

## Smartys Day Nursery Reservation Form



### CHILD INFORMATION

<b>Child's Surname</b>			
<b>Child's Forename(s)</b>			
<b>Date Of Birth/ Expected birth date (Day/Month/Year)</b>		<input type="checkbox"/> <b>Female</b>	<input type="checkbox"/> <b>Male</b>
<b>Child NHS Number</b>			
<b>Nationality</b>			
<b>Additional personal details SEND / Dietary</b>			
<b>Free Education Hours Code (Two-Year / 30 Free hours)</b>			

### PARENT / CARER'S INFORMATION

<b>Parent(s) Name(s)</b>			
<b>Full Address</b>			
<b>Contact Number(s)</b> 1	<b>Home</b>	<b>Mobile</b>	
2			
<b>Email address(s)</b>			

**Required Attendance** Preferred Start Date: \_\_\_\_\_

(FREE settling in sessions prior to start date will be arranged – around four short sessions)

Day Required	Full day (8am-6pm)	AM Session (8am-1pm)	PM Session (1pm-6pm)	Add 7.30am start	Add 6.30pm finish
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Other attendance patterns: **Full Year / Term Time** (circle as applicable)

I enclose a deposit of **£200.00** (Cash, Cheque, Bank Transfer) to reserve a place at Smartys Day Nursery.

The deposit payment is made up of a **£100** admission fee and **£100** refundable deposit.

The refundable deposit will be refunded with **4 weeks written** notice given and once the final invoice has been settled.

If you wish to change your child's booking pattern, we will require **4 weeks written notice** prior to your child starting with us.

Completed as an agreement to Smartys Day Nursery Admissions Terms & Conditions.

<b>PRINT NAME</b>		<b>SIGNATURE</b>		<b>Date</b>	
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*NB: Reservation of place will only be confirmed as secure once the reservation /deposit payment is received.*

Please return to: Manager, Smartys Day Nursery, Old Community Centre, Burford Way, Hitchin, Herts, SG5 2UZ

**OFFICE ADMIN ONLY**

<b>Confirmation letter sent:</b>				
<b>Allocated Room</b>	<b>Jelly Babies</b>	<b>Tiny Tots</b>	<b>Jelly Tots</b>	<b>Jelly Beans</b>