

Extra Session/s West Exe Nursery School

If you would like your child to attend an extra nursery sessions/s as a one off, please complete the details below, and hand the form in to the administration team. Availability needs to be checked before your request can be confirmed. Please note the cost of your extra session will be charged when agreed or added to your next invoice. Whilst we will endeavour to try and accommodate your request we cannot guarantee that your request will be agreed.

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:		
Extra session/s required: (Please put the date/s, AM or PM session and if you require a lunch session)		
Please give a brief reason as to request:		
Signed: Parent / Guardian		
Date:		
For Office Use Only		
ACTION:		
Add to Invoice	Paid & Date	Kerry

Once agreed tear off and give to Key Worker

Childs Name:	
Key Worker:	
Details of Extra Session/s	