

Example Monthly Invoice for a childcare provider - open for 50 weeks

The Learning Tree Nursery
25 Woodland Road
Taunton
Somerset
TA2 2BU



The Learning Tree Nursery

Tel: 01823 400400
E-mail: learningtreenursery@gmail.com

Invoice No: 000001

Date: 01/01/17

To: Mrs A Jones 45 River Close, Taunton, Somerset TA3 4HT	For: Annie Jones Childcare for the period: 02/01/17 – 30/03/17
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Contracted sessions		Number of sessions						Total Hours	Funded Hours*
		M	Tu	W	Th	F	Total		
AM	8.00-13.00	12					12	60	142.50 – Universal
PM	13.00-18.00				13		13	65	142.50 - Additional
Full Day	8.00-18.00			13			12	25	
							Total	375	285

* Early Education Entitlement (offered for both universal (47.5 hours) and additional (47.5 hours) totalling 95 hours per month in each funding period)

Childcare: Hourly rate £4.65

Additional services (List and put charges against)

- Lunch - £2.50
- Snacks – £1 (am & pm)
- Activities –
 - dancing (Monday) (£3 per session)
 - swimming (Wednesdays) (£4 per session)
 - French (every day) (£10 per month)

Fees & Charges

Hours not funded by Early Education Entitlement hours 90 hours @ £4.65 per hour	£418.50
Additional services <ul style="list-style-type: none"> • 37 x hot lunch @ £2.50 • 26 snacks @ 50p & 26 snacks @ £1 • Activities (dancing 12 @ £3), (swimming 13 @ £4), (French £10 per month) 	£92.50 £39.00 £98.00
Total Fees per Term	£648

Payment Details -

Payment Terms:	Monthly (in advance)		
Due:	1 st of each month		
Bank Account Details:	Account name (The Learning Tree Nursery) Sort Code (11 – 12 – 13) Account Number: (98765432)		
Method:	Cash/Standing Order/Childcare Vouchers etc.		
Payments required:	January	February	March
	£216	£216	£216