



OAKS ACTIVITY CENTRE – STEPPING STONES PRE-SCHOOL

Stepping Stones

	daily	weekly
All-day sessions (between 7.30am-6pm)	£50.00	£250.00

Fees are paid monthly by cash or cheque, based on 52 weeks per year and are due by the 6th of the month. The Centre closes for Bank Holidays and for one week over Christmas/New Year. We make no allowance for absence due to family holidays or sickness: you are paying for the space, not the period your child attends. Funding is spread over the whole year and covers eleven hours per week (or 22 hours for eligible families). Individual monthly fees are communicated in writing before you start at Stepping Stones. No further bills are issued unless there is a change in the fees due. Reminders are sent for late payments, and will include penalties.

If you're working you may also be eligible for tax free childcare. For more information and to check your eligibility, please look here – <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 Stepping Stones, 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 In the event of the Manager requiring a pupil to be withdrawn from Stepping Stones, no part of the current month's fee will be refunded.