

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.
- From May 2025, sessions are charged at a rate of £6 per hour for 3 & 4-year olds and £6.50 for 2-year olds.
- Universal funding: children aged 3 and 4 are eligible for funded childcare of 15 hours a week. This can be claimed for children from the start of the term after they turn 3.
- Working Entitlements funding: working parents of 2, 3 and 4 year olds can claim up to 30 funded hours per week. An eligible code must be obtained from HMRC and given to the preschool, as well as the parents' DOB and NI number in order to claim these hours. This code must be reconfirmed at intervals as requested by HMRC. If parents do not reconfirm their code or lose their eligibility and Dragonflies Preschool are then unable to claim any hours, parents will be invoiced for them.
- TYF funding: For those entitled to targeted 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. Evidence of this code will need to be provided to Dragonflies Preschool (screenshot or email).
- 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.
- Parents must give 4 weeks' notice to withdraw children or reduce their child's days or hours, booked hours will be invoiced/claimed during this notice period.
- Your child is expected to attend the hours claimed under government/LA funding. If your child does not attend regularly for their claimed hours without a valid reason, funding from the LA may be withdrawn.
- For those parents not claiming grant funding we expect payments to be made monthly in advance: invoices will be sent at the beginning of the month and will be due for payment within 7 days.
- In the case of 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 partly 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 your child is moving 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 are charged at £30 per term, these will be invoiced and payable at the beginning of each term.

Non funded session - £5 (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 Preschool

On

November 2025

Date to be reviewed

November 2026

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee