



Nursery Children: Additional Services

Name of Child:	Date of Birth:
Address:	Keyworker of Child
Post Code:	
Email Address:	

TERM TIME: Which day(s) are you requesting additional services? (please tick)

Insert Date	Insert Date	Insert Date	Insert Date	Insert Date
Monday	Tuesday	Wednesday	Thursday	Friday

Date(s) you would like this service to start:

Date (s) you would like this service to stop:

One off request – date required:

Name (s) of Parent/Carer(s):

Home Tel. Number:

Work Tel. Number:

Mobile Tel. Number:

Employer/College:



Parent Agreement: to be returned to the Nursery Admin Officer

I agree to pay Hillview Nursery School for services that I have booked and authorise Hillview Nursery School to claim government funding on behalf of my child. I will inform Hillview Nursery School of any changes in my circumstances that may impact on services required or my ability to remain eligible for government funding. I understand that this is so that Hillview Nursery School can ensure service is provided appropriately to meet the school's allocation criteria. **I agree to a 2 week written notice period of cancellation of paid for services by either party.** I understand that there is **no refund** for days that have been booked if my child does not attend for any reason.

Parent/Carer Signature:..... **Date:**

Parent/Carer Signature: **Date:**.....

Official use only:

Date form received by the Nursery School:

Decision:

Date

Signed:

Please print name:

cc: Keyworker and Finance Officer

Charges - Hillview Nursery (ages 2-4)

TERM TIME (39 weeks)	Times	Cost
One off Administration Fee(non-refundable)		£10
Late Collection Morning Session Late Collection Afternoon Session	11.30am – 11.40am 3.15pm – 3.25pm	£10 and then £1 for every subsequent minute late
Fee paying 2 Year Old Lunch Supervision (parent to provide lunch)	8.30am-3:15pm 11:30 am - 12:15pm	£60.00(per whole day after an agreed settle in period) £40.00 am or pm session £6.50 a day
Sessional Morning (15 funded hours) Sessional Afternoon (15 funded hours) Lunch Supervision (parent to provide lunch)	8:30am-11:30am 12:15pm-3:15pm 11:30 am - 12:15 pm	£0 £0 £6.50
Funded 30 hours (eligibility apply) Lunch Supervision (parent to provide lunch)	To cover lunch time	£6.50
Morning Half Day <i>Includes snacks at Mid-Morning</i>	8:30am-11:30am	£40.00
Afternoon Half Day <i>includes snacks Mid-afternoon</i>	12:15pm-3:15pm	£40.00

Invoices: Will be raised monthly through our online payment portal EDUSPOT. Hillview Nursery School reserves the right to withdraw a service with a **2 week notice period**, for non-payment of an invoice.

Government Funding: Hillview Nursery School offers government funded places in 15 or 30-hour blocks, term time only. The **30-hour provision do not include the lunch time session** and this will be a chargeable service.

30 hour places will follow the government guidance for eligibility and are allocated to parents on receipt of an eligible government code. Parents are responsible for checking their code within the time frames advertised by the government and Hillview Nursery School reserves the right to withdraw the additional funded hours place if a parent is no longer eligible.