

Change to Sessions/Days Request Form Kool Kids Breakfast & After School Clubs

Child's Name:

Current Sessions			
Session	Breakfast	After School	
Session Time	8am – 9am	3pm – 4.30pm	3pm – 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Date change to start from:

Change required (Please tick)			
Session	Breakfast	After School	
Session Time	8am – 9am	3pm – 4.30pm	3pm – 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Please tick relevant box below:

	Permanent changes. Four week's notice is required for permanent changes which must be agreed with the nursery management. A £10 administration fee per change will be invoiced.
	Ad Hoc Sessions. These sessions are subject to availability and will be charged at £7.50 per hour or the normal session rate + £10 admin fee , whichever is the cheaper. Payment is due as soon as approval has been given
Parent/carer responsibility. The completion and submission of this form is the responsibility of the parent/carer making the request. It must be signed and submitted in good time to ensure that the nursery management can plan the staffing and ratio's for safeguarding.	

Parent/Carer Signature:	
Print name:	Date:

The Nursery Management will endeavour to respond within 3 working days of a request made.

Approved/Not approved	Nursery Management Signature:
Nursery database updated - date: £10 admin fee added YES/NO	Admin Signature:

Parent/carer email address to respond to: _____