



Funding and Fees Policy

Lymestone Preschool operates over 50 weeks a year – 38 weeks term time and 12 weeks extended including holiday club. The Preschool closes for a period of 1 week over the Christmas period, and 1 week over the Easter period.

Early Years Funding

It is the parents/carers responsibility to ensure that any applicable funding is claimed in a timely manner. Any eligibility codes or confirmation need to be sent to the preschool 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 becoming chargeable.

Universal funding

All 3 and 4-year-olds who live in England are entitled to Universal Funding irrespective of income levels, benefit status, or family circumstances. You do not need to apply. Each child will be entitled to a maximum of 570 hours per year.

If a child turns 3 years old part way through a term, their eligibility will start the following term. Please bear in mind this will also affect the overall funded hours entitlement as well.

Working Element funding

Working entitlement funding can be accessed from the term after the child turn 9 months old, subject to meeting the government eligibility criteria. The funding entitlement is 1140 hours per year.

Lymestone Preschool accept children the day after their second birthday. More information for this funding can be found at: [Childcare & Early Years Education - Best Start in Life](#)

Where a family becomes ineligible for Working Entitlement funding, funding will continue in accordance with the government's grace period arrangements. Once the grace period ends, any previously funded hours become chargeable at the Preschool's current fee rates.

Targeted 2-year-old funding

Families may be eligible for FRAS funding. Eligibility information and applications can be done through the Devon County Council citizen portal. [Devon Citizen's Portal](#).

Pro-rata funding entitlement table

Children born between:	Will be funded from:	Funded hours	Max hours per week:
		15 hours	30 hours
1 st April – 31 st August	1 st September	570 hours	1140 hours
1 st September – 31 st December	1 st January	380 hours	760 hours
1 st January – 31 st March	1 st April	237.5 hours	475 hours

Additional Funding

Early years Pupil Premium

EYPP is a government scheme that provides additional funding to providers for children who will be identified as disadvantaged children. This funding is used to improve the educational outcomes for eligible children. Parents who believe their children may be entitled to this additional funding will need to complete the section on the registration forms so that Lympstone Preschool can apply on their behalf.

Disability Access Funding

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 the setting.

Additional Funding information

Funding Types

Lympstone Preschool offers both term-time and stretched funding options. Stretched funding allows funded hours to be distributed across 50 operational weeks rather than the standard 38-week school year.

Annual entitlement	570 hours	1140 hours
Term Time only (38 weeks)	15 hours max	30 hours max
All Year (50 weeks)	11 hours max	22 hours max

Funded places and hours can be accessed across all sessions the Preschool offers (excluding 7:45am start). 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.

A child can attend a maximum of 2 settings per day spreading funding across both settings, 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 and start with Lympstone Preschool, you must inform us and we will seek permission for details of the other setting/s to communicate any funding claimed and the last day of attendance.

Funding for Absences and Holidays

Funded hours may be continued to be claimed for sickness, occasional absences and family holidays while the child remains on roll, and their place is being retained. Extended periods of absences may be reviewed with Devon County Council rules.

Funding Fraud Declaration

Parents/carers must notify the Preschool immediately of any changes that may affect their eligibility for funded childcare. Deliberately providing false or misleading information may result in funding being withdrawn and fees becoming payable.

Tax-Free Childcare Payments

Lympstone Preschool accepts payments through the UK Government Tax-Free Childcare scheme.

Parents are responsible for ensuring that Tax-Free Childcare payments are made in sufficient time to reach the Preschool by the invoice due date. Any delays in processing payments by the Tax-Free Childcare system will not alter the payment deadlines set out in this policy.

Where a Tax-Free Childcare payment does not cover the full balance due, parents remain responsible for paying any outstanding amount by the invoice due date.

Late payment charges and debt recovery procedures outlined in this policy will apply to any outstanding balances, regardless of the payment method used.

Deposits Payments

After confirmation of your child’s place at Lymestone Preschool, a £25 deposit will be requested. Payments are to be made directly into the Lymestone Preschool Business account referencing with the child’s name. The deposit is not required for children accessing funded-only places.

