

## St Teresa's Catholic Pre-School

### 15 HOURS FUNDING TERMS & CONDITIONS

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

Children are eligible for a place at the start of the term after their third birthday.

Children are eligible for funding from the term after their third birthday. Funding can start at the beginning of the term or half-term:

- If your child is three between 1<sup>st</sup> January and 31<sup>st</sup> March, funding will start in the Summer term (April)
- If your child is three between 1<sup>st</sup> April and 31<sup>st</sup> August, funding will start in the Autumn term (September)
- If your child is three between 1<sup>st</sup> September and 31<sup>st</sup> December, funding will start in the Spring term (January)

	<b>Time</b>	<b>Sessions</b>	<b>Price</b>
A	7.55am – 8.45am	Breakfast Club (including breakfast)	£5.50
B	8.45am – 11.45am	Morning Session	£16.00*
C	11.45am – 12.30pm	Lunch (including hot lunch)	£6.00
D	12.15pm – 3.15pm	Afternoon Session	£16.00*
E	3.15pm – 6.00pm	After School Session (including tea)	£12.00

\*Sessions B and D are when your child receives their free funded early education. If your child is eligible, you are entitled to up to five of these sessions free each week, with a maximum of two per day.

	<b>End Time</b>			
<b>Start Time</b>	<b>11.45am</b>	<b>12.30pm</b>	<b>3.15pm</b>	<b>6.00pm</b>
7.55am	£21.50	£27.50	£43.50	£55.50
8.45am	£16.00	£22.00	£38.00	£50.00
12.15pm			£16.00	£28.00
3.15pm				-

### **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: 30-63-54  
Account Number: 50529968  
Account Name: St Teresa's Catholic Academy Pre-School Account

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. If we are unable to offer you any five government funded sessions and you therefore decide not to take a place at St Teresa's Pre-School, your administration charge will be refunded.

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.

### **Information for April Intake**

Children transfer from the Pre-School setting into the main school once a year in September. Our Pre-School admits children in September, January and April. We are unable to admit all children who are eligible for the funding in the summer term. We will advise you if we are unable to accommodate your requested sessions by the February half term before your planned start date. Your requested sessions will however be guaranteed for the Autumn Term.

**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.**