

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. As part of the annual funding provider agreement Warwickshire requires providers to ensure 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. By providing this level of detail it also ensures a clear and transparent offer is shared with parents, giving them clear choice and removing any elements of doubt as to what parents are required to pay for as part of any additional service purchased. By providing this greater level of detail it reduces the risk of challenge by parents to a providers offer.

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. Any voluntary consumable charge needs to be broken down into each specific item, as providers must be able to be evidence and justify what it is they are charging parents for. 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 requirement 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. To avoid doubt and to aid clarity providers should have this policy clearly included in their written fee information to ensure parents / carers are fully informed of the options where they choose not to take up voluntary charges.

Providers need to consider how to respond to the options that may present in this circumstance: -

- Unwilling or Unable to pay for voluntary consumable charges linked to funded hours.
- Unwilling or Unable to pay for additional hours / services offered outside of funded hours e.g. where funded hours form part of a larger session including unfunded hours and services.
- Unwilling or Unable to pay for voluntary consumable charges linked to funded hours however wish to take up the paid elements of a longer session.

Funded Only Places

To aid clarity and support any local admissions criteria set by a provider it is recommended that the number of funded only places are stipulated in writing. This may link to a providers policy on how to respond where a parent / carer is unwilling or unable to pay for additional services.

Fee / Session Sheet

We have developed the below checklist for providers to use to check each element of the settings fee / session information to support with creating compliant models that are in line with statutory guidance.

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 setting 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 for 2, 3 and 4 year olds – 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"/>
Does the fee sheet include details about additional funding such as Early Years Pupil Premium (EYPP) or the Disability Access Fund (DAF)? Does it signpost parents to Childcare Choices to see what other entitlements they may be entitled to (e.g. Tax Free Childcare)?	<input type="checkbox"/>	<input type="checkbox"/>
Are the funded hours shown as completely free of charge with £0 included?	<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 each additional item charges are for including paid for hours and voluntary consumable charges shown separately?	<input type="checkbox"/>	<input type="checkbox"/>
Are the costs of meals, consumables, additional hours or additional services shown clearly and broken down to reflect each specific item charged to ensure these are clear and transparent to parents?	<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 and is clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee / session sheet clearly include the setting's policy on how it will respond where parents are unwilling or unable to pay for meals and consumables (both voluntary for funded hours and additional charges hours / services)? (It is recommended that this is clearly included in writing to ensure offer is clear and transparent)	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee sheet make clear any deposit required to secure a funded place, how much this is and when this will be refunded and the process for this?	<input type="checkbox"/>	<input type="checkbox"/>
Does the fee sheet make clear any registration or admin fees required to secure non-funded hours / sessions (after the funded hours), how much this is and any additional conditions?	<input type="checkbox"/>	<input type="checkbox"/>

Does the fee sheet include providers admissions criteria to ensure parents understand which hours / sessions can be taken as free provision and any additional requirements e.g minimum days / sessions accessed?	<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 are recommended)	<input type="checkbox"/>	<input type="checkbox"/>
Is the fee sheet clear and transparent to parents?	<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 voluntary consumables, additional hours or services as per the Early education and childcare statutory guidance – A1.33.



We have developed the below checklist for providers to use to check each element of the settings invoice / receipt documents to support with creating compliant documents that are in line with statutory guidance.



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"/>
Do the invoices / receipts allow parents to see that they have received their funded hours free of charge at £0 including the number of weeks accessed e.g. 38wks or stretched?	<input type="checkbox"/>	<input type="checkbox"/>
Are the invoices / receipts clear, transparent and itemised? Can the parents understand the fees paid for the voluntary consumables, additional hours or services? Are these broken down to reflect each specific item charged?	<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:	Invoice Number:	
Provider Address:	Invoice Date:	
Provider Contact:	Nursery Tel/Email:	
To: Parent Name & Contact Details	Child's Name:	
Childcare w/c 25th April 2022 – 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 (£5.00 per hour) (£5.00 x 3 hours)		£15.00
Voluntary Additional Services/Extras (agreed as part of contract)		
Lunch: Mon & Wed @ £2.00 per meal (£2.00 x 2)		£4.00
TOTAL PAYMENT DUE		£19.00

EXAMPLE 3 Termly Invoice – Spring 2022		
Spring Term 2022 Invoice 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 Spring 2022 – Term Time Only – 15 hours 2 Year Old Offer (570 hours per year) Spring Term – 11 weeks Half Term – 21-25 February</p>		
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 £11.00 per week (includes: Sports Stars @ £5.00 per week, Cooking @ £3.00 per week and Yoga @ £3.00 per week) (£11.00 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 2022) child attends – 117 • Child attends 9 hour session (Wed-Fri, 8am-5pm) total 117 hours (13 days) • EEF hours 96.6 @ £0.00 and additional paid hours 20.4 • Voluntary Meal charges £5.00 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 @ 50p per day Forest school @ 50p per day Cooking @ 50p per day. 		
June 2022 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 June 2022 – Summer Term

Government Funding (30 hour extended offer) 1140 hours per year. Stretched offer – 1140 hrs/51 weeks = 22.3 hours per week.

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 voluntary meal charges @ £5 per day: 13 £65.00

Total number of voluntary consumable additional extras @ £1.50 per session (as listed in fee / session information) 13 £19.50

Standard Rates Element

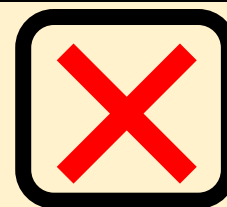
Total additional hours @ £5.00 per hour: 20.4 hours £102
(1.57 hours per day x 13 days)

TOTAL PAYMENT DUE £186.50

Non-Compliant Invoice Examples

EXAMPLE 5 Weekly Invoice

Provider Name: Invoice Number:
Provider Address: Invoice Date:
Provider Contact: Nursery Tel/Email:
To: Parent Name & Contact Details **Child's Name:**





Childcare w/c 4th April 2022 (Spring Term)

Child attends nursery 3 days @ £50 per day £150.00

Minus Government Funding: 6hrs x 3 days = 18 funded hours @ £4.30 per hour -£77.40

TOTAL PAYMENT DUE £72.60

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 4th April 2022 (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	
01/04/2022	1 Full Day	
07/04/2022	1 Full Day	
08/04/2022	1 Full Day	
14/04/2022	1 Full Day	
15/04/2022	1 Full Day	
21/04/2022	1 Full Day	
22/04/2022	1 Full Day	
28/04/2022	1 Full Day	
29/04/2022	1 Full Day	
Summer EEF 22.3 (Universal) 98.20 hours funding		
TOTAL PAYMENT DUE		£227.00