

# CHANGE OF SESSION REQUEST AND NOTIFICATION OF HOLIDAY

<b>Childs name :</b>	<b>Group:</b>
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## 1. Permanent Change of Sessions

Complete the section below if you would like to permanently change your sessions.

Change from:						To:					
Early Birds	M	T	W	Th	F	Early Birds	M	T	W	Th	F
am	M	T	W	Th	F	am	M	T	W	Th	F
Lunch	M	T	W	Th	F	Lunch	M	T	W	Th	F
pm	M	T	W	Th	F	pm	M	T	W	Th	F
Night Owls	M	T	W	Th	F	Night Owls	M	T	W	Th	F

Please ring as necessary

As from (date)	Parent's Name	Parent's Signature	Date

## 2. Temporary/One off Extra Sessions

Complete the section below if you would like additional, temporary sessions.

'One Off' Extra Sessions					
Early Birds	M	T	W	Th	F
AM	M	T	W	Th	F
Lunch	M	T	W	Th	F
PM	M	T	W	Th	F
Night Owls	M	T	W	Th	F

Please ring as necessary

Date/s required	Parent's Name	Parent's Signature	Date

## 3. Notification of Holiday

Complete the section below to notify us that your child will be absent from Nursery.

My child will be absent from (date) ..... and will return on (date) .....

Parent's Name: ..... Signature: .....

Date: .....

YES – we have made a permanent change to your child's sessions according to your request
YES – your child can come in for the extra session/s requested above
NO - sorry, we are full at present. Your details have been placed on the waiting list.
Thank you for informing us of your holidays

Admin use only:	Waiting List:					
	Staff		Parent		Invoice	