



Little T's Pre-School

15 HOURS FUNDING TERMS & CONDITIONS

The Pre-School is open term time only, following the same dates as the Main School.

Children are eligible for a place at the start of the term after their third birthday. However, we can take children who turn three during the first month of the term depending on spaces.

Funding can start at the beginning of the term:

Dates	
1 st January – 31 st January	Spring Term – depending on space
1 st February – 31 st March	Summer Term
1 st April – 30 th April	Summer Term – depending on space
1 st May – 31 st August	Autumn Term
1 st September – 30 th September	Autumn Term – depending on space
1 st October – 31 st December	Spring Term

Our session times are as follows –

	Time	Sessions	Price
A	7.55am – 8.45am	Breakfast Club (including breakfast)	£7.50
B	8.45am – 11.45am	Morning Session	FUNDED / £21.00
C	11.45am – 12.15pm	Lunch Session	£10.00
D	12.15pm – 3.15pm	Afternoon Session	FUNDED / £21.00
E	3.15pm – 6.00pm	After School Session (including tea)	£15.00

Children eligible for only 15 hours of Government funding will receive the funding the term after they turn three. If we are able to offer you a space in the term they turn three you will have to pay for all sessions that you attend for this term.

Children can use their 15 hours of funding for either 5 morning sessions or 2 full days and one morning session. Children can attend for more than 15 hours but you will be charged for each additional session.

Sessions

Contracted sessions (ie: sessions which you request for each week) are held for your child and cannot be cancelled in the event of holiday or sickness.

Invoicing for all contracted sessions is termly. Payments can be made termly, monthly (by the 1st of each month) or every half term (by the first of alternative months) either directly into our bank account or childcare vouchers. Please ensure payment is made well in advance (at least 3 working days) of the due date. Any fees received after the date will incur a late payment fee of £25.00.

Our bank account details are as follows:

Lloyds Bank, Bracknell Branch
Sort Code: 30-93-20
Account Number: 46018568

Account Name: St Teresa's Catholic Academy Pre-School Account / Mother Teresa Catholic Academy Trust

Childcare vouchers can be used to pay for any sessions; please contact our Extended Services Administrator for more details.

Additional casual sessions must be booked and paid in advance and can be cancelled with 48 hours' notice.

Registration

There are a maximum of 32 places for each session. Please complete an application form as soon as possible so that we can try to meet your needs. Please supply a copy of your child's birth certificate along with a Baptism Certificate if applicable.

A non-refundable administration charge of £50.00 is required at the time of registration.

You will be informed of whether or not we can meet your requested sessions half a term prior to the start date.

Notice

Half a term's written notice is required for pupils who are leaving the Pre-school or reducing their sessions.

Emergency School Closure

In the event of school closure due to emergencies or critical weather conditions (as listed in our protocol), refunds will not be given and sessions cannot be rearranged.

Toilet Training

We are able to accept children who are still in nappies, however we strongly encourage parents to send their child to Pre-School without nappies.

Please note that we are unable to accept children into our Breakfast and Afterschool Club until they are fully potty trained as we do not have the staffing or facilities to accommodate this.

Please Note: Attendance at St Teresa's Pre-School in no way guarantees a place at St Teresa's Primary School. Children from the Pre-School MUST apply for a place at the primary school in the usual way.