



4.0 Organisation

4.8 Change of Session Form

Name of child.....

Name of parent(s).....

I/We would like to change the session time for our child.

We would like(name) to attend on the following days/sessions: (Please circle **all** sessions required (i.e. including any existing that you still require) as appropriate):

Monday	am		
Tuesday	am		
Wednesday	am	lunch club	
Thursday	am	lunch club	pm
Friday	am		

As of.....(date)

Signature of parent(s)

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Please give 2 weeks' notice to change your child's session time. Please note we cannot always guarantee the session required. Places are filled on a first come, first served basis.

Tear off the following part to return to parent(s)

We can confirm that(child's name) will now have a place on the following days/sessions: (Setting to circle as appropriate)

Monday	am		
Tuesday	am		
Wednesday	am	lunch club	
Thursday	am	lunch club	pm
Friday	am		

From.....(date)

Signed on behalf of the setting

Name Job title