



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI468313761

Thank you for your request for information relating to Childcare Provider Invoices.

You have requested the following information:

I would like to know the required format for an invoice sent by a childcare provider to a parent. Please let me know how the following information should be displayed: government funding, voluntary contributions, extras and meals.

There is no required format for a childcare provider invoice. However, invoices must include the following information in order to remain compliant with requirements to deliver funded places.

- Childcare Providers should ensure they have clear invoice/receipt structures in place which enable parents to easily reconcile invoices with charges detailed on the provider's fee information
- Invoices should be fully itemised to show a break-down of all aspects of the fee including funded hours, additional 'paid for' hours and charges relating to services, meals and snacks.

Please note, funded entitlement hours must not be presented as a monetary value and therefore must be shown as zero cost. This is to ensure that parents can see that their children have received funded hours completely free of charge at the point of delivery.

Please see details at the link below on page 9:

<https://www.coventry.gov.uk/downloads/file/39086/coventry-childcare-provider-handbook-for-the-delivery-of-early-education-entitlement-funding>

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For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance