

## Change to Sessions/Days Request Form – Nursery Children

<b>Child's Name:</b>	<b>Room:</b>
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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:

	<b>Permanent changes. Four week's notice</b> is required for permanent changes which must be agreed with the nursery management. A <b>£10</b> administration fee per change will be invoiced.
	<b>Ad Hoc Sessions.</b> These sessions are subject to availability and will be charged at <b>£7.50</b> per hour or the normal session rate + <b>£10 admin fee</b> , whichever is the cheaper. Payment is due as soon as approval has been given
<b>Parent/carer responsibility.</b> 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.	

<b>Parent/Carer Signature:</b>	
<b>Print name:</b>	<b>Date:</b>

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

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

**Parent/carer email address to respond to:** \_\_\_\_\_