

Acceptable Billing Formats

There are three different ways that are appropriate to use when billing. These include the following:

1. **hh:mm** Where **hh** is the number of complete hours, and **mm** is the number of complete minutes.

This one is our preference

2. Fraction (when appropriate)
3. Decimal

Examples of the same length of time in each format is shown below:

Length of time child was in care	hh:mm	Fraction	Decimal
4 hours, 30 minutes	4:30	4½	4.50
4 hours, 22 minutes	4:22	N/A	4.37

Please remember that the actual amount of time the child is in care must be billed. When completing the childcare bill use only legal names for children in your care.

If you choose to use decimal timing, use the chart below:

Minutes	=	Decimal Hour
1	=	0.02
2	=	0.03
3	=	0.05
4	=	0.07
5	=	0.08
6	=	0.10
7	=	0.12
8	=	0.13
9	=	0.15
10	=	0.17
11	=	0.18
12	=	0.20
13	=	0.22
14	=	0.23
15	=	0.25
16	=	0.27
17	=	0.28
18	=	0.30
19	=	0.32
20	=	0.33

Minutes	=	Decimal Hour
21	=	0.35
22	=	0.37
23	=	0.38
24	=	0.40
25	=	0.42
26	=	0.43
27	=	0.45
28	=	0.47
29	=	0.48
30	=	0.50
31	=	0.52
32	=	0.53
33	=	0.55
34	=	0.57
35	=	0.58
36	=	0.60
37	=	0.62
38	=	0.63
39	=	0.65
40	=	0.67

Minutes	=	Decimal Hour
41	=	0.68
42	=	0.70
43	=	0.72
44	=	0.73
45	=	0.75
46	=	0.77
47	=	0.78
48	=	0.80
49	=	0.82
50	=	0.83
51	=	0.85
52	=	0.87
53	=	0.88
54	=	0.90
55	=	0.92
56	=	0.93
57	=	0.95
58	=	0.97
59	=	0.98
60	=	1.00