

Sessions, Fees and Invoicing Checklist

A clear and transparent fee sheet is essential to ensure that parents are aware of the sessions and hours on offer and any charges that will apply. Whether the setting offers early education funding or other none funded paid for sessions, information should be up to date, clear, transparent and provided for all parents / carers.

In line with the Government guidance – Early education and childcare: Statutory guidance for local authorities 2018, the Early Years and Childcare Team have put together the checklist below to support the setting with creating clear and transparent fee information where offering early education funded sessions.

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.”

“Local authorities should:

A1.25 Ensure that providers are aware that they can charge for meals and snacks as part of a free entitlement place and that they can also charge for consumables such as nappies or sun cream, and for services such as trips and specialist tuition. Parents can therefore be expected to pay for these, although these charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including allowing parents to supply their own meals or nappies, or waiving or reducing the cost of meals and snacks. Local authorities should ensure that providers are mindful of the impact of additional charges on the most disadvantaged parents.” Early education and childcare: Statutory guidance for local authorities 2018.

Voluntary Charges

The statutory guidance clearly states that charges for meals and consumables accessed as part of a funded place must be voluntary. It is recommended that, although not specifically stated in the guidance, this information is clearly included in writing to ensure parents / carers are clear they do not have to pay for these elements where they are unwilling or unable to do so.

Consumables

The statutory guidance is clear that meals, snacks and consumables can be charged for, and parents / carers can expect to pay for these. To ensure that the offer is clear and transparent it is advised that the number and type of meals and snacks received as part of a funded offer are stipulated in writing as part of the fee information. Consumables included and charged for must be reasonable and are expected to be for use of the child e.g. nappies and suncream. Providers must ensure they include items that are directly linked to usage of the child and should not include items that are a standard usage which are used for all children regardless of a funded or charged place e.g. Utility costs or Personal Protective Equipment.

The Early years entitlements: operational guidance states *“Providers may wish to have a separate agreement for any additional hours, meals and/or optional activities, which clearly sets out for how long the parent has opted to pay the additional charges and the circumstances when the parent can opt out of paying the additional charges.”*

Unwilling or Unable to Pay

The statutory guidance clearly states that a provider can set their own policy on how to respond where parents / carers are unwilling or unable to pay. It is recommended that providers have this policy clearly included in their written fee sheet to ensure parents / carers are fully informed of the offer where they choose not to take up voluntary charges.

Fee / Session sheet checklist:	Yes	No
Are the setting's contact details, name and address included?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet include the opening hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee sheet include the session times and charges for standard rates for all age groups?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet include the early education funded offer – 15 or 30 hours, whether this can be taken over 38 weeks or stretched, including clear information for each entitlement offered?	<input type="checkbox"/>	<input type="checkbox"/>
Are the funded hours shown as completely free of charge?	<input type="checkbox"/>	<input type="checkbox"/>
Are the costs of meals, consumables, additional hours or additional services shown clearly? (It is recommended that meals and consumables are shown as separate items to ensure the reason for the charges are fully clear and transparent e.g. breakfast, lunch and 1 x snack)	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet make it clear that charges for meals and consumables linked to funded hours are voluntary? (It is recommended to specifically include the voluntary reference in writing rather than allowing for a presumed understanding e.g. where a provider will offer an alternative session instead)	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet clearly include the setting's policy to respond where parents are unwilling or unable to pay for meals and consumables? (It is recommended that this is clearly included in writing to ensure offer is clear and transparent)	<input type="checkbox"/>	<input type="checkbox"/>
Where sessions include funded hours and paid for hours does the fee / session sheet clearly state the number of funded hours at £0 and clearly explain what the additional charges are for?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet match charges and funded hours shown on invoices and receipts? (Itemised lines on invoices would be recommended)	<input type="checkbox"/>	<input type="checkbox"/>

Invoices and Receipts


To ensure the setting has a compliant offer of early education funding all invoices and receipts must be clear, transparent and itemised allowing parents to see that they have received their child's free entitlement completely free of charge and understand fees paid for additional hours or services as per the Early education and childcare statutory guidance – A1.33.


Invoice / receipt checklist:	Yes	No
Are the setting's contact details, name and address included?	<input type="checkbox"/>	<input type="checkbox"/>
Does the invoice / receipt match charges shown on the fee / session sheet?	<input type="checkbox"/>	<input type="checkbox"/>
Are the invoices / receipts clear, transparent and itemised?	<input type="checkbox"/>	<input type="checkbox"/>
Do the invoices / receipts allow parents to see that they have received their funded hours free of charge including the number of weeks accessed e.g. 38wks or stretched?	<input type="checkbox"/>	<input type="checkbox"/>
Can the parents understand the fees paid for additional hours or services?	<input type="checkbox"/>	<input type="checkbox"/>

Invoice Examples


Below are example invoices which are compliant (tables in green) with the Early education and childcare statutory guidance. Also included are examples of invoices that do not meet the requirements of the Early education and childcare statutory guidance (tables in yellow) and would therefore not be compliant. Non-compliant invoices will need to be revised as a matter of urgency to ensure they meet the requirements of the guidance and are clear and transparent for parents.

