

# Permanent Weekly Booking

Mandatory for all accounts  
Please complete form in dark blue or black pen

Your Child's Name

Date of Birth

Allocated Room

Start From

This Permanent Weekly Booking is mandatory for all accounts at time of registration.

Choose either HOURS or SESSIONS – cannot combine both.

This booking can be updated monthly using a booking form.

Your Permanent Weekly Booking will always be applied in the absence of a booking form or blank week.

SESSIONS									
DAY	SUNRISE	SUNNY AM	SUNNY AM PLUS	SUNNY PM	SUNNY DAY	SUNNY WEEK	B/FAST CLUB	AFTER SCHOOL CLUB	OFFICE USE ONLY
TICK SESSIONS REQUIRED	7-8am ✓	8am-1pm ✓	8am-3pm ✓	1-6pm ✓	8am-6pm ✓	5 x 8am-6pm ✓	7-9am ✓	3pm-6pm ✓	
MON									
TUES									
WED									
THURS									
FRI									

HOURS			
DAY	START TIME	FINISH TIME	OFFICE USE ONLY
MON			
TUES			
WED			
THURS			
FRI			

**FUNDED HOURS OPTION**

Single term stretch  Term time only

*These are the child care sessions I would like to purchase from the month specified above and I agree to comply with Sunny Day Nurseries Limited terms and conditions*

Parent/Carer Signature

Date

Admin 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 – [sunnydays.co.uk/funding-fees-and-admissions](http://sunnydays.co.uk/funding-fees-and-admissions)**

19. You can choose, book and pay fees, by either Hours or Sessions – *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 (PWB) at registration.
20. 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.
21. Your child's PWB is required at the time of registration and will book your child's place.
22. To ensure your child's time at nursery is settled and happy, our minimum booking is 2 x 5-hour blocks per week (on separate days and not including bank holidays) and this may be taken hourly or as sessions, depending on your PWB. (minor variations may apply due to stretched funded hours)
23. Your PWB will always be applied in the absence of a booking form or if a blank week is submitted.
24. Fees are non-refundable in the event of any absences for any reasons i.e. sickness, holiday, etc. Your PWB will be applied and this will ensure your child's place is retained open. Notice of absence is preferred where possible.
25. For amendments or additions to your PWB please complete a booking form and submit it to the nursery administrator by the 1st of the month for the following month e.g. before 1st January for February. Booking forms are available from nursery reception. Alternatively, there are bookings forms on our website to print at home.
26. 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 Admin staff for details. It is your responsibility to access your invoice promptly and to raise any queries with the Admin Team via email to allow solution and response.
27. 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.
28. Our preferred method of payment is by Direct Debit, we also accept Standing Order, Cash, Credit/Debit Card (NOT AMEX), Cheque, Tax Free Childcare payments or Employer Vouchers – Please ask your Admin 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 27.
29. Any account queries must be brought to the attention of the Admin 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 27 and 28. We aim to resolve account queries within 14 days.
30. Late payment of fees may result in suspension and/or cancellation of your child's place.
31. Continued late payments and/or failure to make payment shall entitle Sunny Day Nurseries Ltd to charge 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.
32. 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.
33. 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.
34. Trips will be charged at cost. On trips, hot lunch may be substituted with a picnic lunch.
35. Staff from certain NHS Trusts receive a discount per family under agreement, providing Trust signed authorization received, and account adheres to T&Cs. Please check with the Admin team to find out if your Trust is eligible.
36. 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.
37. 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

38. 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.
39. At Sunny Days, we provide these funded hours, subject to eligibility and availability, stretched over each single term and holiday period, e.g. the Autumn Term stretch runs from 1<sup>st</sup> September to 31<sup>st</sup> December. There will also be a limited number of term-time only places subject to availability.
40. To claim your Early Education Funding, you must submit a DC Parental Agreement Form to Sunny Days in advance of each academic term – we will email these out to you or please ask the Admin Team for a hard copy - if this Form is not received the funding will not be applied to your account.
41. 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 DC financial 50-week period to tie in with the stretched funding. This applies to Preschool only.
42. 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.