



Toad Hall Day Nursery Ltd.

Change of hours form

Child's name:

Please indicate in the boxes below **all** the sessions you wish you child to attend.

Day	Full day 8.00-6.00	Nursery day 9.30-4.30	Mornings 8.00-12.00	Afternoons 1.30-5.30	Additional Hours before 8am Or after 6pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Date for changes to take place:
Please note: we require 1 months notice for any changes to sessions.

Parent signature:

Date:

Your request will need to be confirmed by a member of the management team a copy of the change of hours form will be returned to you to let you know the outcome of your request. .

Confirmation:

- Your change of hours request as detailed above has been accepted
 - We do not have availability for the sessions requested and your child has been added to the waiting list (your current sessions will continue until space become available)
 - We are unable to process your request because
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.....

Managers signature:

Date: