

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

Child's Name:
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**CURRENT SESSIONS** (Please tick):

Sessions	BREAKFAST	AFTER SCHOOL	
Session Time	8am – 9am	3pm – 4.30pm	3pm – 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

**NEW SESSIONS** (Please tick):

Sessions	BREAKFAST	AFTER SCHOOL	
Session Time	8am – 9am	3pm – 4.30pm	3pm – 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Date change to start from:

Please tick relevant box below:

	<b>Permanent changes. Four weeks' 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 staffing and ratios for safeguarding.	

<b>Parent/Carer Signature:</b>	
Print name:	Date:
Email address to respond to:	

**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:	Admin Signature:
£10 admin fee added YES/NO	