

Change of Sessions Form

- Effective January 2023
- We accept up to 25 hours extended funding only (if eligible), our hourly funding rate is £5ph. Please take this into consideration prior to confirming your new hours.

Personal Details	
Child's Name:	DOB:
Parents Name:	Tel:
Email Address:	

Current Sessions					
	AM	PM	Lunch Club	Full Day	Comments
Monday					
Tuesday					<u>Risers only</u>
Wednesday					
Thursday					
Friday					

New Sessions Required					
	AM 8:30 – 12:30pm	PM 12:30 – 4pm*	Full day – 8:30 – 4pm	Pre-School Day 9-3pm	Comments
Monday					
Tuesday					<u>Risers only</u>
Wednesday					
Thursday					
Friday* 8:30-3pm					
Preferred Start Date:					

Office Use Only	Date
Sessions checked and added to the roll	
Confirmation of sessions sent to the parents	
If sessions unavailable have they been added to the waiting list?	
<i>If applicable, please ensure you have completed your child's funding form.</i>	

Signature of Manager:	Date:
-----------------------	-------