



# Horndon-on-the-Hill Church of England Primary School

Executive Headteacher Mrs. L. Coates / Head of School Mrs. D. Bradley

Address Hillcrest Road, Horndon-on-the Hill, Essex. SS17 8LR Telephone 01375 673260

Email [admin.hps@osborne.coop](mailto:admin.hps@osborne.coop) Website [www.horndononthehill.org.uk](http://www.horndononthehill.org.uk)

We are all part of God's family. Through trying our best in all that we do, we find a sense of belonging.  
1 Corinthians 12:27 'All of you together are Christ's body and each of you is a part of it'.

## Horndon on the Hill Nursery

### Two year old provision

I request a place in the two year old provision for my child:

Children will be admitted to the two year old provision in the term following their second birthday. I understand each session will cost £18.00. If my child is eligible for the free 15 hours of 2 year old funding I will provide evidence to the Nursery for this. These are the session allocated to my child named above:

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 to 11.30					
11.30 to 2.30					
8.30 to 2..30					

- If my child is eligible for the free 15 hours 2 year old funding I understand 15 hours will be free and any further sessions will need to be paid for. I will provide evidence of my entitlement to the free 2 year old funding to the nursery
- I understand I need to pay for half a term in advance. Late payments will incur a charge of £25.
- I understand I need to pay via the school online payment system and no other payment method can be used.
- If payment is not received within 7 days of billing I understand that my child's place may be withdrawn.
- Whilst a staggered settling in period may be needed for children I understand charging starts from the first day my child attends the preschool.
- If I wish for my child to no longer attend the preschool or I wish to amend my child's hours I understand I need to give a minimum of one month's written notice or an admin fee will be charged.
- I understand all sessions booked must be paid for regardless of attendance through illness or holidays etc.
- I understand that Nursery staff may need to share information about my child's progress with other professionals such as Health Visitors particularly with regards to the 2 year old check.
- I understand I need to take my child's birth certificate and a document stating my address to be copied alongside this contract.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



Horndon-on-the-Hill C. of E. Primary School is a proud partner in the Osborne Co-operative Academy Trust

Telephone 01375 648966 Email [info@osborne.coop](mailto:info@osborne.coop) Website [osborne.coop](http://osborne.coop)

Registered office St Clare's School, Butts Lane Stanford-le-Hope, Essex. SS17 0NW Registered at Companies House, Cardiff, Company Number 7703865

Office use only

Date received in nursery \_\_\_\_\_

Eligible for 2 year funding? Yes / No

Term eligible to start \_\_\_\_\_

Birth certificate seen and copy taken

Proof of address seen and copy taken



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## Horndon on the Hill Nursery Three and Four year old provision

I request a place in the two year old provision for my child:

Children will be admitted to the three year old provision in the term following their third birthday. I understand my child will be entitled to 15 hours funded childcare from the term following their third birthday. I understand should I wish for my child to attend any further sessions I will have to pay £18 per session. These are the session allocated to my child named above:

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 to 11.30					
11.30 to 2.30					
8.30 to 2.30					

- 3 year olds are eligible for 15 hours funded childcare in the term following their third birthday.
- I understand before this date I need to pay half a term in advance for my child's sessions. If I require more than 15 hours I will have to pay for these. Late payments will incur a charge of £25.
- I understand I need to pay via the school online payment system and no other payment method can be used.
- If payment is not received within 7 days of billing I understand that my child's place may be withdrawn.
- Whilst a staggered settling in period may be needed for children I understand charging starts from the first day my child attends the preschool.
- If I wish for my child to no longer attend the preschool or I wish to amend my child's hours I understand I need to give a minimum of one month's written notice or an admin fee will be charged.
- I understand all sessions booked must be paid for regardless of attendance through illness or holidays etc.
- I understand I need to take my child's birth certificate and a document stating my address to be copied alongside this contract.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



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Office use only

Date received in nursery \_\_\_\_\_

Eligible for 2 year funding? Yes / No

Term eligible to start \_\_\_\_\_

Birth certificate seen and copy taken

Proof of address seen and copy taken



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