



 Kaydeena.com
 admin@Kaydeena.com
 07985194064

Location Address:
 Walthamstow Academy
 Billet Road, Walthamstow E17 5PD

Fees Policy

Academic Year 2022/2023

Saturday/Sunday 9.30am-1.00pm

Dear Parent/Guardian,

The following outlines the Fees Policy for the Kaydeena Pre School.

Parents will be sent an online link for payment to be completed. Parents will be paying £6 per hour per child or £21 for a three and a half hour day. This is suited to our small class ratio. Once the payment is received, your child's space will be confirmed.

Siblings Fees: Reductions are not made for siblings.

CONTRACT

This Contract is made between the parent and Kaydeena Pre School.

By entering into this Contract, you agree to uphold the following:

1. Parents to complete the form for payments.
2. If a student is absent, payments will not be refunded.
3. If students are going on holiday, then parents must inform the teacher out of courtesy – there will be no refund.
4. Once your child/ren join, it is expected that they complete the academic year.
5. If you do want to take your child out mid-year, please give Kaydeena Management a **notice of 2-4weeks** before the end of term so that students on the waiting list can be notified of a space. The school runs over a 39 week period. Our dates coincide with FEP's calendar (3.9.22-22.7.23)
6. Fees are non-refundable unless impacted by COVID19 guidelines.
7. If your child is away for more than 2 weeks without notification to Kaydeena management, then they risk having their place offered to students on the waiting list.
8. If you **do not** wish to pay online, then the cash/cheque payment increases to **by £10** per child.
9. Fees, this should be paid two weeks before the end of the previous term. **Late fees** will incur a **£5 charge** per child.

Number of children	Admin + materials (one off upon registration)	Termly		
One	£15	£315 <i>Term 1 (3.5 hrs 15 weeks)</i>	£252 <i>Term 2 (3.5 hrs 12 weeks)</i>	£252 <i>Term 3 (3.5 hrs 12 weeks)</i>

Signed: _____ **Parent of:** _____ **Date:** _____

Please email **both** this form and signed Kaydeena Student Form to admin@kaydeena.com.