# Lympstone Payment Policy

## Preschool Operational Times and Fees Chargeable

**Lympstone Preschool operates over 50 weeks a year – 38 weeks term time and 12 weeks extended/stretched holiday club/early years education and care between the hours of 8am (7:45am early drop off by request) and 6pm.**

**Breakfast and afterschool care for children aged 5-11yrs during term time and full day care for this age range is available over holiday periods in addition to our early years provision.**

**\*5-11yr old care is based on a rate of £4.95 per hour (a special set fee of £7.50/£10.50 is chargeable for afterschool provision outside of the hourly rate for attendance 3:30-5/6pm)\***

**Lympstone Preschool sessions are chargeable at £5.75 per hour for under 3 year olds and £5.50 per hour for over 3 year olds for all billable hours outside of funding. Lympstone Preschool accepts funding from Devon County Council for all children from the term after their 3rd birthday and for 2yr funding to those eligible. Lympstone Preschool has open availability to funding across all sessions and accept extended (30hrs) funding across all sessions for all eligible children. Payment is accepted via; 15/30hrs funding, 2yr funding, tax free government payment accounts, childcare vouchers, cash, cheque or by BACS transfer/standing order.**

**Billing/Invoice**

**Any hours outside of a child’s funding is payable by a bill/invoice in advance of the term ahead. Payment is requested within 28 days of billing unless by prior agreement (\*payment plan options are available upon request at the discretion of the management team) – any overdue or late payments past the 28 day deadline without initiation of payment plan will have a grace period of 7 days to negotiate a payment plan arrangement or thereafter will incur a late payment fee of 10% of the value of the bill/invoice. Non payment of accounts over 42 days after the bill/invoice date will result in the child’s place at the setting being suspended until payment in full has been made.**

**Sickness/Absences**

**Preschool fees are payable through any non attendance, sickness or family holidays.**

**Preschool is closed for two weeks a year (Easter week and Christmas week), for weekends and for bank holidays and no bills/invoices or funding will be claimed for these periods of closure.**

**Notice Period**

**Lympstone Preschool request that parents give 4 weeks notice of any changes/reduction of hours or termination of child place within the preschool. When it is not possible to give a notice period Lympstone Preschool reserve the right to claim funding/bill for this period.**