**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Disclaimer:** This invoice template is provided as an example and is designed to reflect current statutory guidance relating to charging procedures.

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# Childcare provider invoice template – early years funded entitlement

Provider name:

Provider address:

Ofsted registration number:

Invoice date:

Invoice period:

Child’s name:

Parent/guardian name:

## Funded entitlement breakdown

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity (Hours/Days)** | **Unit price** | **Total (£)** |
| Funded hours (free entitlement) | 15 / 30 hours each week | £0.00 | £0.00 |
| Additional paid hours | e.g. 5 hours each week | £X.XX/hr | £XX.XX |

## Optional charges

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Notes** | **Unit Price** | **Total (£)** |
| Food charges | Parents may opt to provide their own food | £X.XX/day | £XX.XX |
| Non-consumables | e.g. nappies, sun cream – parents may supply their own | £X.XX/item | £XX.XX |
| Activities charges | e.g. outings – optional, must not affect access to funded hours | £X.XX/event | £XX.XX |

Total amount due: £xxx.xx

## Important notes for parents

* Funded hours are free of charge and must not be conditional on any payment.
* All additional charges are voluntary and itemised.
* You may opt out of food, non-consumables, or activities without affecting your child’s place.
* No top-up fees, registration fees, or non-refundable deposits are allowed for funded places.
* If your child attends before eligibility is confirmed, those hours will be charged at private rates.

## Declaration

I confirm that I understand the breakdown of charges and my rights regarding the funded entitlement.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_