



Little T's Pre-School

30 HOURS 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 as two year old funding is available up to 30 hours.

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 – 9.15am	Breakfast Club (including breakfast & early drop off)	£15.00
B	8.45am – 9.15am	Early Drop Off Session	£7.50
C	9.15am – 12.15am	Morning Session	FUNDED
D	12.15am – 3.15pm	Afternoon Session	FUNDED
E	3.15pm – 6.00pm	After School Session (including tea)	£15.00

To enable children to attend their 30 hour funded sessions without any additional cost children can attend from 9.15am – 3.15pm. Should they wish to come for the same time as the main school an early drop off session should be paid for.

Parents must apply via the HMRC for the 30 hours funding and provide the Pre-School with the confirmation code received in order to benefit from this discount, this should be provided prior to your child starting in Pre-School. Parents can use up to 30 hours but can take fewer if required. The funding can only be used for a morning or afternoon session. Funding should be reconfirmed regularly, should a parent not do this funding will be removed and sessions will be charged.

Lunches

Children are able to bring in their own healthy packed lunch from home or we can provide a hot meal from our own kitchen at an additional cost of £3.10. Parents must sign up for the whole term to one of these options.

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 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.

The admin fee will be refunded as your child leaves the Pre-School.

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.