



CHANGE OF NURSERY HOURS

If you wish to change your child's nursery hours, we require four weeks' notice in writing. To ensure that we meet current staff ratio requirements for early years provision, we will need to approve any change to ensure we meet current legislation.

Please add the requested hours in the table below together with the preferred commencement date.

Name of Child:	Date of Birth:
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Current Hours

Mon		Tues		Wed		Thurs		Fri	
Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up

Requested Hours

Mon		Tues		Wed		Thurs		Fri	
Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up

Preferred Commencement Date:	Age of child at Commencement Date:
Date Request Made:	Request Made By Including Signature:

For Office Use:

Changes Agreed: Y/N

Agreed Start Date:

Agreed By:

Agreed New Hours (if different from requested):

Mon		Tues		Wed		Thurs		Fri	
Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up

Date Confirmation Sent:

Date Arbor Updated:

Date Finance Updated:

Date Portal Updated: