



Ferring Funtime Community Pre-school

Session Changes

Name of Child: Date:

First Day of New Session Pattern:

End Date of Six Week Notice Period:

Change Sessions

Terminate All Sessions

Current Session Pattern

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Lunch					
Afternoon					

Requested New Session Pattern *(please ensure you tick all sessions that your child will be attending)*

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Lunch					
Afternoon					

I understand that a reduction, termination or session swap is subject to six weeks notice and that I am responsible for payment throughout this time. If my new session choices are available and approved they can commence immediately if requested, however I will be charged for the additional hours alongside any hours under notice. I am aware that changing my child's sessions could potentially have an impact on my child's keyperson time as staffing hours are calculated prior to the term start date. I will automatically be placed on a waiting list if a place is not available. Please tick here if you do not wish to be placed on the waiting list.

I also understand that advanced requests of session changes outside of the current term, are not processed until the ½ term before the new term commences.

Parent/Carer's Signature:

Please return your signed copy to the office for processing

NB Once this request has been processed a copy will be returned with the request status indicated.

For Office Use:

Available Unavailable, on waiting list Unavailable, request cancelled