



Request for Additional or Alternative Sessions

I would like to amend the sessions my child attends at West Byfleet Nursery and request additional or alternative sessions as detailed below. I understand that any alterations are subject to availability and some may result in additional charges, which may be payable immediately.

Name of Child.....

Preferred date of change.....

Please tick the sessions you would like and mark with a cross any sessions you currently have but no longer require.

Monday						Tuesday						Wednesday						Thursday						Friday											
8.00 start	8.30 start	AM	Lunch	PM	4.00 pick up	8.00 start	8.30 start	AM	Lunch	PM	4.00 pick up	8.00 start	8.30 start	AM	Lunch	PM	4.00 pick up	8.00 start	8.30 start	AM	Lunch	PM	4.00 pick up	8.00 start	8.30 start	AM	Lunch	PM	4.00 pick up						

I understand that my child can take up to 15 universal hours at this setting and, if we are eligible, may be able to access up to 15 additional funded hours per week. I am aware that these funded hours apply only to the settings core hours, 9.00 to 12.00 and 12.30 to 3.30 daily and that should my child take any additional hours fees will be payable at the settings published rates.

Extended day sessions are as follows; early morning option A (8.00 start), early morning option B (8.30 start), lunch club, 4 o'clock pick up.

Please note - Fees do not include food, please provide a packed lunch and snacks as applicable. Current prices are available from the office or on our website.

Signed.....Date..... Daytime contact no.

Print name..... Email address.....