

## 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 Education 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.

### Example Bill for Parents/Carers: (Childcare costs for 1 week)

Days of the week	Total Hours / Times	EYEE Funded Hours / Times	Non Funded Hours / Times	Hot Meal Charges	Total Hours to pay	Cost to parent
Monday	10 hrs 8am -6pm	6 hrs 9am-3pm	4 hrs 8am-9am & 3pm-6pm	£2.50	4 hrs Standard hourly rate	£12.00 + £2.50 = £14.50
Tuesday	6 hours 9am-3pm	3 hrs 9am-12pm	3 hrs 12pm-3pm	(no charge – packed lunch provided)	3 hrs Sessional rate	£8.00
Wednesday	6 hours 9am-3pm	3 hrs 9am-12pm	3 hrs 12pm-3pm	(no charge – packed lunch provided)	3 hrs Sessional rate	£8.00
Thursday	6 hours 12pm-6pm	3 hrs 12pm-3pm	3 hrs 3pm-6pm	(no charge – packed lunch provided)	3 hrs Sessional rate	£8.00
Friday	10 hours 8am-6pm	none	10 hrs 8am-6pm	£2.50	10 hrs Full day rate	£28.00 + £2.50 = £30.50
					<b>Total Cost for the week</b>	<b>£69.00</b>

*N.B. Your parent contract should be signed by parents on a termly basis and the information should reflect the fee structure and billing system.*