

Change to Sessions/Days Request Form – Nursery Children

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

Sessions	Maxi Morning	Maxi Afternoon	Maxi Day	Full Day
Session Time	8am – 1.30pm	1pm – 6pm	8am – 4.30pm	8am – 6pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

NEW SESSIONS (Please tick):

Sessions	Maxi Morning	Maxi Afternoon	Maxi Day	Full Day
Session Time	8am – 1.30pm	1pm – 6pm	8am – 4.30pm	8am – 6pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Date change to start from:

Please tick relevant box below:

	Permanent changes. Four weeks' 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 staffing and ratios for safeguarding.

Parent/Carer Signature:	
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	