



Tickton Pre-school and Play Pals 'Staff handling money' Policy.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Staff will often be given money to handle and organise by parents; this can include trip money and fee payment. All money must be given directly to a management team member; this includes the setting Manager (Helen Turner), Deputy Manager (Sharon Haysom) or the Play Pals co-ordinator.

No money must be left around the setting and must be handled appropriately to avoid loss.

Parents must be given a receipt of payment.

We advise parents that the best way to pay is via CHQ or BACS.

The management team must store all money in the correct money safe tin. Money must not be placed 'on the side' in the kitchen area, or setting, or in any other place where money could become 'miss placed'.

If a staff member loses money given to them by a parent they are expected to re-pay this money to the parent committee through their monthly wages.

All money must be transferred to the setting treasurer at the earliest convenience – money must be placed in a clearly labelled envelope with information regarding where the money has come from and what it is for.