



The Meads Management Group
Mill Mead School, Port Vale, Hertford, SG14 3AA
Ofsted Registration Number: 401994



BOOKING AND PAYMENTS POLICY FOR THE MEADOWS, THE MEADS AFTER SCHOOL CLUB, THE MEADS HOLIDAY CLUB

All Provisions - The Meads Management Group review all their prices annually and when doing so are aware that they need to be competitive. Any increase will be advertised in advance.

General:

- Any unpaid fees will receive two reminders:
 1. The first reminder will be sent via email and will ask for payment by a specific date.
 2. If payment is still not received, a second reminder will be sent by post. This reminder will incur an additional £10.00 administration fee.
 3. If payment is not received after two reminders have been sent, we will cancel any provision with immediate effect.
 4. If payment is still not received, the case will be forwarded to The County Solicitor to commence proceedings.
- There will be no refunds given for any sessions missed, or cancelled, due to illness, holidays, etc.
- Casual bookings can be made if space is available, and customer payments are up to date, however these will incur an additional cost. Please refer to the current price list, which is available on our website www.meadsandmeadows.co.uk and is also displayed on the Parents/Carers notice board in the dining room.
- Late pickups will be charged at **£8.30** per 15 minutes or part thereof.
- Please note that it is the customer's own responsibility to keep records of bookings and payments for your child/children.
- If information is required for Bursaries, Benefits, Tax Credits, HRMC, etc. an admin fee of **£10.00** will be charged.

Meadows:

- Forms will be sent out approximately six weeks before the start of each term.
- Allocated sessions are for the term booked only. Session must be rebooked each term.
- Once your allocation request has been confirmed you will be liable for payment for the whole term.
- Invoices will be issued at the beginning of each term with payment dates detailed on the invoice.

Tel: 01992 582055

E-Mail: meads@millmead.herts.sch.uk

Web: www.meadsandmeadows.co.uk/

Facebook: /TheMeadsOOSC

/TheMeadsPreNursery

Twitter: @TheMeadsMeadows



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- We are able to claim 15 hours of funding for all children, from the term after a child's third birthday.
- We are able to claim an additional 15 hours of funding (totalling 30 hours), for all those who are eligible.
- Funding can be claimed during term-time only, and parents/carers must complete the necessary forms for this. It is the responsibility of the parent/carer to request the necessary funding claim forms.
- Sessions may be increased (but not decreased) during the term **if space is available**.

Meads Breakfast and Afterschool Club:

- Annual Booking Forms are required for breakfast and after school care.
- Invoices will be issued at the end of the month to cover the sessions for the following month.
- All fees are due in advance of sessions taken and your invoice will show the due date. Please make payments on or before this date.
- We require one month's written notice if you wish to amend, or cancel, any sessions.
- Top-ups after the original booking time (i.e. 4.15pm and 5.15pm) will be charged at **£5.95** per hour or part thereof.
- Late pick-ups after 6.00pm will be charged at **£8.30** per 15 minutes or part thereof.

Holiday Club:

- Holiday Club booking forms will be sent out approximately 4-5 weeks prior to each holiday. This form will show the last date for bookings.
- Completed booking forms must be returned to The Meads Office and should include payment.
- Any booking forms received after the closing date will be charged at the casual rate per session.
- Booking forms without payment will not be processed (unless payment is being made by child care vouchers).
- Any changes made after your booking has been confirmed will be charged an admin fee of **£5.00** due to staff/child ratios.
- If trips are organised they must be paid for at the time of booking.
- Late pickups will be charged **£8.30** per 15 minutes or part thereof.

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Emergency Childcare:

- Any child/children taken into any of the above provisions without prior booking will incur an emergency charge of **£8.30** per 15 minutes or part thereof.

Discounts:

- Second child discounts of 10% will be available to those who attend The Meads full time, during term-time only.
- No discounts will be offered on Meadows Sessions.

Price List:

- Please see attached Price List, updated April 2018.

Adopted by the Committee of The Meads Management Group on:

Date:

Signed:

Print Name:

Position:

Reviewed: March 2018

Date for review: March 2019

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Price List – 1st April 2018

Provision

Breakfast Club

7.45am - 8.45am

Normal Rate

£5.65

Casual

Rate

£6.10

Meadows

AM Session (9.00am - 11.30am)

£14.40

£15.25

Meadows Lunch Supervision (11.30am - 1pm)

£6.55

£7.65

PM Session (1.00pm - 3.30pm)

£14.40

£15.25

Nursery PM Session (11.45am - 3.30pm)

£20.45

£22.50

Meads

Pick up by 4.15pm

£4.65

£5.60

Pick up by 5.15pm

£8.00

£8.75

Pick up by 6.00pm

£10.00

£10.80

Late Pickups £8.00 per 15 minutes of part thereof

Holidays and Inset Days - Mill Mead only

Full Day (7.45am - 6.00pm)

£24.30

(+) £2.00

AM Session (8am - 12.30pm)

£12.70

(+) £2.00

PM Session (1.30pm - 6pm)

£12.70

(+) £2.00

Flexi Day (9am - 3.30pm)

£19.30

(+) £2.00

Holidays - Non Mill Mead

Full Day (7.45am - 6.00pm)

£26.50

(+) £2.00

AM Session (8am - 12.30pm)

£13.80

(+) £2.00

PM Session (1.30pm - 6pm)

£13.80

(+) £2.00

Flexi Day (9am - 3.30pm)

£19.95

(+) £2.00

Top-Ups

From 4.15-5.15pm

N/A

£5.95

From 4.15-6.00pm

N/A

£11.90

From 5.15-6.00pm

N/A

£5.95

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