Dear Parent/Carer Thank you for your interest in Hartford Manor Nursery. As you may know, three and four year olds are entitled to up to 30 hours **free** early years’ education in the term following their third birthday. We offer 15 hour funded places for all children between the ages of 3 and 4 years. We also offer up to 30 hour places for eligible children.

**Morning 8.40am – 11.40am Lunch Club 11.40am – 12.20pm Afternoon 12.20pm – 3.20pm**

If your child stays all day, as part of any funded/paid session, they would join our **Lunch Club.** This costs **£2.50 per day** (this cost is in addition to the session charge)**.** You may provide them with a Packed Lunch or purchase a School Meal, currently priced at **£2.41**. If you wish to add **paid** morning/afternoon sessions, in addition to your 15/30-hour funding, the charge is **£12.00** per session.

**Extended sessions and full days**

We also offer the added flexibility of additional full days or extended sessions in the morning/afternoon. Where extended sessions are added onto a funded morning or afternoon place, the Lunch Club costs of **£2.50/day** will apply.

Fees for **unfunded** additional sessions are:

* **£14.50** for a morning/afternoon, including Lunch Club – If you require a school meal for your child, there will be an additional cost of **£2.30** for the meal**.**
* **£26.50** for a full day - plus the cost of a meal if required.

**Breakfast and After School Clubs**

Our Breakfast Club is available from **7.30am** to **8.40am** and costs **£4.00** each day. Children are escorted to the Nursery by the Breakfast Club Team.

Our After School Club runs until **6.00pm** each day. The club costs **£12.00** with a light meal. We also offer an early pick up rate of **£6.00** per day for children collected by **4.15pm,** witha snack provided. Children are collected from Nursery by the After School Club Team each day.

We hope that you choose our Nursery setting for your child. Please find attached an Expression of Interest Form for you to complete. Please return the form to the School Office as soon as possible.

Once we have confirmed your child’s place, we will invite you to a Stay and Play session and an Afternoon Information meeting, where you will receive your Registration and Grant Form.

Yours faithfully

Simon Kidwell

**Principal**

**Expression of Interest**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intended start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am/we are interested in our child securing a place at Hartford Manor Nursery and request the sessions indicated below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Morning** | **Extended Morning** **(including Lunch Club)** | **Extended Afternoon** **(including Lunch Club)** | **Afternoon** | **Full Day**  |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Total**  |  |  |  |  |  |

Please indicate below whether you would like to use Universal (15 hours funding), Extended (30 hours funding) or Paid sessions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that whilst we try to accommodate your chosen sessions wherever possible, this cannot be guaranteed at this stage. We will write to confirm your Nursery place, the sessions allocated and details of payment information.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that Nursery fees can be paid in various ways, e.g. Childcare Vouchers/tax free childcare or via the School payment system - ParentPay. School Meal charges must be paid for via ParentPay.**