

Our Approach

At Busy Bees Preschool, we aim to provide clear, affordable and transparent childcare. We want families to understand our fees, funded hours and payment arrangements.

Session Fees

Our current standard fees for non-funded sessions are:

Session	Times	Fee
Morning	9:00am–12:00pm	£22
Afternoon	12:00pm–3:00pm	£22
Full Day	9:00am–3:00pm	£40

Fees are reviewed periodically and families will be given reasonable notice of any changes.

Early Years Funding

Busy Bees participates in the Government's Early Years Entitlements. Eligible children may be entitled to funded early education, subject to Government and West Sussex County Council criteria.

Depending on eligibility, eligible 2-year-olds may receive funded hours, and eligible 3- and 4-year-olds may receive 15 or up to 30 funded hours per week.

Funding eligibility is determined by the Government and local authority, not Busy Bees.

Parents/carers are responsible for applying for funding where required and keeping any eligibility codes up to date.

Using Funded Hours

Funded hours can be used within our available sessions and places:

- 9:00am–12:00pm
- 12:00pm–3:00pm
- 9:00am–3:00pm

The number and pattern of funded hours available will depend on the child's entitlement, booked sessions, available places and our term-time provision.

We will not charge parents for hours that are claimed as funded hours. Any additional or non-funded sessions will be clearly explained and charged at the applicable rate.

Payments

Invoices are issued monthly for booked non-funded sessions and any applicable additional charges. Payment is due by the end of the month.

We accept payment by BACS, Tax-Free Childcare and childcare vouchers where applicable.

Booked sessions remain payable when a child is absent, including due to illness or holidays, as the place remains reserved.

Changing Sessions

Parents/carers should speak to the Manager as soon as possible if they wish to change or end their child's sessions. Changes are subject to availability and may require notice.

Financial Difficulties

We understand that circumstances can change. Families experiencing financial difficulties are encouraged to speak confidentially with the Manager as soon as possible. Where appropriate, we will discuss possible payment arrangements and signpost families to relevant support.

Outstanding Payments

If payments become overdue, we will contact the family to discuss the situation and aim to agree a suitable arrangement where possible. Persistent non-payment may result in a review of the child's place in accordance with our terms and conditions.

Funding Changes

Funding rules and eligibility can change. Busy Bees will provide families with relevant information where possible, but parents/carers remain responsible for checking their eligibility and keeping their funding information up to date.

Financial and funding information is treated confidentially and shared only where necessary, appropriate or legally required.

Last reviewed: September 2026

Next review: September 2027