



# **Axbridge** C of E Academy

Together We Inspire, Thrive & Excel

## **Fees Policy**



## FEES POLICY IN BUSY BEES NURSERY.

Busy Bees Nursery offers high quality early years care which is fair and competitively priced. We are a **term-time only** setting. The **minimum session** that can be booked is **2.5 hours** (either one morning or one afternoon).

Our opening hours and rates are as follows

<b>Breakfast Club</b> (8-9am)	- £6.25 (charged on a half-hourly basis)
<b>Morning Teaching Session</b> (9-11.30am)	- £6.25 per hour
<b>Lunch Club</b> (11.30 - 1pm)	- £6.25 per hour
<b>Afternoon Teaching Session</b> (1-3.30pm)	- £6.25 per hour
<b>Teatime Club</b> (3.30 - 5.30pm)	- £6.25 per hour (charged on a half-hourly basis)

### IT IS PARENTS'/ CARERS' RESPONSIBILITY TO

1. Inform Busy Bees Nursery of how you would like to pay/ use your funding for your child's hours
2. Provide documentation for funding claims (*Child Registration form, birth certificate, Parent Declaration Form, confirmation letter of Two Year Old Funding*). **Copies of the birth certificate and confirmation letter of Two Year Old Funding will be required before your child starts in Busy Bees.**
3. Complete and return completed declaration forms by the stated deadline in order to receive funding for your child's Busy Bees hours
4. Apply directly to HMRC for *Extended Early Years Entitlement* at [www.gov.uk/government/publications/30-hours-free-childcare-eligibility-and-reconfirm-your-eligibility-every-three-months](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility-and-reconfirm-your-eligibility-every-three-months)
5. Provide Busy Bees Nursery with your eligibility codes and National Insurance numbers so that we can verify your registration for Extended Entitlement (This information will be shared with the Early Years Entitlements Team, and you will be required to give your consent on your *Parent Contract* for this purpose.

1

A: Axbridge C of E Academy, Axbridge, Somerset, BS26 2BA

E: [office@axbridgefirstschool.co.uk](mailto:office@axbridgefirstschool.co.uk) | W: [www.axbridgefirstschool.co.uk](http://www.axbridgefirstschool.co.uk) | T: 01934 732391



Part of the  
**Wessex** Learning Trust

6. Inform Busy Bees, in writing, of any changes to your child's sessional hours, or withdrawal of your child from Busy Bees (with 4 weeks notice)
7. Inform Busy Bees of a change of address and contact details (please also complete the online change of address form on the Entitlements Team website [www.somerset.gov.uk/eye](http://www.somerset.gov.uk/eye), or telephone to obtain a form: 0300 123 2224

## EARLY YEARS ENTITLEMENT AND FUNDING

Funding periods:

September 1<sup>st</sup> - December 31<sup>st</sup>

January 1<sup>st</sup> - March 31<sup>st</sup>

April 1<sup>st</sup> - August 31<sup>st</sup>

1. Every child will be eligible for funding, known as **Universal Early Years Entitlement**, the funding period after their third or fourth birthday. This funding is for a whole year (or until the child starts school).  
The maximum number of Universal Early Years Entitlement (EYE) funded hours that can be claimed are as follows:
  - a day - 10 (8.5 in Busy Bees)
  - **a week - 15**
  - a term - term-time hours only
  - a year - 570
2. In addition, you may be eligible to claim **an additional 15 hours** funding, known as the **Extended Early Years Entitlement**, beginning the funding period after your child's third/ fourth birthday. This funding is for a whole year (or until your child starts school). To register for this, please apply directly to *Her Majesty's Revenue and Customs*, HMRC, at:  
[www.gov.uk/government/publications/30-hours-free-childcare-eligibility](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility)  
The maximum number of Extended Early Years Entitlement (EYE) funded hours that can be claimed, if you qualify, are as follows:
  - a day - 10 (9.5 in Busy Bees)
  - **a week - 30 hours**
  - a term - term-time hours only
  - a year - 1140

Once you have been granted the Extended Entitlement, it is your responsibility to re-confirm your eligibility every 3 months with HMRC. The

2

A: Axbridge C of E Academy, Axbridge, Somerset, BS26 2BA

E: [office@axbridgefirstschool.co.uk](mailto:office@axbridgefirstschool.co.uk) | W: [www.axbridgefirstschool.co.uk](http://www.axbridgefirstschool.co.uk) | T: 01934 732391



Part of the  
**Wessex** Learning Trust

Government has introduced a 'grace period' to enable parents to retain their childcare place for a short period, should your circumstances change and you become no longer eligible. This allows for short-term continuity of your child's care in Busy Bees while you regain access to this entitlement. Somerset County Council will notify Busy Bees when this occurs, and will set an end date to the grace period.

