



0.11

Administration

## 11.3 Money Handling

### Procedures

Payments must only be given to authorised members of staff: -

Cheryl Clay  
Leanne Schofield  
Karen Robinson

Payments are to be checked immediately and a receipt issued which is signed by both the authorised member of staff and parent/carer

In the unlikely event that an authorised staff member is unavailable it will be noted that no payment could be taken at the time (with regards to late payments) Payments should then be made at the earliest convenience.

Unfortunate no change can be issued at the time of payment but will be deducted from the next invoice – in the event of it being the last invoice to be issued before your child leaves sunny bank pre-school any overpaid money will be credited by cheque.

This policy was adopted by

Sunnybank pre-school

Adopted on

24/11/2021

Date reviewed

17/05/2023

Date for next review

17/05/2024

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

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