



Little Cherries Payment and Invoice Policy

- Invoices will be issued on a monthly basis at the start of each month for the full month and must be paid within 14 days of receipt. Any outstanding payments not received within this time may result in your child's place at Little Cherries being withdrawn.
- Please note that due to fulfilling staff ratios, all sessions that were signed up for are chargeable, even if your child is absent.
- As a reminder, funded hours can only be used during term-time (38 weeks of the year) between the hours of **8.45am and 3.15pm**. Wrap-around-care sessions are charged separately.
- All payments are to be made through our school system ParentPay. Your monthly invoice amount will be allocated to your ParentPay account upon issue of the invoice. If you need to part-pay with Tax-Free childcare or childcare vouchers, please make the payment to Cherry Orchard Primary School via your tax-free childcare account or childcare voucher scheme and once the remittance is received, we will amend your ParentPay account to reflect the payment made. You will then be able to pay the outstanding balance using a debit or credit card directly on ParentPay. *Please note that vouchers cannot be paid straight into your ParentPay account, payment must be made through the scheme after which your account will be manually altered by the school.*
- A separate letter will be issued with details in how to set-up your ParentPay account.
- Most parents will be entitled to Tax-Free childcare. In order to access this service, you will need to set up an online childcare account for your child. This is a great scheme and can help with childcare costs as for every £8 you pay into your account; the government will pay in £2 to use to pay your provider. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both. For more information, please follow <https://www.gov.uk/tax-free-childcare>.
- If you are paying via your Tax-free childcare account, please search for the provider using our postcode WR5 2DD and make the payment to Cherry Orchard Primary School. When you have made payment via this service, you will be issued with a reference code. Please email this code to littlecherries@riverscofe.co.uk so that we can allocate the payment to your child's account. The full amount paid will then be deducted from your ParentPay account.
- Cherry Orchard Primary School is registered with the following childcare voucher providers:
 - Care 4:** use account number 44055470.
 - Kiddivouchers:** use our postcode WR5 2DD to find Cherry Orchard Primary School.
 - Fidelity:** use our postcode WR5 2DD to find Cherry Orchard Primary School.
 - Sodexo/Allsave:** use carer ID 900927.



Computershare: use carer registration number 0026390879.

Edenred: use carer reference number P21245711.

- When you receive a remittance for your payment, please forward this to littlecherries@riverscofe.co.uk so that we can allocate your payment to your child's account and deduct the amount from your ParentPay account.
- Universal Funding and Extended 30 Hours Funding claims are made by the school at the start of each academic term. We are legally required to issue an invoice to display how many hours we have claimed for your child so all parents will receive a monthly invoice even if you do not have any additional charges. In this instance, no action is required as payment is not needed.
- If you have any questions or queries regarding your invoice, please contact the School office on 01905 352787 or littlecherries@riverscofe.co.uk.