If you do not regain eligibility, your child's place will be reduced to the 15 hours Universal Entitlement, and you will be charged the Busy Bees hourly rate for any additional hours. *Please refer to your Parent Contract.*

3. You can claim EYE at up to 2 settings in any one day, and up to three settings in a week, up to your daily/ weekly/ yearly maximums.
4. Please be aware that If you use your maximum allowance of EYE throughout the school terms, there will be no funding left to cover childcare at another setting during holiday periods. If you plan to use childcare during holiday periods, you may wish to reduce the amount of hours per week to spread your EYE over the year. This is known as the 'stretched offer'.
5. If your child starts Busy Bees at age 2, you might qualify for **Two Year Old Funding**, depending on your family circumstances and income. You are required to provide Busy Bees with copies of your child's documentation, and the confirmation letter from Somerset County Council.  
If your family circumstances change, and you would no longer qualify, once it has been granted, this funding will not be removed. The Two Year Old Funding is subject to the same maximums as the Universal EYE.  
*Please refer to the application form in your Welcome Pack.*
6. **Early Years Pupil Premium (EYPP)** is additional funding to support the learning and development of 3 or 4 year old children, if your family satisfies the eligibility criteria (eg is a Forces family; in receipt of certain benefits; or your child has been in care or adopted). *Please refer to the application form in your Welcome Pack.*
7. **Tax-free Childcare:** other funding may be available to you. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).



## CHARGES AND PAYMENTS

1. You will be **invoiced termly** for:
  - hours over the maximum funded hours
  - hours for which you cannot claim funding (eg if you have claimed your maximum funding at another provider/ used all your funded hours between Busy Bees and another provider)
2. You are required to **pay fees one month in arrears**, and **within 2 weeks of receiving a dated invoice**, in monthly instalments. Payments can be made
  - by BACS (*Account no: 21085168, Sort Code:30-91-84*) or
  - by voucher (*for voucher payments, please see the School Finance Officer, Mrs Crompton, or telephone 732391*).
3. There is no charge for Bank Holidays or INSET days.
4. The provision of meals is not included in the fee/ funded hours. If you wish to order a **hot meal** for your child, the cost is **£3.00 per day** (please ask for details).  
(However, you can apply to *Cool Milk*, for free milk for your child until the age of 5. Please see your Welcome Pack. Somerset County Council provides a piece of fruit for each child, daily. These extras are not charged for.)
5. There is no refund for holidays you choose to take, or days missed due to illness, but there will be a credit for emergency closures (eg snow days).
6. If your child is absent due to long-term sickness, you will be asked to sign an adjustment form to send to the Early Years Entitlement Team, to reduce the number of hours claimed for. If you pay for your child's place, a reduction in fees will be considered, at the discretion of the Headteacher
7. If you have **not paid your fees by the two-week deadline**, you will incur a **late payment fee of £6.25**, which will be added to your next bill.

You will receive a telephone reminder from our Finance Officer, Mrs Crompton.

If your fees remain unpaid at the end of the third week, we will implement our **non-payment procedure**. Please see *point 8*.



- 8. You must contact the School Finance Officer immediately if you cannot pay the fees, and a weekly payment plan will be drawn up to manage the arrears.**

**Non-payment procedure:**

If you have not paid, you will receive a telephone call or meet with Mrs Crompton the Finance Officer, to draw up a payment plan which you will be required to sign. It is essential that you adhere to this plan so that your child's place in Busy Bees is not jeopardised.

If your fee instalment remains unpaid by the end of week 1 of the payment plan (*ie, your fees due are now four weeks late*), your child's sessional **hours will be reduced** to the universal entitlement of 15 hours per week.

**Our contract with you will be terminated, and your child's place withdrawn**, if after a payment plan has been set up, the weekly fee instalment remains unpaid by week 4 of the payment plan (*ie, your fees due are now seven weeks late*). You will be notified in writing, and we may seek legal support to recover what is owed.

Busy Bees adheres to legal requirements regarding staff ratios. We urge you to telephone Nursery (01934 732897) or the main school office (01934 732391) in the event of an unexpected delay in collecting your child.

If you are **late collecting your child, a charge of £6.25** will be incurred **per**

**10 minutes**, and we will attempt to contact you, or your named emergency contact.

After 30 minutes, your child will remain in the care of the Headteacher, or deputy, in the main school building.

In line with our **Safeguarding Policy**, regarding an uncollected Child:

*'Parents are provided with the direct telephone number of the nursery, and are urged to contact us in the event of any change of delay in the collecting of their child. If there is no explanation, and the child is not collected at the expected time, nursery staff will attempt to contact the parent or use the alternative emergency number supplied. The main school office is informed. After 30 minutes, the child will remain in the care of*



*the Headteacher or deputy in the main school building until collection, or until 5.30pm when the school is locked.*

*If the child remains uncollected at this time, the Headteacher will seek*

*advice from Somerset Direct (0300 123 2224/ out of hours: 0300 1232327).'*

- If you withdraw your child part way through a funding period, Busy Bees will retain funding or payment for four weeks following the last day of attendance.
- In accordance with our Safeguarding Policy, our contract with the parent/ carer will be terminated immediately, and the child's place withdrawn, if the staff and/ or children at Busy Bees Nursery, are exposed to unacceptable behaviour and/ or language by the parent/ carer.
- In order to cover running costs and maintain quality provision, Busy Bees Nursery may review the hourly rate. The notice period of any planned changes to the pricing of childcare in Busy Bees, is **4 weeks**, to come into effect **at the start of a new term**. You will be notified in writing.
- The notice period to effect any changes to the contract is 4 weeks. You will be notified in writing, and issued with a new contract to sign.
- **Please refer to your Parent Contract, and sign, date and return one copy to Busy Bees Nursery.**

