



PLEASE COMPLETE FORM IN DARK BLUE OR BLACK PEN

**HOURS BOOKING FORM**

Your Child's Name:	Date of Birth:
Allocated Room	Month of:

Date	Day	Start Time	Finish Time	OFFICE USE ONLY	
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				
	Mon				
	Tues				
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	Thurs				
	Fri				
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				

Tick one box to indicate Booking Form is for Amended hours or Add hours.  
Your Permanent Weekly Booking will always be applied in the absence of an alternative booking form.

**Amended Sessions** = Please specify your FULL and COMPLETE Sessions FOR THIS MONTH ONLY

**Add Sessions** = Please specify additional sessions to be added to your existing booking FOR THIS MONTH ONLY

This booking **WILL NOT** be rolled forward. The following month will revert back to your **PERMANENT** booking placed at registration.  
*These are the child care sessions I would like to purchase for the month specified above and I agree to comply with Sunny Day Nurseries Limited terms and conditions*

Parent/Carer signature ..... Date .....

CCT signature ..... Date Received .....

For more information about our booking system please read FEES terms and conditions overleaf.

# TERMS AND CONDITIONS FOR THE BOOKING AND PAYMENT OF FEES

FOR OUR FULL TERMS AND CONDITIONS PLEASE VISIT OUR WEBSITE – <https://sunnydays.co.uk/funding-fees-and-admissions/>

18. You can choose, book and pay fees, by either Sessions or Hours – *these options cannot be combined* – so please choose which of these two options suits your family needs best, then complete and submit your permanent weekly booking form at registration.
19. All hours booked must be complete whole hours, starting and finishing from on the hour e.g.07:00 to 18:00; part hours are not accepted.
20. Your child's permanent weekly booking is required at the time of registration and will retain your child's place. The minimum booking is 1 x 5-hour block per week and this may be taken hourly or as a session depending on your preferred fee option. Your Permanent Weekly Booking will always be applied in the absence of an alternative booking form.
21. Fees are non-refundable in the event of any absences for any reasons.
22. Confirmation of booking and any subsequent changes of booking must be requested by 1st of month in writing on a Sunny Days Booking Form, and which must be signed and submitted before the 1st of the month for the following month e.g. before 1st January for February. Booking forms are available from nursery reception. Alternatively, you can find bookings forms on our website to print at home under 'Funding and Fees' section.
23. If using a Fixed Booking Account, then changes to your permanent place booking are on an annual basis only. Any changes required during the year will be subject to a £25 administration charge.
24. We operate a paperless invoice system; invoices will be emailed by approximately 20th of each month. You can also access your account on ParentZone via our website or download the app. Please ensure your registered email address is up to date, ask your Customer Care staff for details. It is your responsibility to access your invoice promptly and to raise any queries with the Customer Care Team via email to allow solution and response.
25. Fees must be paid in advance before the 1st of every month e.g. by 31<sup>st</sup> January for February. Fees which remain outstanding on the 1st of the month will attract a late payment charge of a minimum of £25 or 5% of outstanding balance, whichever is the greater.
26. Our preferred method of payment is by Direct Debit, we also accept Standing Order, Cash, Credit/Debit Card (NOT AMEX) (in person or by phone), Cheque, Tax Free Childcare payments or Employer Vouchers – Please ask your Customer Care Team for details. Employer Voucher/Direct Debit payments must meet our terms; therefore, the account balance must be clear at the start of any month. Any outstanding balances due to late receipt of the voucher/direct debit will be subject to a late payment charge – see point 25.
27. Any account queries must be brought to the attention of the Customer Care Team before the 1st of the month, for that month's invoice e.g. before 1st January for January's invoice, and any adjustments will be carried forward to the following month's invoice period. Any adjustments must not prevent payment of current month before the 1st of the month – see 24 and 25. We aim to resolve account queries within 14 days.
28. Late payment of fees may result in suspension and/or cancellation of your child's place.
29. Continued late payments and/or failure to make payment shall entitle Sunny Day Nurseries Ltd to charge further interest, and additional charges, including all debt recovery costs and expenses, incurred in the collection of any late payments and/or any unpaid account. All Sunny Days administration and/or management time is charged at a minimum of £25.00 per hour or part thereof or Director's discretion.
30. Any cancelled payments will be subject to a cancellation charge of £25.00 and a further charge of £5.00 to set up payment arrangements again.
31. If your child is dropped off early and/or collected late, then a fixed rate charge will be applied for every 1 hour or part thereof and you will be charged on the next available invoice. Please check your current nursery fees for charge rate.
32. Trips will be charged at cost. On trips, hot lunch may be substituted with a picnic lunch.
33. West Dorset NHS Trust staff can receive a discount per family under agreement, providing Trust signed authorization received, and account adheres to T&Cs.
34. There will be a 5% sibling discount applied to your eldest child's account, providing account adheres to T&Cs. Any discounts applied will be to a maximum of 10% per child, providing account adheres to T&Cs.
35. In the event of unforeseen circumstances that impact on the welfare or safety of children, and/or on the ability of staff to attend nurseries, or for any reason at Director's discretion, Sunny Days reserves the right to close the Nursery at short notice, fees may not be refundable.

## Early Years Education Funding

36. From the age of 3 years your child may be eligible for up to 1140 hours of Early Education Funding for the academic year (if you have a valid code). If your child is not eligible for the full 1140 hours then they will still be entitled to the universal funding of 570 hours for the academic year.
37. At Sunny Days, we provide these funded hours, subject to eligibility and availability, stretched throughout the year (over the DCC financial 50-week period) if your child becomes eligible from the Autumn Term (September). If your child becomes eligible for the funding from the Spring Term (January) and is starting school in the following September, then the funding is applied stretched for the 2 remaining terms (Spring and Summer) only.
38. To claim your Early Education Funding, you must submit a DCC Parental Agreement Form to Sunny Days in advance of each academic term – we will email these out to you or please ask the Customer Care Team for a hard copy - if this Form is not received the funding will not be applied to your account.
39. The Early Education Funding does not cover our additional services such as art and craft resources, extra-curricular activities, snacks, hot lunches and drinks therefore an enhanced resources/activity fee (ERF) of £1 per funded hour is applied to contribute to these costs. This fee has been calculated on an annual basis to keep the cost manageable and easy to apply and it is applicable over the DCC financial 50-week period to tie in with the stretched funding. This applies to Preschool only.
40. A limited number of preschool places with no ERF is offered for up to 1140 funded hours per academic year – these places are allocated on the following basis: siblings of existing children; waiting list children; first come first served.
53. Any anomalies and/or omissions and/or unusual/unforeseen circumstances and/or any disagreements/disputes regarding terms and conditions will be determined and decided by the Directors of Sunny Day Nurseries Ltd, and who have the right to override any term and condition in the best interests of Sunny Day Nurseries.