

Great Missenden Pre-School Fees Policy

Great Missenden Pre-school (GMPS) operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

1. **Rates:** Fees are £5.00 per hour per child (subject to review annually). All 3 and 4 years are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. If parents choose to use the funding at GMPS they are requested to inform us to make an application on their behalf, and complete the necessary paperwork. If parents wish their child to attend for additional hours they will be charged according to the rates detailed above.

2. **Invoicing:** Fees will be invoiced termly in advance. Payment is due within 14 days from receipt of the invoice, or the invoice date if later, unless an alternative arrangement is agreed with the finance office.

3. **Payment:** Parents may choose to pay fees directly into our bank account. The details of which are:

Lloyds Bank Plc Sort Code 30-14-77 Account Number 11263168

Parents are requested to use their child's name & invoice number as reference for any payments made in this way. The school welcomes settlement using Child Care Vouchers please contact the finance office for further details. Alternatively, payment can be made by cheque or cash. Cheques should be made payable to Great Missenden School, please annotate the back of the cheque with the child's name & invoice number as reference. Any cash should be brought to the finance office in a sealed envelope, clearly annotated with the child's name, and invoice number, whereupon a receipt will be issued.

4. **Outstanding Fees:** If parents have any difficulty at all paying fees, it is essential that parents tell the finance office straight away. We are always happy to discuss the possibility of alternative arrangements with parents who are in genuine financial difficulty.

a. After 14 days parents will receive an informal written reminder that fees are outstanding.

b. If after a further 7 days parents have still not paid their fees, they will receive a formal written reminder and an additional charge of 5% of the outstanding amount will be added to the bill.

c. Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on the waiting list. We reserve the right to ultimately refuse admissions if fees remain unpaid.

d. If fees continue to be outstanding, proceedings through the small claims court will be instigated to reclaim the outstanding amount.

5. **Notice:** We plan our staffing levels and set our budget well in advance. We require one term's written notice of a child leaving the Pre-school (where possible) or reducing their sessions, otherwise fees in lieu of notice will be charged. GMPS reserves the right to terminate the contract without notice in the event of unsuitable behaviour of the child/ren or non-payment of fees following the outstanding fees collection procedure. If a child who is in receipt of Early Years Funding, leaves mid-term, the Early Years Funding will change to the new provider in the following term, unless specifically requested by the parent and by completion of the appropriate documentation.

6. **Refunds:** No refund is made for sickness or absence from the Pre-school.

7. **Closure:** In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible. The Pre-school reserves the right to offer replacement sessions in lieu of refunds.

Signed on behalf of Great Missenden Pre-school:

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(Pre-school teacher)

Date:.....

Signed on behalf of Great Missenden Pre-school:

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(Extended Services Committee Chair)

Date:.....