



**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, within 7 days of original payment date.
  2. If payment is still not received, a second reminder will be sent and will ask for payment by a specific date, within 10 days of original payment date. This reminder will incur an additional administration fee, as per our current price list.
  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.
- If payment is chased, including a second reminder, for two consecutive months, the booking will be cancelled with immediate effect.
- If your booking is cancelled due to lack of payment and you wish to re-book in the future, you will be subject to the waiting list process, as per our Admissions Procedure.
- 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. Please refer to the current price list for casual fees. Payments for casual sessions should be made at the time of booking.
- Late pickups will be charged as per our current price list.
- 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 will be charged.
- If you are struggling to make payments on time, please contact a member of The Meads Admin staff to discuss this as soon as possible.

Tel: 01992 582055

E-Mail: [meads@millmead.herts.sch.uk](mailto:meads@millmead.herts.sch.uk)

Web: [www.meadsandmeadows.co.uk/](http://www.meadsandmeadows.co.uk/)

Facebook: /TheMeadsOOSC

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### **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 terms fees.
- Invoices will be issued at the beginning of each term with payment dates detailed on the invoice.
- 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.
- Any additional hours used, not covered by funding, must be paid as detailed in each terms invoice.
- Sessions may be increased (but not decreased) during the term **if space is available**.
- Sessions added after confirmation will be charged at the casual rate per session.

### **Meads Breakfast and Afterschool Club:**

- Annual Booking Forms are required for breakfast and after school care for children in Reception to Year 6.
- 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-up hours(i.e. 4.15pm to 5.15pm) will be charged according to our current price list, where space is available, and a booking has be pre-arranged.
- Late pick-ups will be charged as per our current price list.

### **Holiday Club:**

- Holiday Club booking forms will be sent out in advance of each holiday. This form will show the closing date for bookings.

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- 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, as per our current price list.
- Booking forms without payment will not be processed (unless otherwise specified, i.e. payment to be expected via childcare vouchers).
- Any changes made after your booking has been confirmed will be charged an admin fee, as per our current price list..
- If trips are organised they must be paid for at the time of booking.
- Dropping off earlier, or collecting later, than a pre-booked session will result in additional charges, as per our current price list.
- Late pickups will be charged as per our current price list.

**Emergency Childcare:**

- Any child/children taken into any of the above provisions without prior booking will incur an emergency charge as per our current price list.

**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.
- No discounts will be offered on Holiday Club Sessions.

**Price List:**

- Please see attached Price List, updated April 2020.

Adopted by the Committee of The Meads Management Group on:

Date: .....

Signed: .....

Print Name: .....

Position: .....

Reviewed: March 2020

Date for review: March 2021

Tel: 01992 582055

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## MMG Prices - 1st April 2020

	<u>Normal Rate</u>	<u>Casual Rate</u>
<b><u>Breakfast Club</u></b>		
7.45am - 8.45am	£6.35	£6.85
<b><u>Meadows</u></b>		
AM Session ( 9.00am - 11.30am)	£16.05	£17.05
Meadows Lunch Supervision ( 11.30am - 1pm)	£7.30	£8.55
Nursery PM Session (11.45am - 3.30pm)	£22.85	£25.10
PM Session (1.00pm - 3.30pm)	£16.05	£17.05
<b><u>Meads</u></b>		
Pick up by 4.15pm	£5.20	£6.30
Pick up by 5.15pm	£8.95	£9.80
Pick up by 6.00pm	£11.15	£12.05
<b><u>Late Collections</u></b> ( <i>per 15 minutes of part thereof</i> )	N/A	£9.00
<b><u>Holidays and Inset Days</u></b>		
Full Day ( 7.45am - 6.00pm)	£28.35	£30.35
AM Session (8am - 12.30pm)	£14.80	£16.80
PM Session (1.30pm - 6pm)	£14.80	£16.80
Flexi Day (9am - 3.30pm)	£21.90	£23.90
<b><u>Top-Ups</u></b> ( <i>when pre-arranged</i> )		
From 4.15-5.15pm	N/A	£6.65
From 4.15-6.00pm	N/A	£13.30
From 5.15-6.00pm	N/A	£6.65
<b><u>Admin Fee</u></b>	N/A	£10.00

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