



## OAKS ACTIVITY CENTRE & PRE-SCHOOL

### Stepping Stones

	daily	weekly
Hourly rate	£8.00	£84 £420

Fees are paid by bank transfer on the last day of the month and invoiced monthly. As the setting is open *term time only*, no allowance is made for absences due to family holidays or sickness—you are paying for the childcare place.

Government funding is spread over the full year and covers 15 hours per week (or 30 hours for eligible families). Individual monthly fees will be provided in writing before your child starts at The Oaks Activity Centre and Pre-School. Fees include meals, snacks, and trips.

Reminders will be sent for late payments, and these will include any applicable penalties. If you are working, you may also be eligible for Tax-Free Childcare. For more information or to check your eligibility, please visit: <https://www.childcarechoices.gov.uk>

### Transport

Transport to drop off and collect from Eastcourt School, Goodmayes, can be arranged at 8.45am and 3.30pm. This arrangement is included in the fees charged at the all-day rate.

### Late payment

Penalties are charged for late payment or returned cheques, as follows:

1. Late payments are charged at £10 per week
2. Parents will be asked to pay £10 for any cheque that is returned.

### Notice of Withdrawal or Change of Hours

Once the parent or guardian has accepted the offer of a place in The Oaks Activity Center and Pre-School, s/he is required to give the Manager, in writing, at least one full calendar months' notice of the withdrawal, or for a change of hours for the pupil concerned, whether or not they have joined. Failing this, payment of the fees for the following month will be due. In the event of the Manager requiring a pupil to be withdrawn from The Oaks Activity Centre and Pre-School, no part of the current month's fee will be refunded.