

DAYCARE SESSION CHANGE REQUEST FORM

This form is to be used for increasing and decreasing sessions

CHILD'S FULL NAME:	
Nursery 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 - Friday	Monday - Thursday
0-2'S	8.30-4.00* £68.90	8.30-5.30** £84.40
2-3'S	8.30-4.00* £64.05	8.30-5.30** £78.55

*Includes lunch at a cost of £2.15

**Includes lunch and tea at a cost of £2.15 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. Changes will be confirmed by email.**

Office Use only:

<i>Parents informed</i>	
<i>Written confirmation received</i>	
<i>Grid updated</i>	
<i>New contract issued</i>	