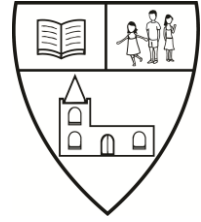


Guilden Morden Pre-school

Fees and arrears

If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Pre-school Lead.



1. Rates

Fees are **£5.50** per child per hour for 3-4 year olds.

£6.00 per child per hour for 2 year olds.

All three and four year old children 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 funding at Guilden Morden Pre-School they are requested to inform us to make the application on their behalf. If parents wish their child to attend for additional hours they will be charged according to the rates detailed above.

Parents should be aware that children become eligible for this funding the term after the child's third birthday. If there is an interim period before they are eligible for funding you will be responsible for covering fees until that point at the rate detailed above.

Guilden Morden Preschool are also able to offer funding to eligible two year old children as well extended funding of an additional 15 hours a week for those who have working parents and meet certain criteria. Please ask for details on eligibility.

2. Invoicing Fees will be invoiced half-termly in advance. Payment is due within 7 days from receipt of invoice, unless an alternative arrangement is agreed with the Head teacher.

3. Late Collection of a child

If you are going to be late collecting a child due to unforeseen circumstances please contact the Pre-School as soon as possible. If you are late collecting your child you will be charged £10 for every 10 minutes late. Please see our uncollected child policy.

4. Payment can be made in childcare vouchers or by MCAS. We have also set up with tax free childcare. (you can set up an account with them and link it to Guilden Morden school. For every £8 you put into the account they will top it up by £2. Mrs Marchetti in the office will set MCAS up for you.

5. Outstanding fees

If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

a. After 7 days parents will receive an informal written reminder that fees are outstanding.

b. If, after a further 5 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 our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.

If the parent have contacted us already to make alternative arrangements, allowances can be made.

d. If fees are paid following a formal written reminder, the Pre-school reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving the Pre-school, any sums due to the Pre-school (e.g. outstanding fees) having first been deducted. The Preschool will be entitled to any interest earned on the deposit.

6. Notice

Guilden Morden Pre-School, Pound Green, Guilden Morden, Cambs, SG8 0JZ

Guilden Morden Pre-school

Fees and arrears

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One half term's written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

7. Refunds

No refund is made for sickness or absence from the Pre-school.

8. 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.

This policy was adopted at a meeting of	Guilden Morden C of E Academy LGB
Held on	September 2023
Date to be reviewed	November 2025
Signed on behalf of the Local Governing Board	04.11.24
Name of signatory	Sarah Fryer
Role of signatory (e.g. chair)	Chair