



Great Kingshill Preschool Class Fees Policy

Great Kingshill Preschool Class (GKPS) 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.

- Rates:** Fees are £5.00 per hour per child (subject to review annually). **The lunch hour is free if your child is attending all day but will be charged at £5 for the 40 minute session if your child is attending for half a day.** If your child is having a school lunch, this will be £2.30 and can be ordered through our school payment system. All 3 and 4 years are entitled to 15 hours per week of free Preschool education for 38 weeks of the year from the term following their third birthday. If parents choose to use the funding at GKPS 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.
- 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 in advance of this
- Registration Fee:** A £25 registration fee is payable with the registration form. Once the form and payment have been received by the school the place for that child is then secure. The registration fee is non-refundable.
- Payment:** Payment is to be paid directly into our bank account. The details of which will be detailed on the Invoice.

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.

30 hours funding - The full eligibility criteria for funded places can be seen on the link below – please click on the link to see if you are eligible.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf

Should a pupil cease to be entitled to 30 hours funding due to a change of personal circumstances the Governing Body of the school will ask parents to pay the additional sessions at a rate of £15 per session or offer parents the opportunity to reduce their child's hours.



- a. **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.
- b. After 14 days parents will receive an informal written reminder that fees are outstanding.
- c. 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.
- d. 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.
- e. If fees continue to be outstanding, proceedings through the small claims court will be instigated to reclaim the outstanding amount.

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 Preschool Class (where possible) or reducing their sessions, otherwise fees in lieu of notice will be charged. GKPS 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.

Refunds: No refund is made for sickness or absence from the Preschool.

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

All forms must be completed, and 30 hour codes must be provided (if applicable), before your child can start Preschool

Signed on behalf of Great Kingshill Preschool

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Preschool teacher)

Date:....June 2022.....

(Jeremy Foster - Governing Body)

Date:.....