



Great Missenden Pre-School Fees Policy

Policy Statement

At Great Missenden Pre-School (GMPS), we aim to provide accessible, high-quality early years education to all families in our community. Our fees policy is designed to be fair, transparent, and clearly communicated.

Session Fees (subject to annual review)

As outlined in our Admissions Policy, a minimum of **4 sessions per week** is required. Fees for sessions not covered by Government funding are:

- **£7 per hour**
- **3-hour session: £21**
- **Lunch Club (30 minutes): £3.50**
- **Optional termly contribution for consumables: £25**

We accept up to **6 hours of Government funding per day**, used in a continuous block. Children attending a full day (8:45 am – 3:15 pm) will be charged for the final 30 minutes.

Government Funding

Two-Year-Old Funding

Eligible working parents or families receiving additional Government support may claim **15 hours free childcare** for 2-year-olds, (increasing to 30 hours from September 2025) subject to:

- A valid eligibility code (via childcarechoices.gov.uk)
- Timely submission of the correct funding form to us

Three and Four-Year-Old Funding

All 3 and 4-year-olds are entitled to **15 free hours per week** (38 weeks/year) starting the term after their third birthday.

Some working parents may be eligible for up to **30 funded hours**, subject to:

- A valid code via childcarechoices.gov.uk
- Timely submission of the appropriate funding form

Any hours beyond the funded entitlement are charged at our standard rate.

Invoicing & Payments

- **Invoices** are issued **termly in advance**
 - **Payment is due within 14 days** of the invoice date, unless agreed otherwise with the finance office
 - **Payment methods:**
 - Bank transfer:
 - Sort Code: **30-14-77**
 - Account Number: **11263168**
 - Reference: Use your **child's name and invoice number**
 - **Tax-Free Childcare** or **Childcare Vouchers** (please notify the finance office)
 - **Consumables contribution** may be paid via **School Gateway**
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Late or Outstanding Fees

- After **14 days**, an **informal written reminder** will be sent
- After a further **7 days**, a **formal reminder** is issued and a **5% late fee** will be added
- Continued non-payment may result in:
 - Withdrawal of the child's place
 - Referral to **small claims court** to recover fees

Please contact the Office Manager as early as possible if you are experiencing financial difficulties—we are happy to discuss alternative arrangements.

Notice of Changes

To manage staffing and budgeting:

- **Half a term's written notice** is required if your child is leaving or reducing sessions
- In absence of notice, **fees in lieu** will be charged
- Prolonged absences without communication may result in charges or withdrawal of place

GMPS reserves the right to:

- Terminate a place without notice due to **non-payment** or **unsuitable behaviour**
 - Withhold funded hours mid-term unless a **parent request** and documentation is completed
 - **No refunds** for sickness, absence, or closures due to circumstances beyond our control
 - Offer **replacement sessions** in lieu of refunds if sessions are cancelled
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Parent Agreement

Consent may be given via the **Arbor Parent Portal**.

I confirm that I have read, understood, and agree to the Great Missenden Pre-School Fees Policy.

Signed: _____

Full Name: _____

Child's Name: _____

Date: _____