



Bizzy Bees Pre-School
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB

Tel: 01234 767785

Email: bizzybeespre_school@btconnect.com

Website: www.bizzybeespreschool.org

Charity Number: 1028710

10.15 Fee Policy

Policy statement

To introduce a fee policy that is fair and reasonable for all

Aim

To ensure the Pre-School remains financially viable

Procedures

In order to provide a high quality, safe and stimulating service for children and to ensure the continued high standards and sustainability of the service it is important that fees are paid promptly. All fees received go towards the day to day running costs and improvement of the Pre-School.

The level of fees will be reviewed periodically by the Bizzy Bees Pre-School committee and will be amended in light of the settings financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Bizzy Bees accepts government funding for 3/4yr old and some 2yr old children. Parents/Carers of funded children will pay for any hours over and above the funded hours taken at the Pre-School. Funded hours will be used for sessional hours first followed by lunch club hours.

Invoicing:

Fees will be invoiced at the start of the last week of the previous half term for the whole of the subsequent half term. These should be paid by the close of the first week of that subsequent half term. Invoices for new starters will be provided at the home visit or on the first day of the child starting at the setting and should be paid by the date stated on the invoice.

Additional requested sessions that can be accommodated by the setting will be invoiced separately if requested after the main half termly invoice has been issued and should be paid for by the date stated in the invoice.


We will be sympathetic to special requests regarding payments where possible. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager/Playleader or appropriate delegate which may include the Committee Chair/Treasurer at the earliest possible opportunity.

If the fees are not paid on time:

A written reminder will be issued if fees remain outstanding at the end of the second week of the subsequent half term and/or 1 week after the date stated on the invoice. If payment is still not received within 7 days then a final reminder will be issued. If payment remains outstanding after the date specified in the final reminder, the Pre-School retain the right to reallocate the child's place and to make arrangements for payment of any fees owing. This may include taking action via the small claims court.

Missed/Unattended Sessions:

If a child is unable to attend their normal session(s) through planned or unplanned reasons such as illness, holiday or any other unforeseen reason the pre-school will not reimburse the Parent/Carer's for these missed/unattended session(s).

This policy was adopted at a meeting of	<u>Bizzy Bees Pre-School</u>	<i>(name of provider)</i>
Held on	<u>19th September 2016</u>	<i>(date)</i>
Date to be reviewed	<u>September 2018</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Brett</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>	