

DAYCARE SESSION CHANGE REQUEST FORM

***This form is to be used for increasing and decreasing sessions
Changes to sessions will only take effect from the 1st of the month***

| | |
|---------------------------|--|
| CHILD'S FULL NAME: | |
| ROOM: | |
| Change effective from: | |
| Date of request: | |

Please tick this box if your child is eligible 2

Please state below the session times you would like.

| | Monday to Friday | Monday to Thursday |
|--------------|----------------------|-----------------------|
| 0-2'S | 8.30-4.00* £62.10 | 8.30-5.30** £76.20 |
| 2-3'S | 8.30-4.00* £56.48 | 8.30-5.30** £69.45 |

*Includes lunch at a cost of £2.10

**Includes lunch and tea at a cost of £2.10 per meal

Current booking

| | Start | Finish |
|------------------|-------|--------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

New booking request

| | Start | Finish |
|------------------|-------|--------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

| | |
|----------------|--|
| Signed Parent: | |
| Parent Name: | |
| Date: | |

Please note* This request form should be filled out by the parent/guardian at least one month in advance of any required change. It will only become effective once it has been authorised.

A response slip will be issued.



Dear Parent/ Carer, Your request for a change of session has been ACCEPTED/ DECLINED

| | |
|--------------------------|--|
| Room: | |
| Childs Name: | |
| New sessions commencing: | |
| Additional Notes: | |

| Date of request | Effective change date |
|---|---|
| Example – 1st of April | 1st of May |
| 1 st of the month | 1 st of the following month |
| 2 nd of the month | 1 st of the following month |
| 3 rd of the month | 1 st of the following month |
| 4 th of the month | 1 st of the following month |
| 5 th of the month | 1 st of the following month |
| 6 th of the month | 1 st of the following month |
| 7 th of the month | 1 st of the following month |
| 8 th of the month | 1 st of the following month |
| 9 th of the month | 1 st of the following month |
| 10 th of the month | 1 st of the following month |
| 11 th of the month | 1 st of the following month |
| 12 th of the month | 1 st of the following month |
| 13 th of the month | 1 st of the following month |
| 14 th of the month | 1 st of the following month |
| | |
| 15th of the month invoice run for following month | 1st of the following subsequent month |
| Example – 15th April | 1st June |
| 15 th of the month | 1 st of the following subsequent month |
| 16 th of the month | 1 st of the following subsequent month |
| 17 th of the month | 1 st of the following subsequent month |
| 18 th of the month | 1 st of the following subsequent month |
| 19 th of the month | 1 st of the following subsequent month |
| 20 th of the month | 1 st of the following subsequent month |
| 21 st of the month | 1 st of the following subsequent month |
| 22 nd of the month | 1 st of the following subsequent month |
| 23 rd of the month | 1 st of the following subsequent month |
| 24 th of the month | 1 st of the following subsequent month |
| 25 th of the month | 1 st of the following subsequent month |
| 26 th of the month | 1 st of the following subsequent month |
| 27 th of the month | 1 st of the following subsequent month |
| 28 th of the month | 1 st of the following subsequent month |
| 29 th of the month | 1 st of the following subsequent month |
| 30 th of the month | 1 st of the following subsequent month |
| 31 st of the month | 1 st of the following subsequent month |
| | |

Office Use only:

Parents informed.....

Written confirmation received.....

Red book updated.....

Room informed.....

Grid changed.....

New contract.....