# **Logo Description automatically generatedLympstone Preschool Payment Policy**

## Our Preschool Operational Times and Chargeable Fee Guide

Valid from 01st September 2023 – subject to review every 12 months.

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 (\*Early 7.45am start by request) and 6pm, 5pm on a Friday.

**Our Preschool times are:**

Monday – Friday

Breakfast Club 8-9am

Morning Session 9-11.30am

Lunch Club 11.30-12.30pm

Afternoon Session 12.30 – 3pm

After school Club 3-4pm / 5pm / 6pm

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| **2**  **Years** | **3-4**  **Years** | **Breakfast Club**  **For 5-11yrs**  during term time | **After School Club**  **For 5-11yrs**  during Term time | **Holiday**  **Club**  **For 5-11 years** |
| £6.40 per hour | £6.10 Per Hour | £5.50 | £8.50 up until 5pm | £6.10 per hour |
| Same rate for Breakfast club / Afterschool / Holiday club | Same rate for Breakfast club / Afterschool / Holiday club | 7.45am drop off by request, charged as a proportion £1.38 | £11.50 up until 6pm |  |

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. 3 year olds are all billable for hours outside of their funding.

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, or by BACS transfer/standing order.

Billing/Invoice

* All bills that are sent via Learning Journals monthly.
* Any hours outside of a child’s funding is payable by a bill/invoice **in advance.**
* Invoices will be sent **at latest 28 days** before due.
* Any overdue or late payments past the 28 day deadline 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 28 days after the agreed payment 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.

Ad hoc Hours

To book any Ad hoc sessions, please contact the Preschool office via email or WhatsApp. Once these sessions have been agreed, they will be chargeable regardless of attendance.

Late Collection

All parents/carers will be given a five-minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended, then a £10.00 charge will be levied and for every ten minutes thereafter.

Late fees will be added to your child’s account and collected with the next fee invoice.

Please note that late stay fees will be collected and charged at a level relative to the circumstances and lateness regardless of if we are able to make contact.

Approve by Lympstone Preschool Committee Date: 22/09/2023