



## Sessions and Fee Structure from 1st May 2020

Updated: May 2020 Review date: April 2021

Fees are charged depending on the age of your child. Variable rates apply due to the requirements of staff to child ratios. All fees are inclusive of meals and snacks, fees are payable at the full rate for Bank Holidays and Staff Training days.

Daily Rates			
Session	3 months-2yrs	2-3yrs	3-4yrs
<b>Full Day</b> 7.30 - 6.00	£60	£58	£56
<b>Full Time/Monday</b>	£56	£54	£52
<b>Morning Session</b> 7.30 - 1.00 (Monday rate)	£35 (£32)	<b>Afternoon Session</b> 1.00 - 6.00 (Monday rate)	£33 (£30)

**Discount provided on Mondays due to closing at 5.30pm for essential staff training. This is pre-bookable in advance and must be on a permanent basis. Should you require a full day, you will be charged at the usual full day rate.**

### Please note:

Baby milk, weaning foods, nappies and creams are excluded and must be supplied by the parent/carer.

Sibling discount of 5% will be applied to the eldest child until that child becomes eligible for any Early Years Entitlement Funding (EYE) when discounts will no longer apply. A discount of 10% will be offered to twins (eg. 5% each child).

**The Beehive Day Nursery is only able to secure your child's place once we have received the registration fee of £175.**

### General

The Beehive is open for 51 weeks per year, 5 days per week from 7.30am until 6.00pm (7.30am - 5.30pm Mondays).

We welcome all children from the age of 3 months to 5 years. All parents/carers are required to complete a registration form, detailing in full any dietary, medical, health, allergy or additional needs that their child may have. Where possible this should include any relevant letters or documentation from medical professionals. A registration fee is payable at the point of application. Parents should bring their child's 'red book' along to registration.

We use ParentAdmin.com to register children for booking patterns and to raise invoices, therefore you will also be required to complete the registration process online.

### Attendance

Children must be registered for a minimum of 3 sessions per week (eg. 1 full day and 1 half day or 3 half day sessions), to ensure continuity and to help them settle. Parents may drop off or collect their child at a time to suit them, between the hours of 7.30am and 6.00pm (5.30 on Mondays). Parents must notify the nursery if their child is unwell or unable to attend. Parents can also inform of any absences via Parent Admin.

### Fee structure

Fees will be charged on an actual basis each month, based on the child's booking pattern. All absences are payable in full. Fees are paid in accordance with the tariff at The Beehive Day Nursery. The fees quoted are per child.

### Registration

In order to secure a place for your child, a registration fee of £175 is required at the time of booking. This deposit secures the days requested (where available) or a place on our waiting list. £75 of this forms a non-refundable administration fee. The £100 deposit will be refunded from your first month's invoice. Where a child does not subsequently take up a place, both the administration fee and deposit will be non-refundable. Should you require a space with a start date in the future, you may have to pay full fees to retain the space. Should this occur, you can use the space as required. You will be provided with full details of this at the point of registration. Nursery Management will contact you immediately once your registration fee has been received and a letter of confirmation will follow.

### When is payment to The Beehive due?

Fees are payable on the 15th day of each month, one month in advance. For example September fees are payable by August 15th. To avoid any late charges, payment must be received and cleared by this date.

*continued overleaf.*

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The Beehive Day Nursery Ltd. • Roughmoor • Bishops Hull • Taunton • TA1 5AA

T 01823 339110 • E info@beehivedaynursery.co.uk

www.beehivedaynursery.co.uk

Registered No. 7715636

### How can I pay?

We recommend that fees are paid by standing order or electronic transfer direct to our account. Our bank details are **HSBC, Taunton 40-44-04 22038307**. Please use your child's surname as a reference. Fees may also be paid using a debit or credit card. We also accept cash or cheques (made payable to The Beehive Day Nursery Ltd) and we accept most childcare vouchers and payments via Government Tax-Free Childcare accounts. In order to claim your childcare vouchers, you need to inform Nursery Management of the childcare voucher company that your employer uses. Siblings will be invoiced separately and therefore require a separate payment.

### Do I have to pay for my holidays and nursery closures?

Fees are payable in full for all periods of children's absences, holidays and sickness (including Bank Holidays & Staff Training days). No fees will be charged during the Christmas closure period (24th Dec - 1st Jan inclusive). **Please refer to our updated Nursery calendar on our website and regular newsletters for bank holidays, staff training and other important dates.**

### Late payment fee and debt collection procedure

If your payment is not received and cleared on or before the 15th day of the month, as per our fee structure, this is deemed as a late payment. If your nursery fees are late, you will be charged £5 per day until cleared payment is received.

