

# Dane Royd Extended Provision

## Booking Form - Nursery



Please complete this form accurately, as it will be used to calculate and agree the fee. This form is part of your contract with Dane Royd Extended Provision and must be signed by you before your child may attend.

Name of Child \_\_\_\_\_ Start Date \_\_\_\_\_

Are you in receipt of the 15 hours free entitlement? Yes  No

### Hours Required

Day	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-8.45					
8.45-9.15					
9.15-12.15					
11.45-2.45					
2.45-3.15					
3.15-4.20					
4.20-5.20					
5.20-6.00					

### Declaration

I would like to reserve a place at the Dane Royd Extended Provision on the days and times stated above. I have received a copy of the Terms and Conditions and Pricing Policies relating to this placement.

### Place Bookings

If you wish to change a place booking, a new booking form must be completed, agreed and signed in line with the agreed notice (4 weeks in advance). If your preferred change can be accommodated, you may choose either to continue with your current booking or be deemed to have given notice on the date when your new form was submitted.

### Ad Hoc Bookings

There can be no refund for the cancellation of ad hoc bookings. Change to the day/date of ad hoc bookings will be allowed only at the discretion of the manager and only prior to your child being admitted. There can be no refund for reduction in hours, but increased hours will result in an additional fee.

### Fees

Fees are due and are to be paid every four weeks. Full fees are charged for sickness, unforeseen closures and holidays taken within term time (this secures your child's place in their absence).

### Charges for Extended Hours

Parents who are **not** eligible for the 15 hours free entitlement will be charged in accordance with the Pricing Policy.

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