

How to pay your invoice (13/07/2026)



Invoices must be paid in full **on or before** the 1st of the month to which they relate.
For new starters, the first invoice must be paid within 7 days of receipt.

Late or partial payments will incur a charge of £50.00 per invoice for each week (or part of a week) that payment remains outstanding.

Invoices are issued approximately 7 days before the start of the preceding month through Famly and will reach you by email and via your Famly app. If you have not received your invoice, please contact the office.

	Methods of payment
Directly into our bank account	Payments to be made to the below bank details. Please use your child's first initial and surname as the payment reference. Account name Tall Trees Kindergarten Sort code 20-05-12 Account number 90667137
Tax Free Childcare	We are happy to receive payment via this service, a Tax-Free Childcare account must be set up by the parent or guardian and Tall Trees added as the childcare provider. Payments into your Tax-Free Childcare account can take up to 48 hours to clear. Once released to Tall Trees Kindergarten, they may take a further 48 hours to arrive. Please allow sufficient time for funds to reach us before your invoice due date.
Cash	Please put your cash payment in an envelope and clearly mark it with your child's name. Please post your envelope into the secure post box by the front door and advise the office by phone once this has been done. Please DO NOT give your cash payment directly to any members of staff.
Cheque	All cheques should be made payable to 'Tall Trees Kindergarten Ltd' and the child's name must be written on the back. We do not accept postdated cheques and 'bounced' cheques will incur a £50.00 charge. Post your cheque into the secure post box by the front door and advise the office by phone once this has been done. Please DO NOT give your cheque payment directly to any members of staff.
'Work Place Nursery Scheme' (Enjoy Benefits)	If your employer participates in the Workplace Nursery Scheme through Enjoy Benefits, you may be eligible to pay your childcare fees through the scheme. Please contact your HR department for eligibility and application details. If you are self-employed and pay yourself through PAYE, please contact Enjoy Benefits directly for further information. Please note that your monthly invoices must be a minimum of £840 after funding.

Understanding your invoice

Your invoice is broken down to show the weekly session and the total hours.

If you receive funding, there is a line to show you how many hours Quality Supplement you pay for.

The next is a line will show how many funded hours you receive per week; these are always at a zero cost.

Any credits, discounts or ad-hoc purchases/extra sessions will be at the end of the invoice prior to the total due amount.

We do not charge for bank holidays or our Christmas closure.

Funding & bank holidays

Should your child normally receive funding on a day that is a bank holiday then funding will be transferred where possible to any remaining, normally non-funded, hours left available for that week, the quality supplement for those hours will be added as an ad-hoc purchase as the system cannot move this amount to another day automatically.

Nursery Education Grant Funding

All children are entitled to government funding from the term **after** their 3rd Birthday, eligible families are entitled to funding from the term after their child turns 9 months old. For information regarding eligibility please visit the governments Best Start in Life website <https://beststartinlife.gov.uk/>

Please contact the office if you are experiencing any difficulties making payment

Email – sophie@talltreeskinder.co.uk or 01373 465691