



# The Pochin Pre-School

## Parent Information and Terms and Conditions

Please keep this information to hand as it details important information relating to the procedures affecting your child's place at The Pochin Pre-School.

The Pochin Pre-School is subject to the school's existing policies and procedures and is a fully integrated part of the main Pochin School. All our policies are available to view on the school's website – [www.pochin.bepschools.org](http://www.pochin.bepschools.org).

## Staff Responsible for Your Child

The Pre-School Manager and Pre-School Assistant deal with the day-to-day aspects of the Pre-School. The Office Manager, deals with all aspects of administration. For any queries, please contact the main school itself on 0116 2692078, email us on [office@pochin.bepschools.org](mailto:office@pochin.bepschools.org) or speak to the Pre-School Manager directly.

Contact the school office if you :

- need to change or cancel your child's day(s)/place;
- need to report your child absent;
- are going to be late to collect your child

## Whilst in Our Care

If attending the Before and After School Club as well as The Pre-School, your child will be collected from/taken to the Before and After School club by the Pre-School staff, which operates in the same learning space as the Pre-School.

## Invoices

You will be invoiced each month in advance for the full cost of your selected sessions, minus the value of your Government Funded Free Childcare (15 or 30 hours). It is important you keep your invoices for your records as we charge for copy invoices to be issued.

## Payment of Fees

Fees are payable via FEEE (government funding), Government Tax Free Childcare accounts, bank transfer or Childcare Voucher Schemes, monthly, in advance. **We cannot provide refunds for holidays or other short-term absences, including illness.**

## **FEEE - 15/30 Hours Free Childcare (Government Funded Nursery)**

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

## **Tax Free Childcare (Payments topped up by the government)**

<https://www.gov.uk/government/news/tax-free-childcare-opens-to-all-eligible-families>

NOTE – Children may be eligible for both 30 Hours Childcare and Tax Free Childcare. If required, you can ask the Office Manager to support you with the online application.

## **Voucher Schemes**

Voucher schemes are now closed to new parents, but if you are already registered with a scheme, we will be able to accept their vouchers. Please contact us if you are already registered with a voucher scheme as we may need to open an account with them.

## **Ad hoc Bookings**

Subject to availability, ad hoc bookings may be made via the Office Manager. The session will be added to your next invoice. You may use Government Funded Free Childcare hours to cover ad hoc bookings if you have hours banked; otherwise they will be charged for.

## **Changing/Increasing Days**

Any changes are subject to availability. Please contact the Office Manager to discuss availability.

## **Cancelling a Place**

One term's written notice to [office@pochin.bepschools.org](mailto:office@pochin.bepschools.org) is required to cancel a child's place or reduce their hours.

## **Non-Payment of Fees**

In the event of non-payment of fees, the procedures outlined in the school's charging and remissions policy will be adhered to.