



4D's Nurseries Holiday Request Form

Name: _____

Date(s) of Holiday: _____

Number of days: _____

Date requested: _____

Parent/Guardian signature: _____

Please note that holidays should be booked one month in advanced. Half fees for booked holidays will only be authorised for up to eight times a calendar year (January-January). If you take more than eight weeks off, then the weeks after the allocated eight weeks allowance will be charged at full fees.

Please ensure that you receive the form below as a receipt of your booked holiday.

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I have seen the holiday request form and confirm that I have booked the holiday accordingly for _____ (Date)

The holiday will be authorised half fees

The holiday will be charged at full fees

Manager Signature _____ Date _____