Deposits will normally be refunded after the child's first full term of attendance and returned by the end of the following term. Deposits may be retained to cover outstanding fees, unpaid charges, or administration costs incurred where a place is cancelled after acceptance or deferred by more than one academic term.

Preschool Fees

Lymestone Preschool reserves the right to review and amend fees and charges periodically. Families will be provided with a minimum of four weeks' written notice of any fee increase, except where changes are required due to government legislation or funding changes.

Consumable charges

Lymestone Preschool does not charge any consumable fees, instead we ask that parents support the Preschool with voluntary donations, donations of resources requested on our newsletter, and any fundraising support from families at the Preschool organise events.

The preschool welcomes voluntary donations and fundraising support from families. However, these contributions are entirely voluntary and are not a condition of accessing a funded place. Children and families who choose not to contribute will not be treated differently.

Preschool and Breakfast/Afterschool Fees

Preschool 2 Years	Preschool 3-4 Years	Primary Breakfast Club For 4-11yrs 8am – 9am	Primary 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

Billing/Invoice

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

- Any hours outside of a child's funding are payable in advance of attendance.
- Ad hoc hours are chargeable regardless of attendance or changes made.
- Invoices will be sent **at latest 28 days** before due.

Late Payment administration fee

A £15 administration fee may be added to overdue accounts that passes the 7-day grace period. Any families experiencing financial difficulties are encouraged to contact the office as soon as possible, we will work with families to find an alternative arrangement.

Suspension for non-payment

If fees remain outstanding past the grace period and the Preschool has not received any contact from the family the preschool will suspend any hours outside of funding until a resolution is reached. If this period surpasses 4 weeks your child's place may be cancelled.

Lympstone Preschool reserves the right to pursue recovery of outstanding debts through appropriate legal processes where all reasonable attempts to reach an agreement have been exhausted.

Absences/Family Holidays

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

Notice Period

Lympstone Preschool requires that parents give 4 weeks' notice in writing of any changes/reduction of hours or termination of a child's place within the preschool. Failure to give notice may result in Lympstone Preschool claiming funding/bill for this period.

Devon County Council will only fund a child for up to four weeks after their last attended session where the place continues to be held open in accordance with local funding rules. If notice is given outside of this period, Lympstone Preschool reserve the right to charge any hours not covered by funding.

Periods of Preschool Closures

Lympstone Preschool close for one week over the Christmas period and one week over Easter. Exact dates of this closure can be found on the Preschool Academic Calendar. No funding or fees will be applied to this period

Emergency Closures

The preschool will exhaust every option to avoid emergency closures, but sometimes these situations are unavoidable. In situations where the preschool has closed because of severe weather, flooding, or heating/air-conditioning problems. Parents will be informed as soon as possible, where permitted under Devon County Council guidance, funded hours may continue to be claimed during temporary emergency closures. Where possible the Preschool will make every effort to offer alternative hours at another time.

Closure due to Staff Sickness

If the preschool is unable to open or needs to close early due to staff sickness, and not being able to maintain EYFS ratios, parents/carers will be informed immediately via message or email. If the child attends an alternative setting on the day of closure the funding can be transferred across. The preschool will make every effort to offer alternative hours at another time. Where permitted under Devon County Council guidance, funded hours may continue to be claimed during temporary emergency

Ad hoc Hours

To book any Ad hoc sessions, please contact the preschool office via email or WhatsApp. Once any Ad hoc session has been confirmed and reserved, the fee becomes payable regardless of attendance, unless cancelled in accordance with the Preschool's notice period.

Late Collection

Late Collection	Charge
First 5 minutes	Grace period
5 – 15 minutes	£10
15 – 30 minutes	Additional £10
30 – 45 minutes	Additional £10
Over 45 minutes	Safeguarding procedure initiated

For more information, please refer to our Uncollected Child Policy and procedures.

This policy was agreed by Lymptone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.

Reviewed: 05/06/2026