



Ferring Funtime Community Pre-school

Session Changes

Name of Child: Date:

First Day of New Session Pattern:

End Date of Six Week Notice Period if applicable:

Change Sessions

Terminate All Sessions

Current Session Pattern

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|--------|---------|-----------|----------|--------|
| *Early Drop Off (if available) | | | | | |
| Morning | | | | | |
| Lunch | | | | | |
| Afternoon | | | | | |

Requested New Session Pattern

(please ensure you tick all session that your child will be attending)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|--------|---------|-----------|----------|--------|
| *Early Drop Off (if available) | | | | | |
| Morning | | | | | |
| Lunch | | | | | |
| Afternoon | | | | | |

**NB Early drops offs are reviewed periodically to ensure there is a need within the community and viable for us to support. Early Drop Offs are not available to be claimed under the Free Entitlement. We require a minimum commitment of one term.*

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 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 place 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 requested status indicated.

For Office Use:

Available

Unavailable, on waiting list

Unavailable, request cancelled