

Schedule of fees

Procedures

- Dragonflies Pre-school has funded and non-funded sessions running between the hours of 8.45am to 3.25pm, Monday, Tuesday, Wednesday, Thursday and Friday for 38 weeks of the year.
- Sessions are charged at a rate of £5 per hour for 3 & 4-year olds and £5.50 for 2-year olds.
- For those entitled to Early Years universal funding, 15 hours a week can be claimed for children from the start of the term after they turn 3.
- Working parents of 3 & 4 year olds can claim up to 30 hours. An eligible code, as well as the parents' DOB and NI number, must be provided in order to claim these hours.
- For those entitled to Early Years 2-year-old funding, 15 hours a week can be claimed for children the term after they turn 2 with a TYF funding code from Devon County Council.
- From April 2024, working parents of 2 year olds can claim 15 hours of funding. An eligible code, as well as the parents' DOB and NI number, must be provided in order to claim these hours.
- Your child's fees are applicable to all days that your child is booked in for and still needs to be paid if the child cannot attend for any reason, for example sickness or holiday.
- Each child's attendance at Dragonflies Preschool is conditional upon continued payment of any necessary fees.
- Notice to withdraw your child or reduce your child's days is 4 weeks' notice.
- Your child is expected to attend the hours claimed and if your child does not attend regularly for their claimed hours without a valid reason, funding from the LA may be withdrawn.
- You will be invoiced for your child's normal hours for the 4 weeks' notice if you are reducing their hours.
- For those parents not claiming grant funding we expect payments to be made monthly in advance, invoices will be sent on the last Friday of the month and to be paid within 7 days.
- Failure to pay by the required date, we will issue a reminder one week after the fees are due, detailing the amount outstanding and requesting immediate payment.
- If payment is not received at this point the late payment charge will be added on every week until the outstanding balance is paid in full.
- Failure to make payments will mean that the funded sessions offered to the child will be withdrawn, and may be given to the next child on the waiting list.
- For children who are part grant funded we will still expect payments of those sessions not covered by grant to be paid in advance as above.
- We will not withdraw grant funded sessions, unless in line with another preschool policy.

- In the event that outstanding fees cannot be recovered, we will initiate proceedings through the small claims court.
- If changing to another EY setting, DCC require 4 weeks' notice before you can remove the funding from Dragonflies Preschool CIO.
- We aim to give parents 4 weeks' notice of increases of fees.
- Other charges:

Snacks and consumables provided by Dragonflies Preschool is charged at £25 per term, payable at the beginning of each term.

Non funded session - £3 (2.45pm – 3.25pm)

Late collection of child - £5.00 per additional 15 minutes.

Late payment of fees - £15 per week for every week fees are paid late.

Refundable deposit when joining - £20

This policy was adopted by

Dragonflies

On

March 2024

Date to be reviewed

November 2024

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee