



ABC childcare

INVOICE

Setting details

Make it clear it is an invoice

Setting address
Setting phone number
Email/Website address (if applicable)

Invoice No	1234
Invoice Date	01/09/2022
Account Name (parent/carer/child)	Ms Smith

State time period, extra sessions/hours details & other itemised charges.
NO CHARGE for funded entitlement. Clearly distinguish between funded and non-funded hours.
Charges should match what is stated in fee information (see next page)

Childcare for period e.g. September 2022

Item Type	Description	Total cost
Funding	15 hours 3 year old funded entitlement for Jonny Smith (Mon-Fri mornings only)	£0/NIL/Free/No charge
Fees	8 Afternoon sessions @ £12.50 per session (Tues/Weds)	£100
Fees	8 lunch club sessions @ £5 per session	£40
Fees	8 lunches @ £3 per lunch	£24
Payment	Tax Free Childcare credit received	-£80
Total to pay by BACS within 14 days of issue		£84

Bank details – please use online banking to pay your invoice using invoice number as a reference

ABC Childcare
ABC Bank
Sort code 00-00-00
Account number 12345678

Clear instructions on how to pay

Where parents can find more information about session times/fees/additional charges.
They should be able to work out what they have been charged for from your published information.

This invoice is issued alongside the session times and fees information on the next page/attached/on our website.



Session times and fees

Example

Inform parents about their funding entitlement and which age group you cater

Funding eligibility dates – Universal entitlement:
➤ children who are 3 in Jan/Feb/March can have their funded place from the start of the <u>summer</u> term
➤ children who are 3 in Apr/May/June/Jul/Aug can have their funded place from the start of the <u>autumn</u> term.
➤ children who are 3 in Sept/Oct/Nov/Dec can have their funded place from the start of the <u>spring</u> term.
Funded children will be entitled to 15 or 30 hours per week term time only: Summer Term 13 weeks Autumn Term 14 weeks Spring Term 11 weeks
<i>Or include details of your stretched offer if you are open for longer than 38 weeks</i>
Links to check if you are entitled to a 2 year old funded place , 30 hours aged 3+ , or find out about Tax Free Childcare .

Consider additional signposting

From the term after their third birthday (see table above), every 3 and 4 year old child is entitled to 15 hours of free early years education for 38 weeks of the year. This funded education can be split across two providers if your child also attends another setting, and can include lunch clubs at ABC Childcare. Our session times are as follows:

Mon – Fri	(length of session & fees if not funded)	
Mornings	9am-12 noon	(3 hour session £15 or £16.50)
Lunch club	12noon-1pm	(1 hour £5 or £5.50)
Afternoon	1pm-3.30pm	(2.5 hour session £12.50 or £13.75)

This is a pre-school example. Nurseries and childminders may arrange their days differently to this. It is a good idea to tabulate what is being offered

Any Government funding received by parents of children aged 3 + can be used towards the cost of using this service.

If you require any **extra time** above the free 15/30 hours per week, or your child is **not of eligible age for the free entitlement**, you will be charged at the following rates

- **£5 per hour for those eligible for 3 & 4 year funding**
- **£5.50 per hour for all other children**
- **£3 for lunch if not bringing own packed lunch**

Detail session times/fees/additional charges

Please refer to our guidance on what you can include in additional charges – you will need to be transparent with parents about what is included. The base rate funding is calculated to include the cost of all necessary resources and facilities to deliver a child's funded education place as identified within the Early Years Foundation Stage. This includes basic equipment, such as stationery, paints, toiletries etc.

<https://www.nottinghamshire.gov.uk/media/2324207/guidance-for-ey-settings-who-wish-to-make-additional-charges.pdf>