



## Holiday Form

Forward notice of holidays enables us to plan staff rotas effectively and optimise the holiday dates we can grant to staff; we often have to refuse staff their desired holiday dates and then children go on holiday themselves which is frustrating. You can advise us of holidays at any time 8 months in advance if you're lucky enough to be able to plan that far ahead but as a minimum

**Holiday Entitlement for refunds:**

- Attend nursery 10 months or more for the year                      2 Weeks
- Attend nursery between 3 and 10 months for the year            1 Week
- Attend Nursery less than 3 months for the year                    No Entitlement

Child Name: .....

Will be taking week(s) commencing ..... as our refundable holiday entitlement from nursery and will return week commencing .....

Please indicate sessions you will be absent for:

<u><b>Monday</b></u> am pm	<u><b>Tuesday</b></u> am pm	<u><b>Wednesday</b></u> am pm	<u><b>Thursday</b></u> am pm	<u><b>Friday</b></u> am pm
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Total Number of Sessions absent: .....

Please provide bank details for your refund to be paid to:

Account Number: .....

Sort Code: .....

Please note refunds will only be given for holidays taken as a full week and notified with at least 2 weeks' notice.

Sign: .....

Print: ..... Date: .....

Office Use:

Date Received: .....

Entered on Parenta by: ..... Date: .....

Refund amount due: ..... Credit on Account Date: .....

Refund Date: .....