**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 New booking request

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

|  |  |  |
| --- | --- | --- |
|  | **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.**

|  |  |
| --- | --- |
| *Parents informed* |  |
| *Written confirmation received* |  |
| *Grid updated* |  |
| *New contract issued* |  |

***Office Use only****:*