreements through simple steps.

- To set up a provider agreement, login using the link provided and select “Provider Agreement for the appropriate year” from the menu. There will normally only be one agreement available to enter but during the latter part of the summer term, the agreement for the coming year will be shown for you to complete in advance.

Surrey County Council sets all providers up on the portal as providing a 2 year olds offer, a 3 and 4 year olds offer or both.
Completing a Provider Agreement

If you are providing both a 2 year olds offer and a 3 and 4 year olds offer you will need to complete an agreement for each. You will also need to decide whether your offer will be stretched or term time or both as these will need separate agreements.

- **Stretched** is when children can take their funded hours over a time period of more than 38 weeks

- **Term time** is when children can take their funded hours over a time period of up to 38 weeks

You need to indicate how you offer funded early education - stretched or term time or both.
After selecting how you deliver funded early education, select “Next” to proceed to the funded early education hours page (or days page if you are entering term time information).

An intermediate page will be shown first to confirm the option for which you will be entering details.
Funded Early Education Days

Please choose the number of days a week that you offer term time funded hours.

- The grid shows the maximum number of funded days that you can be open during the particular funded period.
- On completion you can Save or click on Next to continue.
- Selecting Next will take you to the hours you offer funded early education page.
Funded Early Education Hours

Please fill in the times when you offer funded early education.

- Funded early education can only be delivered between 6am and 8pm from Monday to Sunday.

- On each day if you have two sessions you can use the “add more time” button to add more sessions for a maximum of two.

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
<th>Add more time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00 - 12:00</td>
<td></td>
</tr>
</tbody>
</table>

Save
• On completion you can Save or click on Next to continue.

• Selecting Next will take you to the dates you offer funded early education page.

**Dates You Offer Funded Early Education**

This page captures the start date(s), end date(s) and any closed date(s) for each funded period. On this screen you will see the maximum number of days or hours that can be offered in a funding period.

• Please select the start date(s), end date(s) and any closed date(s) for each funded period. Do not include any bank holidays as these are added automatically.

• If you are open and offering Funded Early Education 7 days a week you must include Saturdays and Sundays in your closed dates e.g. closed dates for October half term might be Monday 22 October to Sunday 28 October.

• The total days you are open must not exceed the maximum number of days for the funded period listed at the top of the page.

• The total weeks across the year must not exceed 38 for a term time offer.
• Enter any closed dates by clicking on the relevant ‘View or add closed dates’ button (see screen on following page).

• Once you have entered your dates, please select Next to proceed, which will take you to the summary of the provider agreement page.
Bank holidays that fall within your funded period will already be shown. However, you will need to enter any other days that you will be closed in the funded period where you are normally open on that day of the week.
Summary of Provider Agreement

This page is a summary of the details you have added to your agreement.

You have the option of:

- Editing provider details
- Editing number of days
- Editing hours provided
- Editing the dates entered

After completing all your edits (if any) you can select Next to proceed to either the declaration page or the beginning of a new agreement.
Summary of Provider Agreement for three & four year olds

Term time

Please review this information. If any details are incorrect, please edit.

Provider details

Current provider information

<table>
<thead>
<tr>
<th>Provider name</th>
<th>Pear Tree Nursery</th>
</tr>
</thead>
<tbody>
<tr>
<td>DfE URN</td>
<td>888789</td>
</tr>
<tr>
<td>Ofsted number</td>
<td>769709</td>
</tr>
<tr>
<td>Address</td>
<td>Horton Lane</td>
</tr>
<tr>
<td></td>
<td>Horton Lane</td>
</tr>
<tr>
<td></td>
<td>Staines</td>
</tr>
<tr>
<td></td>
<td>Hedg</td>
</tr>
<tr>
<td>Postcode</td>
<td>TW20 5NU</td>
</tr>
<tr>
<td>Telephone</td>
<td>07712345678</td>
</tr>
<tr>
<td>Provider email</td>
<td><a href="mailto:Lucy@OldPearTreeNursery.com">Lucy@OldPearTreeNursery.com</a></td>
</tr>
<tr>
<td>Registered person</td>
<td>Lucy Smith</td>
</tr>
</tbody>
</table>

Term time days you are open each week: Five

Funded early education hours you are providing

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 - 12:00</td>
<td>09:00 - 12:00</td>
<td>09:00 - 12:00</td>
<td>09:00 - 12:00</td>
<td>09:00 - 12:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funded early education dates

Autumn funded period: 04 September 2018 - 14 December 2018

Dates closed

Mon 22 October 2018 - Fri 26 October 2018

Spring funded period: 07 January 2019 - 29 March 2019

Dates closed

Mon 18 February 2019 - Fri 22 February 2019

Summer funded period: 01 April 2019 - 12 July 2019

Dates closed

Mon 15 April 2019 - Thu 18 April 2019
Fri 19 April 2019 - Fri 19 April 2019
Mon 22 April 2019 - Mon 22 April 2019
Mon 27 May 2019 - Mon 27 May 2019
Tue 28 May 2019 - Fri 31 May 2019
**Stretched Offer**

If you are offering Stretched provision, the agreement is filled in in the same way as for Term time, except that it is assumed that you are open at the start and end dates of the SCC funded periods. The only time you will need to enter a start date is if you are registering part way through an academic year. You also do not have to state how many days a week you open for a funded offer – this will be determined by the number of days for which you enter hours.

Once you have filled in your closed dates for each period, the number of hours you can offer each week will be calculated and displayed. This will also be shown on your agreement summary which is available to view online throughout the year.
Declaration

You can choose to view all of your provider agreements in this page to view the details you have entered.

You will then need to check the confirmation boxes and select submit. A screen will confirm that you have submitted your provider agreements and you will then be able to search or make a claim for a child.

Declaration

Details of your funded early education offer

- Summary of Provider Agreement for two year olds - term time
- Summary of Provider Agreement for three & four year olds - stretched
- Summary of Provider Agreement for three & four year olds - term time

Confirmation

Please make sure that all details of the agreement are correct. Once submitted you will not be able to change them without contacting a member of the service team.

1. I confirm that all details provided are true and correct
2. I have read and agree to the terms and conditions of the contract (PDF of contract)
3. I have read and agree to abide by the Early Years Provider Partnership policy (The Surrey Multi-Agency Information Sharing Protocol) (PDF of MAISP)
4. I confirm that I have shared a copy of the privacy notice with all parents

Submit

Back
You will still be able to view a summary of the details you entered by clicking on Provider Agreement / 2018/2019.

If you find that you have made an error when completing your provider agreement and have already submitted it, you will need to complete the appropriate form detailing the information you need corrected.

The forms can be found at www.surreycc.gov.uk/freeearlyeducation

Data Correction Request Form – 2 year old provider agreement

Data Correction Request Form – 3 and 4 year old provider agreement

Send your completed form(s) to the Finance and Practice Team, Surrey County Council, Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH.

Summaries for any agreements that you may have had for the previous two years will also be available.

NB: A provider will not be able to make funded entitlement claims for a child until they have a valid Provider Agreement in place.