

Office:
Scanned:
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Temporary Additional Session Request

Child's full name: Nursery:

If you require a temporary additional session please complete this form, additional days and sessions will be available on a first come first served basis and only if we are able to comply with our legal requirements. We are unlikely to be able to accept 24 hours notice. Unfortunately we will not be able to accommodate any changes to sessions unless it is an approved permanent change. A permanent change can be requested by completing and returning a Permanent Change of Session Request form. By accepting the approved slip at the bottom of this page you are agreeing to be invoiced at the additional session rates for the temporary additional session(s) you have requested, whether your child attends the session or not. Finally we can only accept temporary additional session requests up to one month in advance.

I would like to request (please include dates and sessions required):

Signature of parent/carer: Date:

Temporary Additional Session Request

Child's full name: Suite:

Your request for:

has been approved. is unable to be approved.

Signature of manager: Date: