



Beehive Admissions & Fees Policy

Date Agreed:	January 2019
Date for Review:	January 2021
Updated by:	Beehive Manager
Reviewed by:	Headteacher

Admissions and Fees

Beehive is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

When a parent/carer contacts Beehive enquiring about a place for their child, they will be directed to the Beehive webpage on the School site, where they will find, Registration Form, Medical Treatment Form, Parent/Carer Agreement (x2), and Admissions and Fees policy and information on how to access Gateway where they can book and pay for all sessions.

Fees

Details of the costs for Beehive, After School Club, Breakfast club and Play scheme can be found on the web site and welcome leaflets.

Wrap Around Care.

- Invoices are sent out monthly and must be paid promptly.
- If the fees are not paid on time, Wrap Around Care will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Wrap Around Care being forfeited.
- If fees are paid persistently late or not at all with no explanation, Wrap Around Care will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending Wrap Around Care for a specified period.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wrap Around Care.

- If your child is in receipt of Free School Meals and requires a WAC or Holiday Play Scheme place, fees and sessions will be agreed with the Headteacher. If it is agreed that a FSM child is eligible for an assisted place they will be offered up to 2 sessions a week. Either mornings (8am-1pm) or afternoons (1pm-6pm). Please note that this offer could be dependent on staffing levels.

Play Scheme.

- Sessions will be confirmed once the manager or administration assistant is in receipt of a signed booking form and payment.
- Payment can be made by cash, cheque, and banker's draft, or by childcare vouchers.
- Bookings may be made during the Play Scheme. However, payment must be made when the child arrives to attend the session with no exceptions. A receipt will be issued by the session leader.
- If a place is booked over the telephone but the child does not attend payment is still required for this space.
- Reimbursements are not applicable should you child not attend booked sessions.