

Your Child's Name:

Date of Birth:

**Nursery Booking Form  
HOURS**

Room:

Month of:

Date	Day	Start time	Finish Time	✓ Lunch	✓ Escort	Office use
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Monday					
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	Friday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Tick  **one** box to indicate Booking Form is for **Auto** hours, **Replacement** hours or **Add** hours.  
Auto hours will always be assumed in the absence of a current booking form.

**Auto Hours** = set as your **standard booking** automatically rolled forward & repeated every month.  
No need to complete a form each month if your sessions do not change.

**Auto Hours**

**Replacement Hours** = one off this month ... will **replace** any hours already booked for this month and **NOT** automatically rolled forward & repeated each month.

**Replacement Hours**

**Add Hours** = one off this month ... will be **added** to any hours already booked for this month and **NOT** automatically rolled forward & repeated each month.

**Add Hours**


These are the child care hours I would like to purchase for the month specified above and I agree to comply with Sunny Day Nurseries Limited terms and conditions.

**Your signature:**

**Date:**

.....  
**FOR COMPLETION BY OFFICE**

MANAGER signed.....

DATE RECEIVED.....

CAT 1 signed .....

DATE ENTERED .....

CAT 2 signed .....

DATE CHECKED .....