


Sawtry Day Nursery Booking Form

Child's Name:


Requested start date:

Sessions available:

Please tick the required sessions

 Funded Sessions - Maximum of 22.5 hours per week			
Funded Day	9.0 hours	8.00am - 5.00pm	£8.00
Fully funded Morning	4.5 hours	8.00am - 12.30pm	£6.00
Fully Funded Afternoon	4.5 hours	1.00pm - 5.30pm	£2.00

Mon	Tues	Wed	Thurs	Fri

 Non Funded Sessions			
Full Day	9.5 hours	8.00am - 5.30pm	£73.00
Morning Session	5 hours	8.00am - 1.00pm	£50.00
Afternoon Session	4.5 hours	1.00pm - 5.30pm	£45.00
Full Week Mon to Fri	9.5 hours	8.00am - 5.30pm	£325.00

Mon	Tues	Wed	Thurs	Fri

Prebooked Additional Extras			
Early Start	0.25 hours	7.45am - 8.00pm	£2.50
Extended Morning	0.5 hours	12.30pm - 1.00pm	£4.00
Extended Stay	0.5 hours	5.00pm - 5.30pm	£4.00
Late Stay	0.5 hours	5.30pm - 6.00pm	£4.50

Mon	Tues	Wed	Thurs	Fri

The nursery is closed on bank holidays and also for a week between Christmas and New Year. No fees are payable on these days.

Fees are payable on all other days not attended such as family holidays and during periods of illness.

We use a system called Parent Admin and once registered on the system, monthly invoices will be generated. We manually add payments received to your account so please allow us a few days to do this. All extras etc will be added to this account which can be viewed on the Parent Admin app which can be downloaded to your phone or device.

Fees are payable by the 7th of each month for that month. Where fees have not been received, a reminder will be sent out and will include a 5% late charge.

All drop off times and collection times are to be agreed in advance to ensure appropriate staff ratios are maintained at all times.

Please complete and return this form to info@sawtrydaynursery.co.uk or hand it directly to the nursery office.

On receiving your completed booking form, we will add you to our waiting list. We will contact you once we are able to offer your child a place and invite you to view the nursery and discuss your childcare requirements further.

Parent/Carer 1

Parent Name:

Email:

Personal Mobile:

Place of work:

Best work contact:

Date:

Parent/Carer 2

Parent Name:

Email:

Personal Mobile:

Place of work:

Best work contact:

Signature: