



## 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 the form in to the 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:				
Date of Birth:				
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:				
Date changes to commence:				
Signed: Parent / Guardian				
<b>E-mail address:</b> (We will notify you by e-mail once a decision has been made regarding your request)				
<b>For Office Use Only</b>				
ACTION:	Sims	Sheets x 2	Kerry	Becky
	Change Invoice	Lunch List		
Agreed By:				

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**Once agreed tear off and give to Key Worker**

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