



## Sessions and Fee Structure from 1st January 2025

Updated: December 2024 Review date: December 2025

Fees are charged depending on the age of your child. Variable rates apply due to the requirements of staff to child ratios.

Daily Rates			
Session	3 months-2yrs	2-3yrs	3-4yrs
<b>Full Day</b> 7.30am - 6.00pm	£88.00	£85.00	£81.00
<b>Monday</b> 7.30am - 5:30pm	£84.00	£81.00	£77.00
<b>Full-Time</b>	£84.00	£81.00	£77.00
<b>Additional Service Charge</b>	£3.70 per funded hour		

### Please Note:

Fees are inclusive of meals and snacks. Fees are payable at the full rate for Bank Holidays and Staff Training days, inclusive of any Additional Service Charge. 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. A discount of 10% will be offered to twins (eg. 5% per child).

### Opening Hours

The Beehive is open for 50 weeks per year, 5 days per week from 7.30am until 6.00pm. On a Monday, there is the option of an earlier finish, at a reduced rate. This is pre-bookable and must be on a permanent basis. The nursery is closed for 2 Staff Training days per year and Bank Holidays (which are payable in full). In addition, there are 2 closure weeks (between Christmas and New Year and in August, the week prior to the Bank Holiday), which are not charged.

### Attendance

Children must be registered for a minimum of 2 days per week. Parents may drop off or collect their child at a time to suit them, between the hours of 7.30am and 6.00pm. Parents must notify the nursery if their child is unwell or unable to attend by 9am.

### 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 Ltd. The fees quoted are per child. Fees will reduce the month after a child turns 2 or 3 in line with our tariff.

### Registration

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. In order to secure a place for your child, a registration fee of £225 is required at the time of booking. This deposit secures the days requested (where available) or a place on our waiting list. £125 of this forms a non-refundable administration fee. The £100 deposit will be refunded from your first month's invoice. Parents should bring a copy of their child's birth certificate and red book along to registration. We use an online platform to register children's attendance patterns and to raise invoices, therefore you will also be required to complete the registration process online, prior to your child joining the nursery. Nursery Management will contact you once your registration fee has been received and to arrange a suitable time to return your registration forms. A letter of confirmation will follow. 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.

### How Can I Pay?

We recommend that fees are paid via Bank Transfer direct to our account. Our bank details are HSBC, Taunton 40-44-04 22038307. Please use your child's surname as a reference. We also accept payments via Government Tax-Free Childcare accounts. Visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) to see if you are eligible. Siblings will be invoiced separately and therefore require separate payments.

*continued overleaf.*

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Registered No. 7715636

### Do I Have to Pay During Absences, Holidays and Nursery Closures?

Fees are payable in full for all periods of children's absence, holidays and sickness (including Bank Holidays & Staff Training days). No fees will be charged during the Christmas (24th December to 1st January inclusive) and August (the week prior to the bank holiday) closure periods. **Please refer to our regular newsletters for details of important dates.**

### Government Early Years Funding

All children aged 3+ (from the term after their third birthday) can claim 570 funded hours per year. Parents may also be eligible for the Working Families Entitlement funding for children aged 9 months and over dependent on certain criteria. This funding is applied over 50 weeks of the year, up to a maximum of 11.4 hours per week, dependent on eligibility. As per our fees table, an Additional Service Charge applies throughout all funded hours. You can find out more information about the Government's current offer and future childcare funding here: <https://www.childcarechoices.gov.uk/childcare-expansion/early-years-childcare>. You will be required to supply your child's birth certificate and complete a registration form on entry, for Somerset Council, to enable us to claim funding on your behalf. We use an external company 'Funding Loop' to process all of the termly funding documents. Parents are required to authorise and agree the amount of funded hours termly, ahead of submission to Somerset Council.

### Supported Families Funded for 2-year-olds

2 Year Old Funding is dependant on certain criteria 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>. There is an Additional Service Charge of £1.50 per funded hour.

### Working Families Funding from 9 months

This funding is means-tested and was introduced in April 2024 for 2 year olds and 9 month olds from September 2024. You need to apply online for this funding. Children are eligible for funding, the term after they turn 9 months, 2 or 3 years old.

### When will my child be eligible for funding?

My child will turn 9 months, 2 or 3 years old in:	My child can start claiming funding from:	Date of first funding period:
September to December	Spring Term	1st January
January to March	Summer Term	1st April
April to August	Autumn Term	1st September

### Extended Entitlement/30 Hours Funding

Some 3 and 4 year olds may also be entitled to an additional 570 hours funding. When applied over 50 weeks, up to a maximum of 22.8 hours per week, dependant on eligibility. This funding has a strict criteria and is aimed at Working Parents. From September 2025, the Government aim to expand this offer to all children from 9 months old. Parents must apply the term before if they wish to use the additional funding. 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 code until 1st September, your child will not be able to utilise the additional hours until the following January. When you apply, you will 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. 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 11 digit code 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.

### Funding Rules

The maximum number of hours that can be claimed each day is 10, between 8am and 6pm. Therefore, if you require your child to attend before 8am, a £4.50 daily charge will be added to your invoice. During funded hours, an Additional Service Charge applies. 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 an online Parent Declaration form via Funding Loop. The Beehive Day Nursery Ltd reserves the right to withdraw a space if full fees are not received.

### 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.

### 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.

### 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.

### Emergency Closure Policy

There are certain events which could result in The Beehive Day Nursery Ltd 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 or no electricity/gas, which would make it hazardous for both staff and parents to travel or attend nursery, 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 Ltd would inform parents via the Family app 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 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 UK Health Protection Guidance 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.

### 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.

