



## All About Invoices

### Our Current Charges

Core Session	£27 or 6 funded hours £30 for children under 3 and 1 term.
Morning Wrap Care	£8 or 1.5 funded hours
Afternoon Wrap Care	£8 or 1.5 funded hours
Kit Rental	£10 each half term
Subs	£10 each half term
Holiday Club	£40 £30 for siblings and cousins

The Forest School invoices show -

the number of **sessions** booked, either funded or paid. Any **wraparound** care which has been booked.

a half- termly **kit rental** charge - this covers the kit you have been assigned plus seasonal extras such as a sunhat, rain hat or thermals. The fee also allows you to "trade-in" when kit gets too small or worn out and allows us to build a library of quality spares for when accidents happen! This will be the same for each half term, regardless of the number of sessions attended. We must insist that children wear our kit as it has been proven to us that this is the best combination of items to keep children warm, dry and active.

a half termly **subs** contribution - this covers all snacks and drinks, cookery ingredients, sun cream, biodegradable wipes and consumable resources such as paint and seeds. It also helps us to invest in new resources and books. This will be the same each half term, regardless of the number of sessions attended.

On an initial invoice there will be a one-off **registration fee** - this covers our time securing funding, setting up a new Tapestry profile, organising a kit and storing all of the data which you have given us safely,

Main invoices are emailed 6 times a year in line with the school half terms rather than monthly. They will usually be sent in the first week of the half term and due to be paid in the second week. They can be paid by bank transfer with the details printed on them, via Tax-Free Childcare system, childcare vouchers (Sodexo, EdenRed, Computer Share etc) or cash. Any extra sessions or wraparound care attended throughout the half term will generate a separate invoice as will any holiday club sessions.

If there are any questions regarding invoices they should be raised immediately with Lara, before their due date. Invoices not paid on time will incur a £10 weekly fee unless a prior arrangement has been made. Some customers use a weekly or monthly standing order to prevent going into arrears. The Forest School banking software can take account of this and marries payments with invoices as soon as they are paid.

For children who pay for their sessions we must know before the beginning of the half term if there are any sessions which they will not attend so that they can be omitted from the invoice and we can change our staffing accordingly.

Thank you very much for supporting us at Forest School, it really is a very special place for the children to be and we hope that we can keep improving the environment and moving our practice forward all the time. We value our higher than usual staff ratio so that children are kept safe and their interests followed at all times, it is important to us that our staff are valued as the most important resource we have.

Many Thanks for supporting our unique venture.