



Fees and Conditions Policy

The Beehive & Honeycomb Nursery is open Mon to Fri from 9am to 3pm, for 38 weeks a year. We can accommodate 38 children aged 2 to 5 years.

We offer Early Education Funding (EEF) for 3 & 4 year olds. Our fees are £6hr for children under the age of 3 and £5hr for children aged 3+. This applies to any child not yet eligible for EEF or accessing additional hours (above their EEF entitlement).

PARENTS CLAIMING EEF

EEF Entitlement is for 570 hours annually, at 15 hours flexible a week for 38 weeks. Your child is expected to attend for the hours claimed for. If your child does not attend regularly Beehive & Honeycomb Nursery may be asked to repay funding. We will ask you to confirm and will record the reason for non-attendance

PAYMENT OF FEES

Invoices for children's fees are given to parents/carers at the beginning of each term. Fees must be paid in full by cash, cheque, voucher scheme or direct bank payment.
- Fees must be paid within 14 days of the invoice date.

Late fees will incur a £5.00 charge per week.

Fees cannot be carried forward to the next term. If fees are not settled before the end of each term or an arrangement made, unfortunately your child will not be able to return to Beehive & Honeycomb Nursery until they are up-to-date or a payment plan has been agreed.

**IF YOU ARE EXPERIENCING DIFFICULTIES IN PAYING, PLEASE TALK TO US.
WE WILL DO EVERYTHING WE CAN TO HELP!**

If fees continue to be unpaid, the parent/carer will be contacted in person by telephone or letter and asked to remedy the situation.

Fees are still payable if a child is absent due to illness or holiday.

NON-ATTENDANCE OF A CHILD

If your child is absent, and you have not contacted us after one week, Beehive & Honeycomb Nursery will contact the parents/carers to establish the reason for absence. If no contact is established between Beehive & Honeycomb Nursery and parents/carers after two weeks, notice will be given by letter to parent/carer that their child's placement will be allocated to someone else; after a further two weeks of no contact, a letter will be sent to confirm this has happened. Parents/Carers will be invoiced in accordance to our Fees Policy.

WITHDRAWING A CHILD FROM BUTTERFLY PRE-SCHOOL

If your child is leaving Beehive & Honeycomb Nursery, you are required to give six weeks' notice in advance. If you do not give notice, you will be charged for six weeks fees. The notice period does not apply to children accessing just the EEF entitlement, however we would expect you to inform us of any change as this has an impact on funding.

This Policy was adopted at a meeting of Beehive & Honeycomb Nursery and is reviewed annually.

Signed *Tracy Buhain* (Tracy Buhain) Director

Barbara Slone (Barbara Slone) Director



Fees and Conditions Policy Agreement

I have read and understood the Beehive & Honeycomb Nursery Fees and Conditions Policy, and take full responsibility for payment.

I understand that:

- Fees are due at the beginning of each term by cash, cheque, voucher scheme or direct bank payment.
- I understand late fees will incur a £5.00 charge for each week they are late (after 14 days of date of invoice).
- Fees cannot be carried over to the next term without prior agreement.
- I have to give six weeks notice if my child is leaving Beehive & Honeycomb Nursery. I understand that if I do not give six weeks notice, I will be charged for six weeks fees. This does not apply to children only accessing their EEF entitlement.
- If I am claiming FFE, my child is expected to attend for the hours claimed for. If my child does not attend regularly funding will be withdrawn and your child's place will be at risk.
- Fees are still payable if my child is absent due to illness or holiday.
- If the voucher scheme fails to make the payments I have contributed, I am still liable for all invoice costs.

The Nursery has the right to take legal action to settle any monies owing.

Name of Child:

Signed:

Print Name:

Date: