



Mrs Sara Boyce MA N.P.Q.H

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Grow Together Shine Forever

Wraparound: Payment of Invoices

Payment Schedule 2019-20 Academic Year

Our standard instalment deadlines are:

	Instalment 1	Instalment 2	Instalment 3	Instalment 4
	25% of Total Cost	25% of Total Cost	25% of Total Cost	25% of Total Cost
Spring Term 2020	Wed 4 Dec	Sat 4 Jan	Tue 4 Feb	Wed 4 Mar

- It is the responsibility of the Parent/Carer to ensure that they make payments on or before the deadlines dates above
- A late payment fee of £5 will be charged the day after payment is due if not paid by the requested deadlines for each instalment. You will then be charged an additional £5 for each week (5 working days) that the payment remains overdue for each of the agreed instalment deadlines. Unless a separate agreement for payments to be made on alternative dates has been arranged with our Business Manager.

Payment via Childcare Vouchers

- If you are paying using childcare vouchers, please email the office attaching your payment receipt when each payment has been made.
- For reference, we are currently registered with the below Childcare Vouchers providers:
 - **Government Childcare Vouchers**
 - **Busy Bees:** no account reference, please use the school postcode MK17 9AS
 - **Care-4:** AC No. 26061907
 - **Computershare:** ID No. 0022922647
 - **Edenred:** AC No. P21018605. Please ensure you put the payment reference “3025 GL943010” against all Edenred payments
 - **Enjoy Benefits:** no account reference, please use the school postcode MK17 9AS
 - **Fidelti:** AC No. HIG124C
 - **RG Childcare:** ID No. 74643031056
 - **KiddiVouchers:** no account reference, please use the school postcode MK17 9AS
 - **Sodexo:** AC No. 876460*

***All payments made through Sodexo must be made with a payment reference “3025 GL943010”.**

- If you use a different provider for Childcare Vouchers (not listed above), please inform the office so that we can set up an account with them.

Payment via ParentPay

- Please log on to your ParentPay account and select the payment item “Spring 2020 Wraparound Care”.
 - This is a Repeatable, Variable Amount i.e. you can make multiple payments of any value between the minimum (£1) and maximum (£1,234) amounts.
 - **Do not be alarmed when you see the maximum amount of £1,234 next to the payment item - this is not the amount you are due to pay**
 - **If you have more than one child booked, you do not need to make separate payments per child, you can pay the full instalment amount against either child**
- Please refer to your invoice (overleaf) for the exact amount you are due to pay, and manually enter this amount into the Payment Amount box. Thank you.