



If you wish to change your child's hours for next term, please return this form the Pre-School leader will then contact you via post or email to confirm if your child is able to swap their hours.

Please note: The minimum noticed required for changing your child's hours is 1 month.

Your contact details:

Name: _____ Email Address: _____

Home Address: _____

Child's Name: _____ D.O.B _____

My child currently attends Pre-School (please tick):

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| AM | | | | | |
| PM | | | | | |

I would prefer my child to attend Pre-School for the following sessions:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| AM | | | | | |
| PM | | | | | |

I would like to change to these new hours from __ / __ / __

Parent Signature: _____ **Date:** _____

Please note: Children who are receiving 2 or 3 year old funding will have priority over pre-school paid places; this is in accordance to local authority guidelines. Due to ratios that we have to adhere to, we only have limited spaces, we will consider your session requests that you have stated above and we will do our best to accommodate you.