

Procedures for Handling Payment of Fees- Staff

We encourage all parents and carers to pay their fees via BACS or card machine if possible and encourage them not to pay with cash. A number of parents and carers still bring cash and we have specific requirements for staff around this to protect everyone.

When a parent approaches a member of staff to request that they wish to pay their nursery or preschool fees the request will be acknowledged immediately and they will be directed either to the administrator, the manager, the deputy manager or the room or team leaders.

No other member of staff is permitted to accept cash payments from parents/carers.

- The payment will be recorded on a duplicate receipt from the receipt book.

The following procedures must be followed when issuing receipts:

- The receipt will be dated
- The child's full name for whom the payment is being made must be recorded on the receipt
- The total amount the parent is paying must be recorded on the receipt
- The method of payment must be recorded e.g., cash – we do not accept payments via debit or credit cards.
- The member of staff who is taking the payment must sign the receipt to acknowledge they have received the payment from the parent
- The white copy of the receipt must be handed to the parent
- Cash is placed in the safe

Signed on behalf of YMCA Brunel Group
(original signed copy held at registered office)



Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

January 2027

Approved by trustees

31st January 2026