



Fee Information for Parents

This document has been created as a checklist of questions you may wish to consider when reviewing your fee structures and invoices. The information contained in this document may not be an exhaustive list. It is designed to help toward compliance with Northumberland Local Code of Practice and your financial transparency with parents reducing queries and complaints.

Providers' Details

Does the fee information...

1. include the provider's details – name, address, phone number etc.?
2. state the provider's daily opening times?
3. state the provider's annual opening times (i.e. term-time only)?
4. contain the provider's Ofsted registration number?

Information about the Entitlements

Does the fee information...

5. clearly state the hour/sessions/days that the funded entitlement can be taken?
6. provide details about the entitlements and the financial support available?



7. provide details on Tax-Free Childcare (where applicable)?
8. signpost to Childcare Choices for parents to see what other entitlements they have access to?
9. provide details about parent(s) eligibility?
10. provide details about the application process for the funded entitlement?
11. contain details about additional funding such as Early Years Pupil Premium (EYPP) or the Disability Access Fund (DAF)?
12. When is the fee information provided to the parent?
13. Is the fee information available on the provider's website?
14. Is the fee information available as a leaflet?

Delivery Model

Does the fee information...

15. provide details about the delivery model for funded entitlement?
16. specify the options available for accessing the free entitlements?
17. specify the offers available for parents to access 30 hours?
18. specify the hours that the funding covers?
19. specify if there are a minimum number of hours/sessions/days that the entitlement can be taken?
20. provide details on the timings of the sessions?
21. state if entitlement hours only are available or are they dependent on paying for additional hours?



22. state if there are a limited number of entitlement places available?

a. specify the number of entitlement places available?

b. state the admissions criteria for entitlement only places?

c. state if there are a limited number of free places (no additional charges) within the entitlement?

d. specify the number of free places (no additional charges) within the entitlement?

e. state the admissions criteria for free (no additional charges) places?

23. state how many funded weeks there are per term?

24. provide details of the provider's stretched offer (where applicable)?

a. provide an explanation on how the stretched hour works?

b. state how many weeks the funded hours are stretched over?

c. provide details on the cycle for the stretched offer (e.g. does it run from September to August?)

d. give an example(s) of the stretched model to parents?

e. clarify how many hours the stretched offer equates to each week (e.g. on a pro rata basis)?

f. explain how parents can use any outstanding hours when accessing the stretched entitlement?

g. explain how payments will be taken for the stretched offer?

25. Do the hours/sessions available to parents include the lunch hour? (Or are these to be paid for separately?)



26. clearly distinguish between entitlement hours and chargeable hours?
27. make it clear that the service accessed through the entitlements and through parent-paid hours will be consistent?
28. provide a policy for closures (such as bank holidays) where parents are not able to access their entitlement hours?
29. provide details on staggered starts?
30. Is the delivery model sufficiently flexible for parents?
31. Is the delivery model reasonable for parents to take up their entitlement hours?

Costs (including additional costs)

Does the fee information...

32. make it clear what parents are being charged for?
33. state the charges per hour/session/day?
34. make it clear that there is no cost to the hours delivered as part of the early years entitlement?
 - a. state the funding is not to be used as a subsidy?
 - b. state that parents must not pay the difference between the funding the provider receives from the LA and the provider's standard rate?
35. clearly define the different rates they charge (e.g., based on age range, for full-time/parttime attendance)?



36. Is it clear which charges apply to the early years entitlement?
37. clearly state the rate charged for additional hours outside of the entitlement?
 - a. state this charge per hour?
38. provide the rates for wraparound care?
39. state that additional hours are required to be purchased in addition to the entitlement hours?
40. state any additional charges for enhancements where a child has SEND?
41. clearly state what each additional charge is for?
42. clearly state how much the additional charge is for each item?
43. clearly state which meals and/or snacks are included in the additional charge?
44. give a clear breakdown of the consumables that are being charged for?
 - a. state that additional charges are required for items/services that would be
 - b. reasonably expected to be delivered under the basic requirements of the EYFS?
45. make it clear in which sessions/days specific activities that require additional fees occur?
46. state that additional charges are voluntary?
 - a. Does the fee information specify which additional charges are voluntary?
47. set out a clear policy for parents who are unwilling or unable to pay additional charges?
48. explain how the entitlement hours are funded (i.e., through the local authority) based on headcount?
 - a. Does the fee information explain what would happen if a child were to move settings during a term?



Deposits

Does the fee information...

49. specify that a parent must pay a deposit for accessing the early years entitlement?

a. specify when the deposit must be paid?

b. provide a time scale in which the deposit will be refunded?

50. specify that a parent must pay a registration fee for accessing the early years entitlement?

a. specify on how registration fees are managed for parents/children wishing to access solely the funded entitlement?

Other Documents

51. Does the information provided in the fee structure correspond to the parent agreement and declaration form?

52. Is the parent declaration signed by both the parent/carer and the provider?

53. Does the parent declaration include details about additional services offered?

54. Does the parent declaration include details about data sharing?

Other Items

Does the fee information...

55. provide details on what happens if a parent falls into arrears?



56. provide details on discounts available to the parents (e.g., blue light discount, sibling discount, etc.)?
57. state how often it will be reviewed?
 - a. state how much notice parents will be given for any changes?
 - b. state whether a uniform is required?
 - c. state the cost of the uniform?
58. avoid jargon?
59. provide details on any notice periods that parents need to be aware of?
60. provide details about the complaints procedure?
61. Is the fee information simple and easy for parents to understand?
62. Is the fee information clear and transparent?