



Funding and Fees Policy

Lymestone Preschool operates over 50 weeks a year – 38 weeks term time and 12 weeks extended including holiday club.

We operate between the hours of 8am (*Early 7.45am start by request) till 6pm Monday – Thursday, 8am - 5pm on a Friday. Closed weekends and bank holidays.

Lymestone Preschool close for a period of 1 week over the Christmas period, and 1 week over the Easter period.

Chargeable fees (from 1st April 2026)

Lymestone Preschool do not charge any consumable fees.

2 Years	3-4 Years	Breakfast Club For 5-11yrs 8am – 9am	After School Club For 5-11yrs	Holiday Club 2-6 years
£8.00 per hour	£7.50 Per Hour	£6.90	£10.00 up until 5pm	£8.00 per hour – 2 yrs
Same rate for Breakfast club / Afterschool / Holiday club	Same rate for Breakfast club / Afterschool / Holiday club	Early drop off at 7.45am – 9:00am £8.50	£14.00 up until 6pm	£7.00 per hour 3-6 years

Funding

Families claiming certain universal credits, may be entitled to Families Requiring Additional Support (**FRAS**), previously known as targeted 2-year funding regardless of working status. More information on this funding can be found here: [Early Years Funding for 2, 3 and 4 year olds - Information for childcare providers](#) Applications for FRAS are made on the [Devon Citizen's Portal](#).

All children from the term after their 3rd birthday will be entitled to universal funding. You do not need to apply for this funding as you will automatically be entitled. Each child will be entitled to 570 hours per year.

Children born between:	Will be funded:
1 st September – 31 st December	1 st January
1 st January – 31 st March	1 st April
1 st April – 31 st August	1 st September

Working entitlement funding can be accessed from the term after the child's term 9 months. The funding entitlement is 1140 hours per year. Lymestone Preschool does not accept children until the day after they have turned 2 years old. More information and applying for this funding can be done visiting: <https://www.beststartinlife.gov.uk/>

It is the parents/carers responsibility to ensure that any applicable funding is claimed in a timely manner. Any eligibility codes need to be sent to the preschool office team in advance of the child starting with us. Failure to meet any deadlines set out on the conditions of funding may result in funding being cancelled and fees being chargeable.

We as a provider request permission on our registration forms to run a check for EYPP (Early Years Pupil Premium) children who will be identified as disadvantaged children. We will use this funding to improve outcomes for this group.

Parents/carers in receipt of disability living allowance for a child will be asked to complete a disability access declaration funding form for our setting to send off and apply for additional funding to support the child within setting.

Funded places and hours can be accessed across all sessions the Preschool offers. The maximum number of hours that can be claimed in one day is 10 hours, anything over will be charged regardless of remaining funding. The preschool work within the legal requirements set out by the EYFS.

For children attending more than one provision and splitting funding, it is important that parents/carers inform each provision of the weekly funded hours being claimed and for how many weeks of the year. It is the responsibility of parents/carers to keep all provisions updated with changes regarding provision and hours claimed. Failure to inform us of these changes or providing inaccurate information may result in an overclaim with DCC, any overclaimed hours will be chargeable. If your child has left a previous attended setting during the academic year that they start with Lymptone Preschool, we will seek permission for details of the other setting/s and communicate any funding claimed and the last day of attendance.

Funded hours will be claimed for sickness, non-attendance and holidays. For holidays over 2 weeks, Lymptone Preschool will seek permission from parents to continue to claim funding for the duration of their holiday.

Deposits Payments

Once sessions and your child/rens start date have been agreed with office management a £25 deposit will be requested for each child. Payments are to be made directly into the Lymptone Preschool Business account referencing with the child's name. Your deposit will be refundable after the first term of attendance and will be returned by the end of the following term. If a deposit is paid and the child/ren does not attend the setting when agreed or leaves within the first term, the deposit may be retained in whole as part of the £25 administration fee.

Billing/Invoice

All Invoices are sent via Learning Journals. Please ensure you have checked your invoice is correct. Contact the office as soon as possible if any errors are identified.

- Any hours outside of a child's funding are payable in advance of attendance.
- Invoices will be sent **at latest 28 days** before due.
- Any overdue payments past the 1st of each month deadline will have a grace period of 7 days to negotiate an alternative payment arrangement. Lymptone Preschool will enforce a late payment fee of 10% of the value of the invoice to parents/carers who fail to pay or arrange an alternative payment agreement within the stated timeframe.
- Non-payment of accounts + payment agreement period will result in the child's place at the setting being suspended until payment in full has been made. After a 45-day period passes and

Parents/carers fail to engage with Lympstone Preschool management your child place will be cancelled.

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 requires 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.

Devon County Council will only fund for a child up 4 weeks from last day that they attend setting. If notice period is given after a failure to attend sessions that exceeds this period, Lympstone Preschool reserve the right to charge for any sessions not covered by funding.

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 or claimed on funding 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. For some information, please refer to our late collections policy

Approve by Lympstone Preschool Committee

Date: 22/09/2023

Last Reviewed

Date: 11/03/2026