**Fees Policy**

At the Buckland Beehive we operate a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. We are open from 09.00 – 15.00 Monday, Tuesday, Wednesday and Friday, and 09.00 – 13.00 on a Thursday, term time only. These hours of opening may increase in the future depending on parental need and hall availability.

The individual hourly rate for all age groups is currently £4.50 per hour. We provide a top quality service with highly qualified staff for a select number of children.

**Toddler Sessions**

We welcome toddlers under two years of age, accompanied by a parent or carer, on a Thursday between 9.30am and 11.30am. The children are encouraged to explore and join in with the activities surrounding them, including snack time. A Toddler session is £2.

**Sickness**

If a child is absent due to sickness or other reasons, the fee will remain in place as the preschool will have kept the place open and still have to employ the staff. In the case of continuing illness, please speak to the Supervisor Jane Beard, as fees for such absences can be negotiable.

**Holidays**

The preschool is currently closed on all Bank Holidays so no fee is collected for these days. If a child has a planned holiday that falls during term time, fees will be reduced by 50% for the period of absence, subject to the preschool receiving a minimum of four weeks notice in writing.

**Payment of Fees**

Bills will be given to parents during the first week of term where payment dates, amounts and bank transfer details will be stated. Cheques should be made payable to: Buckland Beehive Ltd

Unless alternative arrangements have been made, all fees must be paid within 14 days of the payment date given on the bill. If payment is not made within this timescale a reminder will be sent to the parent/carer, further delays and the parent will need to discuss these with the Supervisor, Jane Beard. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid by return or proceedings will be instigated through the small claims court to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child which is receiving Early Years Entitlement Funding will be able to remain at preschool for their funded hours only.

Should a problem arise concerning payment of fees, parents should speak to the Supervisor, Jane Beard as soon as possible to enable the preschool to come to an agreement regarding payment. Confidentiality will be maintained at all times.

**Early Years Entitlement Funding (EYEF)**

The Buckland Beehive is in receipt of the EYEF for three and four year olds. This is available the term following your child’s third birthday. The Entitlement gives you 15 hours free early education for up to 38 weeks of the year. From September 2017 some children of working parents may be eligible for 30 hours free early education for up to 38 weeks of the year. Please refer to the “Education and Families, Applying for Early Years Entitlement” document enclosed.

The funds received from the Government for the hours claimed is less than the hourly rate charged by the preschool . In order to be able to cover our costs we would like to charge a nominal fee of 50p for each funded hour that a child attends. This amount is not compulsory for parents to pay but would cover extras like the fruit and drink at snack time, tissues, soap, and wipes, cooking ingredients, free trips, pet supplies, swimming at the school etc. Alternatively, a parent can supply their own items and a daily piece of fruit if they would rather not be billed half termly.

**Early Years Pupil Premium**

The Buckland Beehive may be able to claim the Early Years Pupil Premium for eligible children to support development, learning and care. If you have an income under £16,190 and are in receipt of one or more benefits you could complete a Registration form, (ask a member of staff ) then return it to us and we will apply on your behalf direct to Devon County Council to assess if you are eligible.

**Working Tax Credit**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM Revenue & Customs (HMRC) website ([www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits))

**Termination of the Contract**

The Buckland Beehive reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times one months’ notice in writing will be given.

If a parent wishes to terminate their contract with the Buckland Beehive, 4 weeks’ notice in writing will be required.

Signed by the Supervisor, Jane Beard:…………………………………………..

Date:…………………………………………………..