Compliant Invoice Examples

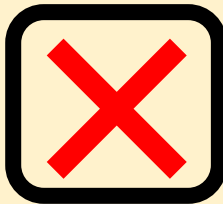
EXAMPLE 1		
Invoice – Summer Term – 15 hour Universal Offer (570 hours per year)		
Provider Name:	Invoice Number:	
Provider Address:	Invoice Date:	
Provider Contact:	Nursery Tel/Email:	
To: Parent Name & Contact Details	Child's Name:	
Total Number of Hours Attended:	250	
Total Number of Funded Hours Claimed:	180	£0.00
Total Number of hours due to be paid (250-180):	70	
Calculation – total Hours to be paid 70 @ £4.00 per hour:		£280.00
TOTAL PAYMENT DUE		£280.00


EXAMPLE 2 Weekly Invoice		
Provider Name: Provider Address: Provider Contact: To: Parent Name & Contact Details	Invoice Number: Invoice Date: Nursery Tel/Email: Child's Name:	
Childcare w/c 12th April 2021 – Summer Term – 15 hour Universal Offer (570 hours per year) Mon: 9am-3pm (6 hours funded) £0.00 Tue: 9am-12pm (3 hours funded) £0.00 Wed: 9am-3pm (6 hours funded) £0.00 Thurs: 12pm-3pm (£5 per hour) (£5 x 3 hours) £15.00 Voluntary Additional Services/Extras (agreed as part of contract) Lunch: Mon & Wed @ £2 per meal (£2 x 2) £4.00 TOTAL PAYMENT DUE		£19.00


EXAMPLE 3 Termly Invoice – Spring 2021		
Spring Term 2021 Invoice Provider Name: Invoice Number: Provider Address: Invoice Date: Provider Contact: Nursery Tel/Email: To: Parent Name & Contact Details Child's Name:		
This invoice has been produced in line with the Terms and Conditions stated within your Parental Declaration Form (PDF) and your private contract/charging policy. Childcare Spring 2021 – Term Time Only – 15 hours 2 Year Old Offer (570 hours per year) Spring Term – 11 weeks Half Term – 15-19 February		
Sessions: Monday 8am – 1pm (5 funded hours) Thursday 1pm - 6pm (5 funded hours) Friday 8am – 1pm (5 funded hours) Government Funded Hours (15hrs x 11 wks) = 165 hours		£0.00
Voluntary Extras (agreed as part of contract): Voluntary Extras charged at £11 per week (includes: Sports Stars, Cooking and Yoga) (£11 per wk x 11 wks)		£121.00
TOTAL PAYMENT DUE		£121.00

EXAMPLE 4 Monthly scenario for a child requiring additional hours and extras <ul style="list-style-type: none"> Total monthly hours (June 2021) child attends – 117 Child attends 9 hour session (Wed-Fri, 8am-5pm) total 117 hours (13 days) EEF hours 96.6 and additional paid hours 20.4 Voluntary Meal charges £5 per day for meals used as part of a funded session Voluntary Consumable charges £1.50 per day (where used as part of a funded session) for additional extras which include yoga, forest school and cooking. 									
June 2021 Invoice <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Provider Name:</td> <td style="width: 50%;">Invoice Number:</td> </tr> <tr> <td>Provider Address:</td> <td>Invoice Date:</td> </tr> <tr> <td>Provider Contact:</td> <td>Nursery Tel/Email:</td> </tr> <tr> <td>To: Parent Name & Contact Details</td> <td>Child's Name:</td> </tr> </table>			Provider Name:	Invoice Number:	Provider Address:	Invoice Date:	Provider Contact:	Nursery Tel/Email:	To: Parent Name & Contact Details
Provider Name:	Invoice Number:								
Provider Address:	Invoice Date:								
Provider Contact:	Nursery Tel/Email:								
To: Parent Name & Contact Details	Child's Name:								
<p>This invoice has been produced in line with the Terms and Conditions stated within your Parental Declaration Form (PDF) and your private contract/charging policy.</p> <p>Childcare June 2021 – Summer Term Government Funding (30 hour extended offer) 1140 hours per year. Stretched offer – 1140 hrs/51 weeks = 22.3 hours per week.</p>									
Total hours in June (13 days):		117 hours							
Early Education Funding Element – including voluntary charges (agreed as part of contract)									
Total Early Education Funded Hours:	96.6 hours	£0.00							
Total number of meals @ £5 per day:	13	£65.00							
Total number of additional extras @ £1.50 per session	13	£19.50							
Standard Rates Element									
Total additional hours @ £5 per hour: (1.57 hours per day x 13 days)	20.4 hours	£102							
TOTAL PAYMENT DUE		£186.50							

Non-Compliant Invoice Examples

EXAMPLE 5 Weekly Invoice		
Provider Name: Provider Address: Provider Contact: To: Parent Name & Contact Details	Invoice Number: Invoice Date: Nursery Tel/Email: Child's Name:	
Childcare w/c 12th April 2021 (Spring Term)		
Child attends nursery 3 days @ £50 per day		£150.00
Minus Government Funding: 6hrs x 3 days = 18 funded hours @ £4.15 per hour		-£74.70
TOTAL PAYMENT DUE		£75.30

EXAMPLE 6 Weekly Invoice		
Provider Name: Provider Address: Provider Contact: To: Parent Name & Contact Details	Invoice Number: Invoice Date: Nursery Tel/Email: Child's Name:	
Childcare w/c 12th April 2021 (Spring Term)		
Child attends nursery for 25 hours		
Government funded hours & charged hours		£125.00
Extras		£28.50
TOTAL PAYMENT DUE		£153.50

EXAMPLE 7 April Monthly Invoice		
Provider Name: Provider Address: Provider Contact: To: Parent Name & Contact Details	Invoice Number: Invoice Date: Nursery Tel/Email: Child's Name:	
Session Date	Description	
01/04/2021	1 Full Day	
07/04/2021	1 Full Day	
08/04/2021	1 Full Day	
14/04/2021	1 Full Day	
15/04/2021	1 Full Day	
21/04/2021	1 Full Day	
22/04/2021	1 Full Day	
28/04/2021	1 Full Day	
29/04/2021	1 Full Day	
Summer EEF 22.3 (Universal) 98.20 hours funding		
TOTAL PAYMENT DUE		£227.00