



Great Missenden Preschool Fees Policy 2026–2027

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

As outlined in our Admissions Policy, a minimum of **four sessions per week** is required.

The hourly rate for non-funded sessions is: **£7.50 per hour**

Session Structure

Morning	8.45-11.45	3 hours	£22.50 or Gov. Funding
Lunch	11.45 -12.15	30 mins	£3.75 or Gov. Funding
Afternoon	12.15 - 15.15	3 hours	£22.50 or Gov. Funding*
Afternoon (short)	12.15 - 14.45	2.5 hours	Gov Funding only*

* Please note:

- A maximum of **6 funded hours per day** can be claimed.
- Early collection at **14:45** is only available where the full 6 funded hours are used in one day.
- Children attending a full day (08:45–15:15) will be charged for the final 30 minutes if not covered by funding.

Sessions may be covered by funded hours or paid privately. Any hours not covered by funding will be charged at the standard hourly rate.

We offer families the opportunity to access their full funded entitlement free of charge.

Session availability is subject to capacity limits of:

- **24 children per session**
- A maximum of **5 children aged 2 years**

Additional Charges

- **Optional consumables contribution:** £30 per term

Government Funding

Working Parent Entitlement

Eligible working parents may claim up to **30 funded hours per week** for children aged 2–4 years, subject to:

- A valid eligibility code (via *childcarechoices.gov.uk*)
- Timely submission of the required funding form

Funded 2-Year-Old Places (Benefit-Based)

Some families may be eligible for **15 funded hours** for 2-year-olds if they receive certain benefits, subject to:

- A valid eligibility code from Buckinghamshire Council
- Timely submission of the required documentation

Universal 3- and 4-Year-Old Funding

All children aged 3 and 4 are entitled to **15 funded hours per week (38 weeks per year)** from the term after their third birthday, subject to:

- Submission of the appropriate funding form

Any hours beyond funded entitlement will be charged at the standard rate.

Invoicing and Payments

- Invoices are issued **monthly** via *Childcare Bookings for Schools (CBfS)*
- Payment terms will be outlined on each invoice

Late or Outstanding Fees

- After **14 days**, an informal reminder will be sent
- After a further **7 days**, a formal reminder will be issued and a **5% late fee may be applied**

Continued non-payment may result in:

- Withdrawal of the child's place
- Referral to the small claims court

If you are experiencing financial difficulties, please contact the **Office Manager** as early as possible. We are happy to discuss alternative arrangements.

Notice of Changes

To support staffing and financial planning:

- **Half a term's written notice** is required if:
 - Your child is leaving, or
 - You wish to reduce sessions
- Where notice is not given, fees in lieu will be charged
- Prolonged unexplained absences may result in charges or withdrawal of the place

General Terms

GMPS reserves the right to:

- Terminate a place without notice in cases of non-payment or unsuitable behaviour
- Require updated documentation before continuing funded hours mid-term
- Charge for sessions missed due to illness or absence
- Close due to circumstances beyond our control (no refunds will be issued)

Where possible, we may offer **alternative sessions** instead of refunds.

Parent Agreement

Consent may be provided 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: _____