



Dear Parent/ Carer

We have been advised that you wish to change your child’s sessions at nursery.

Could you therefore please indicate the new sessions below and return this form as soon as possible in order to secure the new days. Please note we need a months notice to change any sessions.

We will advise you as soon as possible if this request is **not** possible.

- Child Name:
- D.O.B:

I wish to change my child’s sessions to the following:

	Mornings (8.00- 1.00pm)	Afternoon (1.00- 5.30pm)	Full day (8.00 am-5.30pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Date to take effect from :

Signed Parent/Carer:Date: