# FEES POLICY

## ***PRINCIPLE***

Bees Nees provide quality childcare and work hard to subsidise fees to enable us to make our Centre accessible to all children. We are a community business and a registered Charity we endeavour to keep fees to a minimum.

#### Payment Methods

* All accounts will be issued at the beginning of the month by invoice or email based on your child’s booking form and the preferred method of payments is by bank transfer or cash.
* We also accept all childcare Vouchers

Our Bank details for transfer

Account Bees Nees Early Years Centre

Sort code 95 – 03 -96

Account No 52776448

* Extra sessions accumulated over the month should be paid on the day of attendance or by the end of that week.
* Bees Nees charge a registration fee of £35.00, additional children receive 10% discount, this is a one of payment per year for all children who attend the centre, funded or fee paying. This should be paid when your child is offered a place and must be paid before, they start attending.

**Breakfast Club**

8.30am to 9am preschool children at £3.00

**Pre Preschool session**

3-hour session morning £15.00 / Afternoon session pre preschool children 2 hours from 12.30 to 2.30 £11.00 (subject to availalbity)

All session booked still have to be paid even if your child does not attend for any reason i.e. sickness/holidays during term time.

**Lunch Club**

12noon to 1pm £5.00, 12noon to 1pm plus pick up £5.50, 12noon to 1pm plus car pick up£6.00

**Gap sessions**

From 1pm to 2pm £6.00, 1pm to 2pm plus pick up £6.50, 1pm to 2pm plus car pick up £7.00

From 2pm to 3pm £6.00, 2pm to 3pm plus pick up £6.50, 2pm to 3pm plus car pick up £7.00

**Out of School 3 – 12 Yrs.**

The fees are £18.00, plus pick up £18.50, plus car pick up £19 per child per session from 2pm/3pm until 6pm

**Preschool Funded Places**

£20.00 is payable monthly to cover costs incurred in providing an extra 30mins on top of the two and half hours funded by Education Authority.

If you do not wish to pay this your child may attend for 2 ½ hours.

**Out of Schools**

* Out of school booked sessions still have to be paid for even if your child does not attend for any reason when our centre is open (i.e. Holidays, sick etc and cannot be used in lieu). **Please remember if your child is not well enough to attend school the same guidance applies for Bees Nees**
* This means from September to June your child’s place will be charged for the days they have booked unless the centre is closed
* All schemes will be from 8.30am to 5.30pm
* This means your child can attend all short schemes and a place will be reserved for them
* For example, if your child attends OOS every Tuesday and Wednesday then there will immediately be a place reserved for them every Tuesday and Wednesday for a morning or afternoon session during scheme

**(Please make sure booking form is complete and in on time as spaces fill up quickly)**

* If booking form is not completed and a parent ring to book their child, this will be accommodated if space is available
* If you would like them to stay all day or have extra sessions, you will be charged accordingly for days that you have not booked
* When booking forms are completed, we plan staffing ratios, so it is imperative that you please fill in booking forms when attending schemes.
* Only in exceptional circumstances at management discretion will an invoice be amended
* All holiday sessions that you book must be paid for in advance Children cannot be booked into holiday schemes if any fees are outstanding.
* Our summer scheme you only pay for the sessions you book. (if you require additional days it will depend on availability within a session)
* Termination in writing of a child’s place needs one months’ notice, one month’s fees are required of you even if you no longer require the place.
* Once your child is booked into scheme no cancellation can be made, and you will be charged per booking form information
* If your child attends school activities where they need picked up later than the normal pick-up time, please put this in writing stating times and place and if we can accommodate pick we will and only in the event of staff shortage this may not be possible.
* There are various systems in place to help with childcare costs. These at present are Working Families Tax Credit, Family tax Credit and various Voucher schemes. They change regularly and Bees Nees will try to provide some information on these systems by various leaflets displayed in the hall.
* If you are in receipt of some of these systems, of childcare costs, we may be obliged to supply information to the Inland Revenue.
* Cancellation of Voucher funded places – Childcare Vouchers are a noncash benefit and therefore may only be used for Childcare. When a place is cancelled no refund of any overpaid money can be made to parents / carers.

Fees will rise each year by a small percentage this will be set by the board of directors each June for the incoming year**.**

* If fees are not paid within the arranged time scale of (7 days from invoice date) there will be a late administrative surcharge of (£20.00) this will be added to the account.
* This is then to be paid within 10 days or child/children’s places will be terminated if fees remain unpaid for more than one month.

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