

Change of hours/sessions Form

If you would like to amend your child's nursery sessions or increase sessions attended, please complete the details below, and hand form in to the main reception. Whilst we will endeavour to try to accommodate your request we cannot guarantee that your request will be agreed. All changes will be reviewed once a month.

Name of Child: Dob:		
Child's current funding : (Please circle as appropriate)	All year round	Term time only
	No Funding	2 Year Funding
	15 Hours funding	30 Hours funding
Name of child's key worker:		
Current sessions:		
Please give details of change / sessions required:		
Please give a brief reason as to request:		
Signed: Parent / Guardian		
Date:		
ACTION:		
Date changes to commence:		

Once agreed tear off and give to Key Worker

Childs Name:	
Key Worker:	
Details of changes and date to start	