



## **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 <sup>st</sup> January – 31 <sup>st</sup> January	Spring Term – depending on space
1 <sup>st</sup> February – 31 <sup>st</sup> March	Summer Term
1 <sup>st</sup> April – 30 <sup>th</sup> April	Summer Term – depending on space
1 <sup>st</sup> May – 31 <sup>st</sup> August	Autumn Term
1 <sup>st</sup> September – 30 <sup>th</sup> September	Autumn Term – depending on space
1 <sup>st</sup> October – 31 <sup>st</sup> December	Spring Term

Our sessions each day consist of either a 3 hour funded session (8.45am to 11.45am) or a 6 hour funded session (9.15am to 3.15pm). Children can use their 15 hour funding using the following options depending on how long they are attending each week –

1. Children wishing to use just their 15 hours of funding each week and not incurring any additional charges can either attend –
  - a- 5 mornings each week (option A)
  - b- 2 full days (Option B) and one morning (option A)
  - c- 1 full day (Option B) and 3 mornings (Option A)

In addition to this parents can also choose to add an early drop off to their full days (Option E) and can chose to have a hot meal during the day (Option D). These must be selected for the whole term as this will be invoiced.

2. Children wishing to attend for 3 whole days each week can use their 15 hours funding for the first two days (option B) with an option for early drop off (option E) and hot meal (option D) and one morning of each week (Option A) plus Option C
3. Children wishing to attend for 4 whole days each week can use their 15 hours for the first whole day (Option B) with an option for an early drop off (Option E) and a hot meal (Option D) and then 4 mornings sessions (Option A) plus Option C
4. Children wishing to attend 5 full days can use their 15 hours of funding for 5 mornings (Option A) and the use Option C for the remainder of the days.

	<b>Timings</b>	<b>Hours used</b>	<b>Cost</b>
Option A Morning Session	8.45am – 11.45am	3 hours per session	Fully Funded
Option B Funded whole day	9.15am – 3.15pm	6 hours per day (with packed lunch)	Fully Funded
Option C Full day top up	11.45am – 3.15pm	Additional hours	£31.00, includes hot meal
Option D Additional hot meal	Lunch Time	N/A	£3.10 per meal
Option E Earsly morning drop off	8.45am – 11.45	30 mins per day	£7.50

### **Wrap Around Care**

Children are also able to access our wrap around care at an additional cost. Our Breakfast Club runs from 7.55am – 8.45am at an additional cost of £7.50 per session. NB if utilising only your 15 hours of funding you will have to pay the additional early drop off fee for your whole days.

Our Afterschool Club runs from 3.15pm to 6.00pm Monday to Thursday and until 5.30pm on a Friday at an additional cost of £15.00 per session.

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.

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.

Parents have the option of increasing their child's sessions subject to availability.

### **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 1<sup>st</sup> 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: 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.**