

# Fees Policy

**Location address:**

Cambridge: CQC  
Rade Gund Road CB1 3RH



**Cambridge (CB1):** Term time Friday 9.30am-10.30am

Dear Parent/Guardian,

The following outlines the Fees Policy for the Kaydeena Rhyme & Craft.

Parents will be sent online details for payment to be completed. Parents will be paying bulk payments per half term, equating to £6 per hour per child. Once the payment is received, your child's space will be confirmed.

**Siblings Fees:** There will be no sibling discount.

## CONTRACT

**This Contract is made between the parent and Kaydeena Rhyme & Craft. 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 half term.
5. If you plan to take your child out mid half term, out of courtesy, please give Kaydeena Management a **notice of 2 weeks** before the end of half term so that any 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 payment increases to **by £5** per child.
9. Fees should be paid two weeks before the end of the previous term.

Number of children	Admin + materials (one off upon registration)	<b>Term 1</b> 1st ½ term (6 weeks) 15 <sup>th</sup> September 2023 – 20 <sup>th</sup> October 2023
One	£5	£36

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

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