

## Change of session request form

Please use this part of the form to request a **permanent** change to your child's sessions at preschool.

Child's name: \_\_\_\_\_

I would like to increase / reduce / swap (please delete) my child's sessions at Dunbury preschool.

Current sessions			New sessions		
	am	pm		am	pm
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		

Date change required from: \_\_\_\_\_

If sessions are changing due to additional funding i.e. 30 funded hours please complete the form below:

Parent/Carer/Guardian with legal responsibility		
If entitled to 30 hours funding please complete the following information:	11 digit ref number (DERN)	Parent NI number(s)
If entitled to Tax-Free Childcare please complete the following:	Unique Reference number	
I confirm that the information I have provided above is accurate and true and I agree to the provider claiming free entitlement funding as agreed on behalf of my child. I also agree that the information provided can be shared with the local authority and Department for Education. I understand that if I have given false information on this form I may be asked to reimburse the provider.		
Signed:		
Print name:		
Date:		

I understand that four weeks' notice is required to increase, reduce or remove hours and that some sessions may be charged. Once my child's sessions have been changed I understand that they may be offered to other children and so I may not be able to return to them in future.

Name of Parent/Carer:

Signature:

Date:

**For Office use:**

Authorised (inits):

Date:

Family updated:

## Change of session request form

Please use this part of the form to request a **one-off** change to your child's sessions at preschool.

Child's name: \_\_\_\_\_

Please could my child attend the following one-off session. I understand I will be charged for this session and that it will appear on my next invoice.

**Date of extra session:** \_\_\_\_\_

Morning or afternoon: \_\_\_\_\_

Reason: \_\_\_\_\_

Name of parent/carer:

Signature:

Date:

**For Office use:**

Authorised (inits):

Date:

Family updated: