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**Location Address:**  
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# Fees Policy

## Academic Year 2021/2022

Saturday/Sunday 9.30-12.30

Dear Parent/Guardian,

The following outlines the Fees Policy for the Kaydeena Pre School and is separate to our partner school Fatima Elizabeth Phrontistry.

**Annual Fees:** Fees are calculated annually. Parents will be sent an online link to be completed, filling out bank details. Based on our annual fees, parents will be paying £5 per hour per child or £15 per day. This is far less than the average pre school fees. Once the payment is received, your child's space will be confirmed.

**Termly Fees:** If you are unable to commit to the annual fee, the option to pay termly is available. Costs are increased to £15 extra per term in normal circumstances.

**Siblings Fees:** Reductions are not made for siblings.

### CONTRACT

**This Contract is made between the parent and Kaydeena Pre School (separate entity to Fatima Elizabeth Phrontistry).**

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

1. Parents to fill out the online 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, they must complete the academic year.
5. For termly payments, if you do want to take your child out mid-year, then this can only take place with:
  - a. A **notice of 2-4 weeks** before the end of term to Kaydeena management – so that students on the waiting list can be notified of a space.
  - b. The school runs over a 39 week period. Our dates coincide with FEP's calendar (4.9.21-24.7.22)
  - c. Parents must notify us 2-4 weeks before the date of withdrawal.
6. Fees are non-refundable unless impacted by COVID19 guidelines.
7. If your child is away for more than 2 weeks (for termly fee payers) 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. If opting for termly 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)	Termly			Annually
		Term 1 (15 weeks)	Term 2 (12 weeks)	Term 3 (12 weeks)	
One	£15	£225	£180	£180	£585

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