**Change to Session Request Form**

**Childs Name**

1. **Sessions required**

Indicate the sessions you would like by ticking the required times in the box below. Please include the current sessions that you still want your child to attend as this will avoid any confusion over the changes you require. Note the minimum that can be booked is a 3-hour session between 9am to 3pm

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday\*** |
| **Early drop off 8.30** |  |  |  |  |  |
| **9-12** |  |  |  |  |  |
| **12-3** |  |  |  |  |  |
| **12-4** |  |  |  |  |  |
| **12-5** |  |  |  |  |  |
| **12-5.30** |  |  |  |  |  |

\*Friday afternoon 12-3pm session is dedicated to our Rising Stars, children who are rising 5 and will be going to primary school in September.

**Forest Rangers:** If you are requesting to join our Rangers, please tick the Wednesday 9-12 box and this box: 🞏

1. **Confirm date of change**
2. **Free entitlement child care hours**

If you are already claiming funded hours please confirm if your request will mean a reduction/increase to the number of funded hours.

|  |
| --- |
|  |

If you are claiming hours at another provider, we recommend that you speak with a member of staff to check you are able to claim the funding for the term or if there are implications with reducing hours.

**Parents Signature**:………………………………………………………………………………… Date……………………

**Whilst we will endeavour to provide you with the sessions of your choice, we cannot guarantee we will be able to. This will not apply to any sessions your child may currently be attending or have already had confirmed. Once your sessions are confirmed, if you want to make any changes, we need a half term’s notice in writing.**

**PLEASE RETURN THIS FORM TO RUB-A-DUB PRE-SCHOOL**