



Stockland and Yarcombe Pre-school Fees and Funding Policy

Aims of Policy

This policy aims to specify the process around payment of fees and the funding available. Whilst we make every effort to support parents with funding, including support completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately. By assisting parents with their applications, we recognise we are already providing a significantly greater amount of support to parents than a typical setting. However, whilst we can provide this support, we believe it remains valuable to parents, and so will continue to do so.

Fees

There are two stages of fees payable to the Pre-School:

1. A registration deposit to confirm their place.
2. Ongoing fees for their attendance at the Pre-School.

All fees are subject to an annual review.

If you receive funding and have any concerns with the fees outlined in this document, please speak to the Manager at your earliest convenience.

From April 2025, fees are:

£9.00 per hour for 18 months to 2-year-olds, £7.00 per hour for 2-year-olds and £5.50 per hour for 3 years and above.

As we are a registered childcare provider with Devon County Council, you can make use of your funded hours of childcare with us. Please discuss this with a member of staff.

Additional and Ad Hoc Hours

Additional sessions are those signed up for typically for half a term or a term, in advance, but are not guaranteed for the child for the full time they attend the Pre-School.

Ad hoc sessions are those attended on a typically one-off basis and can be signed up for with less notice.

Subject to availability, all children may have the opportunity to request additional / ad hoc hours as part of our flexibility offering. These are designated on a first come first served basis and can be withdrawn at any time.

The Manager should be contacted for information regarding these sessions.

Fees for additional and ad hoc hours, above any funded hours, will apply to all children and will be billed at the current hourly rate. Changes to additional and ad hoc sessions require half a terms notice to reduce. Increases will be considered at the time and subject to availability.

Changes and Cancellation

You are required to pay for every reserved session, even if your child is absent due to illness or other reasons.

Additional and ad hoc sessions require half a terms notice to reduce.

Should your child leave Pre-School early, you must give a term's notice to not incur further fees and to receive your deposit, otherwise you will be charged for one term's fees from the date of notice and your deposit will not be refunded.

Should you wish to cancel an additional session/s your child is signed up for, you must provide one half term's notice otherwise you will be charged.

Should a session time be changed (for example the nativity, Christmas party or sports day) you will be notified in advanced and not charged for any sessions which aren't run.

Voluntary Contributions

The fees and funding provided to the Pre-School enable it to meet its day to day running costs throughout the year. However, we rely heavily on fundraising and any voluntary donations to pay for any other investment in the Pre-School, such as toys, games, supplies and inevitable repair and replacement costs.

As such, from April 2025 we request a voluntary donation of varying suggested levels on each term's invoice to help us cover our costs whilst still enabling all children to attend the Pre-School.

This policy was adopted on (date) 13th February 2025

Signed on behalf of Stockland and YArcombe Pre-School (Committee Chairperson)

This policy was reviewed as indicated below:
2025 created