



Nursery Reservation Form

CHILD INFORMATION

Child Full Name _____
(If unknown state 'baby' and surname)
Date of birth _____ **or Expected Date of Birth** _____
Child's NHS Number: _____
Ethnicity: _____
Any other information: Additional needs / Dietary requirements (If known)

PARENT / CARER'S DETAILS

Name(s): _____
Address: _____
Telephone: _____ **Mobile:** _____
Email: _____

Attendance

Required 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)	Additional 7.30am start	Additional 6.30pm finish
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

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

Early Years Free Education hours code: _____
(Two-Year-old funding/ 30 Free hours)

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 deposit is refundable if the attendance pattern is not decreased within 4 weeks from the confirmed starting date. 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 agreement to Smartys Day Nursery Admissions Terms & Conditions

Parent/s Name: _____ **Parent/s Signature:** _____
Date completed: _____

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