

Booked services per week



Setting details

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

## INVOICE

Make it clear it is an invoice

Invoice No	1234
Invoice Date	01/09/2025
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.

Childcare for period e.g. September 2025

Information regarding all delivery models of funded hours can be found on our website.

Date	Attendance pattern (52 weeks)	Total	Funded	Non-Funded	Non funded Cost £7.50 ph	Meals	Activities	Activities £	Total cost
Monday	8-6	10	5.5	4.5	£33.75	£8	Gym Tots	£5	£46.75
Tuesday	8-6	10	5.5	4.5	£33.75	£8			£41.75
Wednesday	8-6	10	5.5	4.5	£33.75	£8	Forest School	£5	£46.75
Thursday	8-6	10	5.5	4.5	£33.75	£8			£41.75
Friday	-	-	-	-	-	-	-	-	0
<b>Weekly total</b>		<b>40</b>	<b>22</b>	<b>18</b>	<b>£135.00</b>	<b>£32.00</b>		<b>£10.00</b>	<b>£177.00</b>

Funded hours to be claimed (as per parent declaration): 22 hours per week over 52 weeks (stretched offer).

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

*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>

Itemised invoice for one month



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Childcare for period e.g. September 2025

Item Type	Description	Total cost
Funding	30 hours 3 year old funded entitlement for Jonny Smith (Mon-Fri 9am-3pm)	£0/NIL/Free/No charge
Fees (additional hours)	20 extra wraparound hours (3pm-4pm) @ £8 per hour	£160
Fees (meals and snacks)	You have opted to pay for lunches and snacks 8 lunches @ £2 per lunch (served at 12pm) 16 snacks @ 50p per snack (served at 10.30 am and 2pm)	£16 £8
Fees (consumables)	You have opted to send in your own nappies and suncream You have opted to take part in Yoga on Friday mornings 4 Fridays @ £5 per session	£0 £20
Payment	Tax Free Childcare credit received	-£80
Total to pay by BACS within 14 days of issue		£124

Funded hours to be claimed (as per parent declaration): 30 hours per week over 38 weeks (term time only).

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Information regarding all delivery models of funded hours can be found on our website.



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Childcare for period e.g. September 2025 – August 2026

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Description	No. weeks	Unit price	Annual fee	Monthly fee
<b>Free entitlement hours – 30 hours per week (term time only) – as per parent declaration form</b>	<b>38</b>	<b>Free</b>	<b>Free</b>	<b>Free</b>
Additional hours purchased – 5 wraparound hours per week term time only (3pm -4pm) x £8 per hour	38	£40	£ 1520	£126.67
Additional hours purchased – 1 full day inclusive of lunch and snacks (during school holidays)	14	£75	£1050	£87.50
You have opted to pay for lunches and snacks term time only @ £5 per day (£25 per week)	38	£25	£ 950	£79.16
You have opted into additional voluntary services (for example, trips, forest school sessions or foreign language lessons). At least 2 extra activities will be provided each week of the year – we charge £50 per term for these activities	3 terms	£50	£ 150	£12.50
You have opted to send in your own nappies and suncream *	52	£0	£ 0	£0
<i>Please note that if nappies are not supplied, these will be supplied by the nursery at a charge of £2 per day. Any additional fee will be added to the next month's invoice as an ad hoc amount.</i>				
		<b>Totals</b>	<b>£ 3670</b>	<b>£305.83</b>

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