

Invoicing, Consumables and Charging structures

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose. We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties. This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.

Agenda

1

Understanding Operational Guidance

2

Invoicing Best Practices

3

Defining Consumables vs. Equipment and Resources

4

Developing Fair and Transparent Charging Structures

5

Monitoring and Reviewing Charging Practices

Understanding Operational Guidance

Background

A1.31

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...

<https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-applies-from-1-april-2024>

Understanding Operational Guidance

Key Principles:

- **Fairness** means that charges should reflect actual costs and be reasonable.
- **Transparency** involves clear communication about what charges cover and ensuring parents understand the fee structure.

Understanding Operational Guidance

Adherence to Guidelines:

- **No top up fees**
- **Building Trust**
- **Regular Reviews**
- **Clear Communication**
- **Documentation**

Developing Fair and Transparent Charging Structures

Here's how it might work:

- Inform
- Choice
- Alternative
- No impact on service

Defining Consumables vs. Equipment and Resources

Definition of consumables: Items that are used up and need regular replenishing (e.g., snacks, nappies, suncream).

Definition of equipment and educational resources: Long-term use items (e.g., furniture, toys).

Defining Consumables vs. Equipment and Resources

Audit Steps

- List all consumables used regularly in the setting.
- Separate these from equipment and resources.

Developing Fair and Transparent Charging Structures

- Consumable Items
- Educational Resources
- Funding Coverage
- Equitable Access

Developing Fair and Transparent Charging Structures

Equitable Access

- Access to core service
- No mandatory extras
- Flexibility for families
- Consideration for financial situations

Monitoring and Reviewing Charging Practices

Actions to Support Effective Funding for 30-hour Entitlement

- Funding information for parents
- Compliance and reporting
- Policies
- Training
- Appeals process
- Quality Improvement

Monitoring and Reviewing Charging Practices

Relevant Policies

- Fee and payment
- Healthy eating
- Alternative provision
- Financial hardship
- Dispute resolution

Monitoring and Reviewing Charging Practices

Inclusive Practice

- Clear Communication
- Alternatives
- Discretion
- Engagement
- Policy Review

Monitoring and Reviewing Charging Practices

Reflection questions

- Do you have a regular audit process in place for your nursery?
- How do you ensure your charging practices are compliant and transparent?
- What steps can you take to improve your audit and review process?

Thank you

