



# Fees Policy

Academic Year 2023/2024

 [www.kaydeena.com](http://www.kaydeena.com)  
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 07985194064

**Location address:**  
 London: Walthamstow Academy  
 Billet Road E17 5PD

**London (E17): Saturday 9.30am-12.30pm**

Dear Parent/Guardian,

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

Parents will be paying £5.50ph per child. This is suited to our small class ratio. We have the option of paying per half term. This will increase your hourly fee to £6ph. Parents will be sent an online link for payment to be completed. Once the payment is received, your child's space will be confirmed.

**Siblings Fees:** Minus £25. This is the equivalent of the admin fee for one child.

## 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. Our dates generally coincide with the termly calendar.
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 should be paid two weeks before the end of the previous term. **Late fees** will incur a **£5 charge** per child.

Admin + materials (one off upon registration)	Term 1			Term 2			Term 3				
	6 weeks 16.09.23 to 21.09.23	1 week break	7 weeks 04.11.23 to 16.12.23	3 week break	5 weeks 13.01.23 to 10.02.24	1 week break	5 weeks 24.02.24 to 23.03.24	3 week break	5 weeks 20.04.24 to 18.05.24	1 week break	7 weeks 01.06.24 to 20.07.24 (closed for Eid al Adha 15.06.24)
	£108		£126	Full term	£90	£90	Full term	£90		£126	
£25			Half term	£165			Half term	£198			

**Signed:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Parent of:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email this signed Fees Policy to [info@kaydeena.com](mailto:info@kaydeena.com)