

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

Fees

# Purpose of Policy

The purpose of this policy is to ensure that the fees of Beehive are clearly communicated to parents.

**Procedure to follow**

Fees are charged monthly and are emailed to parents at the start of the month. Parents have approximately 10 days to pay the fees. Fees can be paid into Beehive’s bank account directly or via a tax-free childcare account. Cash payments are also accepted. Details of payment and the due date are on the invoice. If you have any query regarding the invoice, please email Beehive as soon as you can.

Current fees are £13.20 per 3 hour session or £4.40 for an early morning/late/lunch hour. Military families receive a discount, so their fees are currently £12.65 per 3 hour session of £4.12 for an early morning/late/lunch hour. Fees are reviewed annually and any increases are agreed on with the Beehive committee.

A small charge is made termly for the fruit and baking charges. The children receive a fruit snack twice daily and regular undertake baking to bring home or eat at Beehive. The fruit and baking cost is charged at £1.50 per session attended per week, so a child attending 3 sessions per week will pay £4.50 per term. If a child joins part-way through a term then the equivalent amount left of the term will be calculated for them to pay.

If a month’s notice of a holiday is given then half-rate fees will be charged. Please ensure that holiday notice is given in writing via email.

If a child misses their sessions due to illness, fees are still payable unless a child is hospitalized.

If Beehive cannot open for a session, due to for example loss of heating or staff illness, half-fees will be payable. If the situation lasts for more than 1 day then no fees will be payable for the following days.

Council funding

If your child is in receipt of council-funded hours, please inform Beehive of how many hours and provide your voucher code if necessary. A code is not required for the universal 15 hours for 3 and 4 year olds, but is required for the extended 30 hours and for 2 year old funding. If you have any queries regarding funding, please speak to Liz about this.

If your child is not in receipt of council-funded hours, a refundable retainer will be charged on your first invoice, which will be returned when your child either becomes eligible for the funding or if they leave Beehive.

Late collection of child

If you are going to be late to collect your child, please let us know! If you are late and we have not heard from you, then there will be a charge of £5.00.

Stopping of Sessions/Honey pot without written notice.

We request one months’ written notice of any changes to your child’s sessions. If you stop any of the above sessions without notice, fees will continue to be charged for 1 month if we cannot fill your child’s place.

Leaving Beehive

We require one month’s notice in writing for a family leaving Beehive. Where this is not possible, i.e. because of a short notice army posting, we need to know as soon as possible. If playgroup is unable to fill the place immediately then fees will be payable for the period of notice. For families in the armed forces, a certificate of attendance is available for you to take to your child’s new playgroup if requested.

Non payment of fees

If fees are not paid by the due date, without good reason, a late payment charge of £10.00 will be added to your bill and your child will be in jeopardy of losing his/her place. A verbal then written reminder will be given. If after one week following the receipt of the reminder, payment remains overdue your child’s place may be withdrawn. In this event the retainer will be used to offset some or all of the outstanding payment. Any balance will be returned to you providing the place has been filled with no loss of revenue to the group.

If, despite written reminders fees remain unpaid, Beehive will have no alternative but to take legal action to recover the fees. Families having difficulty paying fees should speak to a member of staff as soon as possible, so that special arrangements can be made.

This policy was adopted at a meeting of Beehive Pre-school playgroup held on ………..…

Signed on behalf of the pre-school………………………………………………