**PRE-**

**NURSERY and PRE-SCHOOL CHANGE OF HOURS FORM**

|  |  |
| --- | --- |
| Name of Child: |  |
| Parents Name/s: |  |
| Child’s Date of Birth:  (Day/Month/Year) | / / |
| Telephone: | Home: Mobile: |
| Email address: |  |

**IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER, IT IS VERY IMPORTANT TO LET THE OFFICE HAVE YOUR NEW DETAILS SO WE CAN CONTACT YOU.**

|  |  |
| --- | --- |
| Effective date that you would like to change your child’s hours.  **(Please note that minimum notice of half a term must be given to increase or decrease hours and the change is effective from the start of the following term.)** | / / |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Requested New Hours** | | | | | |
| **Daily Sessions** | | **Breakfast and After-school provisions** | | | |
|  | **Child’s Current Hours** | **9 – 12pm** | **12 - 3 pm** | **B’fast Club 7.30am -9am** | **Wraparound sessions after school** | | |
| **Day** | **write current times** | **3 hours** | **3 hours** | **1 hour** | **3-5.15pm** | **3-6pm** | **2YO charged Hourly** |
| **Monday** |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |

I understand that this application for an hour change is subject to availability and I may be put on a waiting list.

Signature…………………………………………… Date…………………………………..

Nursery children are able to start at the beginning of the half term after they have turned 3. This is self-funded and charges will apply. Government funding is available from the term **after** a child turns 3 years old and may be applicable to 2 year olds depending on eligibility.

**Please return the form to the school office or email: finance@chaddesleycorbett.worcs.sch.uk**