

Childcare Payment Record

Keep fees and payments for one child on one page, so an awkward conversation starts from a document rather than a disagreement.

Fees due and fees paid, per child, across the weeks — with what is still outstanding.

YOUR FEES, RECORDED CONSISTENTLY
No rates, ratios or fee structures are printed here. What you charge, how funded hours work and what must be invoiced are set by you and by the rules where you operate. This records what was agreed and what arrived.

Setting or childminder

Child

Parent or carer

Agreed fee

Sessions agreed per week

Payment due

Method

Year

Week beginning	Sessions	Amount due	Date paid	Amount paid	Method	Balance	Notes

Total due

Total received

Outstanding

Checked on