



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

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Email: [bizzybeespre\\_school@btconnect.com](mailto:bizzybeespre_school@btconnect.com)

Charity Number: 1172751

Ofsted: EY556019

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## 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 15 and 30 hour funding for 3/4yr olds and 15 hour 2yr old funded children. Parents/Carers of funded children will pay for any hours over and above the funded hours claimed for by the Pre-School. Funded hours will be used for sessional hours first followed by lunch club, then breakfast club hours.

### Invoicing:

Fees will be invoiced for each half term at the end of the subsequent half term or start of each half term. These should be paid by the close of the second week of that subsequent half term. Invoices for new starters will be provided in the first week 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 on 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 or Finance Manager which may also 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 after the due date. If payment is still not received within 7 days and no payment-plan has been agreed and adhered to then a late payment fee of £5 per week will be additionally invoiced and issued. If payment remains



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outstanding, 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 Parents/Carers for these missed/unattended session(s), as the place for the child will remain booked.

**Emergency Closures:**

If the Pre-School is forced to close because of an emergency, alternative sessions will be offered over the course of the following term/s. If, however, this is not possible fees may be refunded at the Manager's discretion.

**Late Pick-Up charges:**

Late pick-ups can cause considerable disruption to the setting and any remaining children, including affecting our staff to child ratios. Therefore, as of September 2019, Bizzy Bees will be introducing a 'Late Pick-Up' fee. Collection of your child over 5 minutes late (after 12.05, 12.50 or 3.50) will be charged at £1 per minute thereafter. This charge will be levied at the discretion of the setting and will be payable within 7 days.