

## PROVIDING CLEAR BILLS TO PARENTS

Parents and carers, whose children are accessing services in addition to the free entitlement hours, must be provided with a bill that **clearly** sets out the hours that are funded and therefore free, and the hours that are not free and therefore, chargeable. Registration fees may, of course, be charged in respect of children accessing additional chargeable hours.

The fees that parents are charged must reflect the fees stated in the fee structure. The fee structure must be available to parents and clearly state the hours the free Early Years Entitlement funding can be taken.

Each provider that is currently offering 15 hours of free entitlement will have decided how the setting is able to deliver this offer. This must be fully explained to any participating parent or carer so that it is clearly understood what part of a day is covered by the free entitlement and what part is not.

All parents must be given this information before they register their child at the setting, so they fully understand what hours they are taking before they sign a contract.

In order for bills to be clear, free Early Years Entitlement hours and purchased Non Early Years Entitlement hours should be separately identified on the bill. Additional costs, such as meals, tuition or forest schools should also be separately identified on the bill.

The following two pages contain examples of how bills can be produced.

EXAMPLE MONTHLY BILL



# Birth to Five Service



Child's Name  
Date of Bill

## Monthly Bill Breakdown dd/mm/yyyy to dd/mm/yyyy

Early Years Entitlement Contracted Hours 15 hours per week x 4 weeks	£ 00.00
Non EYE Contracted Hours 20 @ £3.50 per hour x 4 weeks	£ 280.00
Meal Costs 5 @ £2.50 x 4 weeks	£ 50.00
Additional Non Contracted Hours 4 @ £4.00	£ 16.00

Total Bill £ 346.00



Managed Service on behalf of



EXAMPLE MONTHLY BILL



# Birth to Five Service



Child's Name  
Date of Bill

## Monthly Bill Breakdown dd/mm/yyyy to dd/mm/yyyy

Early Years Entitlement Contracted Hours 15 hours per week x 4 weeks (excluding meals)	£ 00.00
Non EYE Contracted Hours 30 x 4 weeks (2 Full Days @ £30 including meals/ 1 half day @ £18 including meals/ 5 additional hours @ £3.50)	£ 382.00
Meal Costs during EYE Session 2 @ £2.50 x 4 weeks	£ 20.00
Additional Non Contracted Hours 5 @ £4.00	£ 20.00
Forrest Schools £4.50 a session x 4 sessions	£ 18.00

Total Bill £ 440.00



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