### Debt Recovery

We unfortunately have to cover the risk to nursery of parents not paying their invoice in full for a pre-booked space, or for their notice period. Whilst we will always work with you to cover periods of hardship you may have, once a goodwill arrangement becomes an obvious debt, we will, if required hand over your non-payment to an outside debt recovery specialist.

### How can I change my child's sessions?

Any permanent changes to sessions must be made in writing and will be confirmed via letter or email. You can book extra sessions by calling, emailing or visiting the office and speaking to a member of Management. One month's notice in writing is required to reduce sessions.

### Early Years Entitlement for 2, 3 and 4 year olds (EYE)

2 Year Old Funding is means tested and you are required to make an application to the Local Authority. You can apply via their website <http://www.somerset.gov.uk/childrens-services/childcare/funding-for-2-year-olds>.

An additional charge of £1.20 per hour is payable throughout all funded hours for children in receipt of 2 Year Old Funding.

All 3 and 4 year olds are entitled to the Universal 570 hours of funding per year. The Beehive Day Nursery works in line with the Somerset Code of Practice to provide funded childcare using the stretched entitlement (all year round) which begins from the next funding period following your child's 3rd birthday. The Beehive Day Nursery applies for this funding on behalf of the parent/carer. Parents must supply their child's birth certificate in order to register for the funding.

### 30 hours funding

Some 3 and 4 year olds may be entitled to the Additional 570 hours This funding has a strict criteria and is aimed at working parents.

Parents must apply the term before in order to use the additional hours. Children are currently unable to start to claim the additional hours partway through a term. For example, if your child turns 3 in August and you do not provide your 11 digit pin until 1st September, your child will not be able to utilise the additional hours until January 2018. When you apply, you'll be confirming that you need childcare so that you and your partner, if you have one, can work. If your child is already in a full-time reception class in a state funded school, you will not be eligible for 30 hours free childcare. In order to receive the additional funded childcare, you will need to register via the Government website and once completed, will need to provide us with the following: 11 digit code (begins with 500), parents full names and National Insurance numbers, a signed consent form to enable us to verify your 30 hours pin with the Local Authority's Entitlements Team (we will keep your consent on record). Parents will be required to renew their application every 3 months.

An additional charge of £1.85 per hour is payable throughout all funded hours for children in receipt of all 3 and 4 year old funding. Please see our Additional Service Charge Policy for more information.

If your child is born between:	Funding can be claimed from:
1st April – 31st August	September following their third birthday
1st September – 31st December	January following their third birthday
1st January – 31st March	April following their third birthday

The maximum number of hours that can be claimed each day is 10. During funded hours, an additional charge applies and this is added to your monthly invoice prior to the funding being applied. You will then be refunded for your funded hours at the average hourly rate. The reductions made for the funding will be clearly shown on your invoice. Any additional hours and extra sessions attended will be charged at the usual rate. Parents are asked to verify the number of hours being claimed each term by signing a Parent Declaration form. The Beehive Day Nursery Ltd reserves the right to withdraw a space if full fees are not received.

### Emergency closure policy

There are certain events which could result in The Beehive Day Nursery having to close for a limited time. We would aim to rectify any such closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall which would make it hazardous for both staff and parents to travel, the premises would be closed for health and safety reasons. The Nursery Director in liaison with the other Directors and in line with our policies would carefully consider whether the Nursery is safe for children and staff to attend. The Beehive Day Nursery will inform parents by text or phone at their earliest convenience. Please note charges will still apply. Parents will be informed at the end of each day about the situation and likelihood of opening on the following day. Please refer to our Emergency Closure policy for more information.

### Sickness

Any child who has, or develops, an infectious illness **MUST** be kept at home. In order to prevent the spread of illness, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptoms for a minimum of 48 hours. Fees are payable at the full rate during the period of sickness absence from the nursery. Please refer to our Sick Child Policy and Public Health England's 'Guidance on Infection Control in Schools and other Childcare Settings' (September 2014) for details of required incubation periods for which your child must not attend nursery to protect the health and wellbeing of the other children and our staff. Parents should notify the nursery of their child's absence by 9am.

### Late collection charges

Late collection has a significant impact on staff costs and will be charged at a rate of £10 for every 15 minutes late or part thereof. This applies to children being collected at lunchtime and at the end of the day. Please refer to our late collection policy for further information. All late fees are non-negotiable and will automatically be applied to your bill.

### Notice to terminate contract

One month's notice in writing is required to terminate a child's place at the nursery.

### Data Protection

We take Data Protection seriously at the Beehive and comply with the latest GDPR regulations. Please visit our website to view our privacy policy.

### Notice of change

Terms and conditions are subject to change with one month's notice.

