

Office:
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Permanent Change of Session Request

Child's full name:

Nursery:

If you require a permanent change of session please complete this form. Please note that your child's place at the nursery is based upon the session pattern your child is currently booked to attend and that due to our set ratios of full time to part time places, we may or may not be able to accommodate any request dependant upon availability. Before completing this request form please remember that we operate a policy of a minimum of three sessions per week for any one child and any approved changes are subject to one month's notice, for full details please see our policy handbook.

I would like to request to permanently change my child's session pattern...

From:

To:

Commencing:

Signature of parent/carer:

Date:

Permanent Change of Session Request

Child's full name:

Nursery:

Your request for a permanent change to your child's session pattern...

From:

To:

Commencing:

has been approved. is unable to be approved due to:

Signature of manager:

Date: