

Change to Sessions/Days Request Form – Nursery Children

Child's Name:	Room:
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Days & Sessions currently attending - (Please tick)					
Sessions	Maxi Morning	Mini Afternoon	Maxi Afternoon	Maxi Day	Full day
Session Time	8am - 1.30pm	1.30pm - 4.30pm	1pm - 6pm	8am - 4.30pm	8am - 6pm
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

Date change to start from:

Change required - (Please tick)					
Sessions	Maxi Morning	Mini Afternoon	Maxi Afternoon	Maxi Day	Full day
Session Time	8am - 1.30pm	1.30pm - 4.30pm	1pm - 6pm	8am - 4.30pm	8am - 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: _____